

JOB SITE SAFETY PLAN

steel art
signs



Project Name: _____

Address of this location:

GPS location_____

Your Name: _____

Your Site: _____

Your Supervisor: _____

Your First Aid Attendant: _____

Your MSDS Binder Location: _____

EMERGENCY PHONE NUMBERS - CALL 9-1-1 or

Fire: _____

Police: _____

Ambulance: _____

Hospital: _____

UTILITIES (Call before you dig!)

Gas: _____

Hydro/Electricity: _____

Water: _____

The Health and Safety Representative for This Site is:

Name XXXXXXX

PHONE; (000)000-0000 CELL (000) 000-0000

[Insert Map to Hospital](#)

sample map



PRE-JOB BRIEFING FORM

PROJECT: _____

DATE: _____

SUPERVISOR / SUPERVISOR: _____

Topics Reviewed

Scope of Work for this project or for this day

Site Specific Hazards

Fall Protection Requirements

Rescue Plan if required:

Site Specific Policies that must be followed;

Confined Spaces	
Safe Work Instructions that were reviewed	
Emergency Procedures	
Safety Rep and First Aid Person	
Safety Representative	First Aid person
Other notes about this job or task	

Safety Concerns Raised:

Safety Recommendations Made:

MOVING AND STORAGE OF MATERIALS AND THINGS

Check off the kinds of materials articles or things that will be required to be lifted carried or moved as part of this project.	Please list off the methods that may be used to move those materials articles and things on this project.

Please list off special instructions that need to be communicated and to who.

Special Instruction	To who?	By who

Everyone is responsible for housekeeping, however who is responsible for compliance with regards to housekeeping for this project? _____

List off the areas where we will be working at heights where a trip or fall may occur?	Please list off the corresponding controls that will be put in place to ensure that workers will not slip trip or fall from any height.

Please list off any specific preventative maintenance requirements that will need to be done during this project.

PM Requirements	What, when and by who

PRE-JOB BRIEFING ATTENDANCE SIGN OFF SHEET

PRINT NAME	SIGNATURE	POSITION

JOB SITE SAFETY PLAN

The following Job Site Safety Plan has been developed as part of Steel Art Signs managed safety program to ensure that our job sites operate in compliance with the requirements prescribed in the Occupational Health and Safety Act as well as the Regulations for Construction Projects 213/91 as applicable.

This Job Site Safety Plan will be the standards, expectations, policies and procedures that will be followed on all our job sites.

The following program elements will be included in our “Job Site Safety Plan”:

Section 1 - Company Information

- Notice Of Project Form 0175 (Only when General Contractor)
- Form 1000 Registration of Constructors
- WSIB Clearance Certificate
- Certificate of Insurance
- Copies of applicable records of training for staff members that will be involved in the project.

Section 2 - Occupational Health and Safety Policy Statement

- ☐ Legislated Duties under the Occupational Health and Safety Act and the Regulations for Construction 213/91
- ☐ Duties of Constructor
- ☐ Duties of the Employer
- ☐ Duties of Supervisors
- ☐ Duties of Workers
- ☐ Functions of Safety Representative
- ☐ Work Refusal Procedure

Section 3 – Safety Training and Certifications

Section 4 – Job Planning Process

- Supervisors Initial Risk Assessment
- Scope of Work
- Pre-job Briefing with Supervisor and Crew

Section 5 – Occupational Health and Safety Policies and Procedures

- Emergency Procedures for Job Site
- First Aid Program
- Smoking in the Workplace Policy
- Workplace Violence Policy
- Housekeeping Policy
- Hazard Reporting
- Accident/Injury Reporting Requirements
- Early and Safe Return to Work policy and procedures.
- Safety Rules
- Chemicals in the Workplace
- Personal Protective Equipment Requirements
- Site Fire Safety Requirements

Safe Work Practices

- Ladder Guidelines
- Material Handling
- Hand Tool Safety
- Scaffold Guidelines
- Scissor Lift and Man Lift Guidelines
-

Section 6 – Fall Protection Risk Assessment and Safe Work Instruction

Section 7 – Job Site Inspection Program

- Crew Supervisor Requirements
- Safety Representative Requirements

Section 8 – Job Box Safety Talks

Section 9 – forms and templates

NOTE:

This “Job Site Safety Plan” will be made available to General Contractors and the Ministry Of Labour upon request.

COMPANY INFORMATION

Steel Art Signs Canada

PROJECT # _____

Address: 37 Esna Park Drive Markham Ontario

TELEPHONE #: (905)474-1678

FAX #: (905) 474-5155

COMPANY CONTACT: xxxxxxxx

TELEPHONE #: (xxx)xxx-xxxx
(cell) xxxxxxxx

SUPERVISOR: xxxxxxxx

TELEPHONE #: xxxxxxxx

WSIB INFORMATION:

FIRM # xxxxxx

RATE GROUP# xxxxxxxx

CLEARANCE CERTIFICATE #

DATE:

LIABILITY INSURANCE INFORMATION:

NAME OF INSURANCE PROVIDER:

POLICY #: 00000000

EXPIRY DATE: xxxxxxxx

BROKER'S NAME: xxxxxxxx

PHONE: 00000000 Fax. 000000000

Insert Notice of Project Form 0175 (if applicable)

Insert Form 1000 Registration of Constructor if applicable

Insert WSIB Clearance Certificate

Insert Certificate of Insurance

OCCUPATIONAL HEALTH AND SAFETY POLICY

Purpose:

Steel Art Signs Policy Statement is designed to provide common goal and objective for the company's business practices as they relate to Health and Safety. The administration aspects of the policy are a means to provide the guidance and control mechanism to ensure what is established in the program is carried through.

As well, the policy, policy statement and administration thereof will ensure the Company meets its obligations within the Occupational Health and Safety Act, and applicable Regulations.

Scope:

Steel Art Signs Policy Statement shall be established for the company as a whole, to be used as a basis for all sites that we may work on.

Responsibility:

It is the responsibility of the Operations Manager to establish the Company Safety Policy Statement, and all company employees to follow the administration aspects set out throughout the program documents related to Job Site Safety Management.

Procedure:

Our company Safety Policy Statement will be reviewed yearly in conjunction with the entire program and policy sections as required to meet company obligations under the Occupational Health and Safety Act. This developed Policy is to be communicated to all subs and posted in the "Job Site Safety Binder" to ensure commitment is forefront and responsibilities of the employer, supervisors and workers are all fully understood.

The occupational health and safety policy statement accompanies this policy.

OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

The management of Steel Art Signs believes that health and safety are cornerstones of the foundation on which the company is built. As such every effort shall be made to ensure that all areas of our workplace are maintained as a safe and healthy place to work. Recognizing that our work environment is continually changing with the implementation of new procedures and modifications to old ones, all employees (executives, supervisors and workers) must continually view their daily activities with an eye to reducing the risk of injury.

Steel Art Signs is committed to helping employees perform to the highest standards set by the company by ensuring they are both competent with regard to their specific duties and confident in their ability to perform those duties. Thus employees shall receive as part of their training, instruction in the safe work practices and procedures that apply to working at our facility, sales, service and our construction division. In the course of work each employee shall protect his or her own health and safety by working in compliance with the law, and the practices and procedures established by our company and our Joint Health and Safety Committee.

Management is accountable for the health and safety of employees, and is therefore responsible to ensure that machinery and equipment are properly maintained and that work is carried out in compliance with safe work practices and procedures established by the Joint Health and Safety Committee.

Although Steel Art Signs, as employer, is ultimately responsible for worker health and safety, employees at all levels within the organization shall be committed to making health and safety an integral part of this organization. As Employer of Steel Art Signs I give you my commitment that all reasonable steps shall be taken to ensure the health and safety of workers.

Tom Hrivnak
President & CEO
Steel Art Signs Corp

Date

Legislated Duties: DUTIES UNDER THE OHSA AND REGULATIONS	Revision Date:	Issue Date: February, 2012
Approved By: Operations Manager	Location: All Job Sites	

SECTION 2 LEGISLATED DUTIES

Purpose:

Although each individual worker is responsible for their own safety, the different levels of Steel Art Signs have defined duties and responsibilities as prescribed by the Occupational Health and Safety Act and applicable regulations. The purpose of these set standards is to make sure line supervision have a clear understanding as to their duties and responsibilities on our job sites.

Scope:

The duties and responsibilities outlined within this portion of the overall job site safety plan pertain to the health, safety, and environment portion of each entity or person's actual work are detailed and put in writing.

Responsibility:

It is every worker's responsibility to become familiar with the Occupational Health and Safety Act and all applicable regulations, with the additional requirements pertaining to any those contained within the Company's Managed Safety System.

This outline is not intended to be all-inclusive, but to help all parties better understand their responsibilities. All individuals in the company, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

Duties of Constructor

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

23. (1) A constructor shall ensure, on a project undertaken by the constructor that,
- (a) the measures and procedures prescribed by this Act and the regulations are carried out on the project;
 - (b) every employer and every worker performing work on the project complies with this Act and the regulations; and
 - (c) the health and safety of workers on the project is protected.

Notice of Project

- (2) Where so prescribed, a constructor shall, before commencing any work on a project, give to a Director notice in writing of the project containing such information as may be prescribed.

Duties of Employer:

Employer – Defined as:

"employer" means a person (or company) who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services;

- Ensure that the measures and procedures required by the current Occupational Health and Safety Act and Regulations for Construction Projects and the Constructor's own Safety System have been communicated to all staff, and are carried out on the job site.
- Take every reasonable precaution in the circumstances for the protection of a worker.
- Establish, maintain, and review at least annually a health and safety policy, program, and Health and Safety Representative as required.
- Ensure that workers are properly trained, and supervisors are competent.
- Establish and maintain Employee Profile, Safety and Training records.
- Report accidents and injuries to authorities as required by law.
- Ensure emergency first aid and medical care, are available and provided as required.
- Provide workers with information on hazards, and provide training on how to work with the identified hazards.
- Ensure that protective equipment required by law and by the program is provided and accessible to all workers.
- Inspect projects and meet regularly with Constructors to monitor the program and take corrective action where required.
- Conduct company safety meetings.
- Consider accident prevention and safety performance when evaluating employee performance.

Legislation under the “Act”

OHS s25. Duties of Employers

(1) An employer shall ensure that,

- (a) the equipment, materials and protective devices as prescribed are provided;
- (b) the equipment, materials and protective devices provided by the employer are maintained in good condition;
- (c) the measures and procedures prescribed are carried out in the workplace;
- (d) the equipment, materials and protective devices provided by the employer are used as prescribed; and
- (e) a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the *Building Code Act*.

OHSA Duties of employers continued.

Idem

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

- (a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;
- (b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
- (c) when appointing a supervisor, appoint a competent person;
- (d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
- (e) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;
- (f) only employ in or about a workplace a person over such age as may be prescribed;
- (g) not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
- (h) take every precaution reasonable in the circumstances for the protection of a worker;
- (i) post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;
- (j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;
- (k) post at a conspicuous location in the workplace a copy of the occupational health and safety policy;
- (l) provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and
- (m) advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.

Idem

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

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

PRESCRIBED DUTIES OF EMPLOYERS: SECTION 25 AND 26

The word '*prescribed*' means that a regulation must exist in order to put into effect the requirements of that Section. Where there is a regulation, an employer must:

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

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

Prescribed Duties of the Employer (Construction Regulations)

Reference: Regulation 213/91 Construction Projects Sections 13-18

- ☐ Where so prescribed, provide a worker with written instructions on the measures and procedures to be taken for his or her protection **(Section 26(1)(k))**; and
- ☐ As required under sections 51-53 of the OHSA file a written report to the MOL as prescribed in sections 8-12 of regulation 213/91. (Notice of Accident)
- ☐ Within 48 hours of a new project have selected a health and safety representative and have the name of the representative posted in the workplace.
- ☐ Appoint a competent person as a Supervisor on any site with 5 or more workers and in the Supervisor's absence appoint a competent person as an assistant.
- ☐ Have the Supervisor or a competent person inspect all tools and equipment including fire extinguishers and first aid boxes.
- ☐ Have the Supervisor inspect the physical condition of the workplace at least weekly.
- ☐ Establish written emergency procedures for the job site review those procedures with the health and safety representative and post in the workplace.
- ☐ Ensure every worker on site has access to a telephone or other communication device in case of an emergency.

Duties of the Supervisor:

Supervisor– Defined as:

"supervisor" means a person who has charge of a work place or authority over a worker;

*For the purposes of a **competent person**, the Supervisor can appoint himself as the Supervisor.*

*A Supervisor must also be a **competent person**.*

"competent person" means a person who,

Is qualified because of his knowledge, training and experience to organize the work and its performance,

Is familiar with the provisions of the Act and the Regulations that apply to the work, and

Has knowledge of any potential or actual danger to health or safety in the work place;

- Ensure that the Company's Safety Policies are followed at the work level, and maintain responsibility for on-site accident prevention.
- Conduct workplace inspections.
- Review safe work procedures for the site, instruct personnel in proper work practices and update instructions as needed.
- Ensure all workers are informed of hazards, and have been provided with training on how to work with the identified hazards.
- Monitor the health and safety performance of their workers and subcontractors, while providing adequate supervision to any visitors.
- Report accidents and injuries to management as required by the program and regulations.
- Aid in accident investigations and take actions to prevent reoccurrence.
- Obtain and submit all training and safety documentation to the constructor or MOL promptly, and maintain on-site documents and materials as required.
- Provide and enforce corrective actions for violations of the Company's Safety Policies.
- Consult and co-operate with the Health and Safety Representative where appropriate.

Legislation under the “Act”

Section 27

- Ensure that a worker complies with the *Act* and regulations (**Section 27(1)(a)**);
- Ensure that any equipment, protective devices or clothing required by the employer is used or worn by the worker (**Section 27(1)(b)**);
- Advise a worker of any potential or actual health or safety dangers known by the supervisor (**Section 27(2)(a)**);
- If prescribed, provide a worker with written instructions about the measures and procedures to be taken for the worker's protection (**Section 27(2)(b)**); and
- Take every precaution reasonable in the circumstances for the protection of workers (**Section 27(2)(c)**).

Legislation under Construction Regulations 213/91

- ☐ Inspect all tools and equipment including safety equipment to ensure they do not endanger any worker.
- ☐ Inspect the physical condition of the workplace at least once per week or more often as deemed necessary.
- ☐ Appoint an assistant to supervise work in your absence. (More than 5 employees)
- ☐ Review emergency procedures with the health and safety representative.
- ☐ Post emergency procedure and emergency numbers in the workplace.
- ☐ Report all accidents, incidents and illness as prescribed in reg. 213/91.
- ☐ Carry out employee safety orientation specific to job site.

Duties of Workers:

Worker – Defined as:

"worker" means a person who performs work or supplies services for monetary compensation;
The term "worker" shall also apply to all supplied labour that might be contracted in by the employer.

- Comply with the Occupational Health and Safety Act and all relevant regulations.
- Take every reasonable precaution necessary to prevent accidents.
- Work in accordance with the Company's Safety System, and in a manner that will not endanger anyone.
- Report unsafe situations immediately to their supervisor, and warn of hazards and defective equipment to fellow employees and visitors as required.
- Report injury or illness immediately to their supervisor.
- Help new employees recognize job hazards and follow proper procedures.
- Participate in all required training and joint health and safety committees where applicable.
- Request that work be stopped if they observe others performing an operation (or are in a situation) that is perceived to be imminently dangerous to health, safety, or the environment.
- Must be aware that workers are accountable for their actions where either company safety rules or government regulations are violated, and are subject to enforcement and corrective action(s).

Legislation under the “Act”

Duties of workers

28. (1) A worker shall,

- (a) work in compliance with the provisions of this Act and the regulations;
- (b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- (c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- (d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

(2) No worker shall,

- (a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- (b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
- (c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

It is again emphasized that **all employees** must read and become familiar with the Occupational Health and Safety Act and all applicable regulations, along with the requirements of the Company's Safety Policies. They must know what their responsibilities are and have the required ability and training to fulfill them. All employees are accountable for their own safety and the safety of others who could be impacted by their activities. Additionally, they must advise the **Supervisor** when they lack in ability and/or knowledge to perform requested tasks.

Health and safety is not an addition to an employee's job. It is an integral part of that job—a full-time component of each individual's responsibilities.

All employees will be required to read and sign off on the companies “Employee Safety Manual” on first week of hire.

ADDITIONAL DUTIES FOR WORKERS WORKING ON A CONSTRUCTION PROJECT

All of our workers are representatives of the company while on the job site, and as such, are expected to follow all Steel Art Signs policies while on the job site. Appropriate conduct, behaviour and adherence to work standards are expected at all times while on a job site.

Appropriate conduct and behaviour includes, but is not limited to:

- ☐ Adherence to published policies, practices and procedures.
- ☐ Performance of all job duties assigned in a competent and professional manner.
- ☐ Prompt and regular attendance on the job.
- ☐ Courtesy to and respect for co-workers, customers, suppliers or any other person who deals with Steel Art Signs in the conduct of its business.
- ☐ Wearing proper attire and PPE during working hours, appropriate to the job performed.

Daily Reports

- ☐ Complete the “Daily Field Service Report” and have it signed by the STEEL ART SIGNS technician(s) on the site as well as the Contractor’s Site Supervisor and fax it daily to the Fittings & Field Service Supervisor.
- ☐ Complete the “Daily Field Service Technician Log” and sign it and fax it daily to the Fittings & Field Service Supervisor.
- ☐ Complete the Manual or Internal Welding Joint Checklist sheet. Keep it in the project file for project documentation.
- ☐ If required, as stated on the Field Service Information form, complete the Air Testing Log. Keep it in the project file for project documentation.

Documentation that field service technicians **MUST** carry with them while traveling to and from job sites:

- ☐ Current driver’s license (When driving in a company vehicle or a leased vehicle)
- ☐ Valid passport (according to all laws regarding travel throughout Canada and United States).
- ☐ Company credit card.

Documentation that all field service technicians must have at the project site and are required to collect prior to traveling to the site:

- ☐ Copy of Sales Order (Both the Field Service Sales Order as well as the Sales Order for the project’s Material)
- ☐ Copy of any Steel Art Signs project specific drawings

Expense Reports

- ☐ Keep all expense slips
- ☐ Complete all expense reports on the 1st workday back to Huntsville.
- ☐ Give all completed expense reports to the Fittings and Field Service Supervisor for approval.

Functions of the Health & Safety Representative

1. Establish a schedule for performing monthly inspections with the site Supervisor within forty-eight hours when starting a new job site.
2. Perform and record monthly workplace inspections and post in the workplace at an agreed location with the site Supervisor.
3. Identify any hazards in the workplace from the workplace inspection immediately to the site Supervisor.
4. Make recommendations to the site Supervisor for improvements to health and safety.
5. Review Job Site Safety Plan and Emergency Procedures within forty-eight hours of a new job site.
6. Investigate critical injuries and report findings to the Ministry of Labour as per Section 51 (2) of the OHSA.
7. Be present during the beginning of any workplace testing.
8. Be present during the investigation of any work refusal.
9. Be proactive in promoting workplace health and safety in the workplace.

NOTE:

The Health and Safety Representative for This Site is:

Name XXXXXXX

PHONE; (000)000-0000 CELL (000) 000-0000

RIGHT TO REFUSE UNSAFE WORK

Section 43 of the Act

PURPOSE

The **Act** gives a worker the right to refuse work that he or she believes is unsafe. The Act sets out a specific procedure that must be followed in a work refusal. It is important that workers, employers, and Health and Safety Representatives understand this procedure.

PROCEDURE

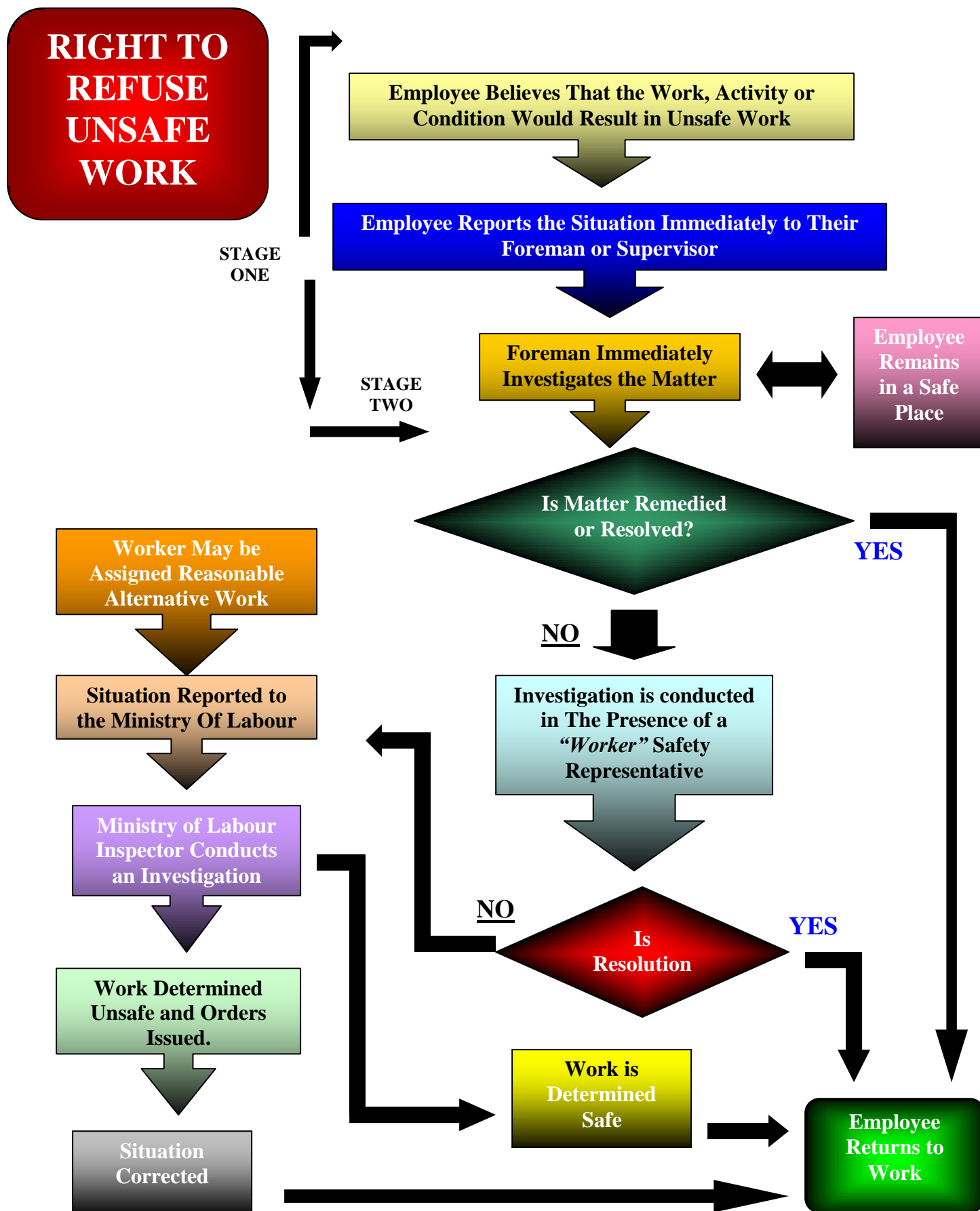
If a worker is asked to do a job that they believe is unsafe, that by doing the job or task that they may be injured or they may injure another person, they have the right under Ontario's safety laws to refuse to do that job or task. There is a process that has to take place.

- ☐ First, it is not considered a work refusal unless you let your Supervisor or the Supervisor know of your concerns. You have to allow them the opportunity to address the situation.
- ☐ Tell your Supervisor or the Supervisor what your concerns are.
- ☐ If your Supervisor resolves the situation to your satisfaction, you go back to work.
- ☐ If the situation is not resolved to your satisfaction, you have the opportunity to get a hold of your safety representative and tell them what your concerns are. Your safety rep if required will re-address the situation with your Supervisor or the Supervisor with you.
- ☐ If the situation is resolved at that time, that's great you can go back to work.
- ☐ If the situation is not resolved to your satisfaction, the Ministry of Labour safety inspector can be called in. They will address your concerns and make a decision as to if the situation is dangerous or not.

Other points to keep in mind:

- ☐ If your employer wants to get someone else to do the job, they can, as long as they inform them that you have refused to do the job and the reason for your work refusal.
- ☐ Your employer can not discipline you for exercising your right to refuse unsafe work.
- ☐ Your employer is required to document the work refusal, so don't be surprised if they are documenting the process.

If you would like to see the legal description of the work refusal process, it can be found in our company's Employee Safety Handbook or ask your Supervisor or safety rep, and they will get you a copy for you.



Legislated Duties: SAFETY TRAINING AND CERTIFICATIONS	Revision Date:	Issue Date: February, 2012
Approved By: Operations Manager	Location: All Job Sites	

SECTION 3 SAFETY TRAINING AND CERTIFICATIONS

Policy:

Steel Art Signs recognizes that it makes good business sense to direct and promote the safety of our Workers by ensuring they have received the appropriate training to carry out their jobs and tasks so as to reduce the risk of injury and illness to an acceptable level.

Purpose:

The purpose of this section of our program is to set minimum standards our company will put in place regarding safety training and certifications. This policy will then ensure that Steel Art Signs meets our requirements under the OHSA and regulations thereof.

Scope:

This policy pertains to all our employees on all of our job sites.

Responsibility:

The Supervisor will ultimately be responsible to review and administer this portion of the overall Safety Program by ensuring all required safety training is carried out.

Procedure:

The Supervisor has determined that based on our industry and the hazards our employees are exposed to and the required training identified in the OHSA and its regulations thereof the following training will be performed:

- New Employee Orientation (Employee Safety Handbook Signoff)
- Site Safety Orientation for New Job Sites
- WHMIS Core and Workplace Specific Training
- Fall Protection Certification including working off ladders.
- First Aid Certification
- Confined Space Hazard Awareness Certification
- Trade Specific Competency and Certifications
- Periodic Safety Talks and Meetings give safety talks. A copy of the monthly safety talk binder will be maintained on each job site.
- Site Specific Tools and Equipment Power tools, drills and saws, cut off saws or chain saws
- Forklift certification.
- Man lifts and scissor lifts. Certification.

INSERT APPROPRIATE TRAINING RECORDS FOR SITE

- New Employee Orientation (Employee Safety Handbook Signoff)
- Site Safety Orientation for New Job Sites
- WHMIS Core and Workplace Specific Training
- Fall Protection Certification including working off ladders.
- First Aid Certification
- Trade Specific Competency and Certifications
- Periodic Safety Talks and Meetings give safety talks. A copy of the monthly safety talk binder will be maintained on each job site.
- Site Specific Tools and Equipment Power tools, drills and saws, cut off saws or chain saws
- Forklift certification.
- Man lifts and scissor lifts. Certification.

Legislated Duties: JOB PLANNING PROCESS	Revision Date:	Issue Date: February, 2012
Approved By: Operations Manager	Location: All Job Sites	

SECTION 4 - JOB PLANNING PROCESS

Policy:

Steel Art Signs will perform an initial risk assessment of our projects before work commences and validate the "Scope of Work" in order to plan and execute the project in a safe and timely manner.

Purpose:

The purpose of this section of our program is to determine the hazards associated with the project, ensure the appropriate controls have been put in place and our employee are briefed and trained in the hazard controls to reduce the risk of injury or illness on our job sites.

Scope:

This policy pertains to all our employees on all of our job sites.

Responsibilities and Procedure:

The Supervisor will be responsible to review and administer the overall project by performing or ensuring the following steps are carried out:

1. Review Scope of Work
2. Conduct Site Visit and Perform Risk Assessment (See risk assessment form)
3. Work With the Safety Representative to Populate Job Site Safety Plan
4. Assign Supervisor and Crew to Project
5. Ensure Pre-job Briefing is Carried Out at Start of Project or job
6. Monitor Project for Compliance to Job Site Safety Plan
7. Act as Primary Contact for Job Site Supervisor, Safety Rep and General Contractor
8. Close out Project and Complete all Documentation
9. Submit Safety Documentation to Health and Safety Coordinator for Filing.

See Following Risk Assessment Form.

PROJECT RISK ASSESSMENT

PROJECT # _____ PROJECT ADDRESS: _____ GENERAL CONTRACTOR: _____ GENERAL CONTRACTOR PHONE NUMBER: _____
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JOB SITE HAZARD CONTROLS

Fall Protection <input type="checkbox"/>	JSSP Required <input type="checkbox"/>	Ladders <input type="checkbox"/>	Overhead Power Lines <input type="checkbox"/>
Ground Conditions <input type="checkbox"/>	Confined Spaces <input type="checkbox"/>	Moving Equip. <input type="checkbox"/>	Other <input type="checkbox"/>

Safety Concerns Raised:

Safety Recommendations Made:

NOTICES

Notice of Project ☐
Registration Form 1000

This Risk assessment is to be reviewed with the Health and Safety Coordinator to assist in the development of the Job Site Safety Plan.

INSERT SCOPE OF WORK (if applicable)

PRE-JOB BRIEFING

Purpose:

Steel Art Signs is committed to ensure we keep our employees on a high standard for safety awareness. To accomplish this requirement we will perform a pre-job briefing at the start of each project.

Scope:

The Policy will apply to all employees and contract workers on our job sites.

Responsibility:

It is the responsibility of the Supervisor or the Supervisor to carry out these pre-job briefings on the first day of the project.

Procedure:

At the start of each project the Crew Supervisor or Supervisor will perform a pre-job briefing and will document a record of attendance of the participants discussing the following:

- A review of the Scope of Work
- The Tasks to be Performed
- A General Review of the Job Site Safety Plan
- Emergency Procedures for the Job Site
- Fall Protection Requirements
- Requirements for Personal Protective Equipment
- Identification of Hazards and Hazard Controls Based on the Risk Assessment

Copy of Pre-job Briefing Document Follows.

PRE-JOB BRIEFING FORM

PROJECT: _____

DATE: _____

SUPERVISOR / SUPERVISOR: _____

Topics Reviewed

Scope of Work for this project or for this day

Site Specific Hazards

Fall Protection Requirements

Rescue Plan if required:

Site Specific Policies that must be followed;

Confined Spaces	
Safe Work Instructions that were reviewed	
Emergency Procedures	
Safety Rep and First Aid Person	
Safety Representative	First Aid person
Other notes about this job or task	

Safety Concerns Raised:

Safety Recommendations Made:

MOVING AND STORAGE OF MATERIALS AND THINGS

Check off the kinds of materials articles or things that will be required to be lifted carried or moved as part of this project.	Please list off the methods that may be used to move those materials articles and things on this project.

Please list off special instructions that need to be communicated and to who.

Special Instruction	To who?	By who

Everyone is responsible for housekeeping, however who is responsible for compliance with regards to housekeeping for this project? _____

List off the areas where we will be working at heights where a trip or fall may occur?	Please list off the corresponding controls that will be put in place to ensure that workers will not slip trip or fall from any height.

Please list off any specific preventative maintenance requirements that will need to be done during this project.

PM Requirements	What, when and by who

PRE-JOB BRIEFING ATTENDANCE SHEET

PRINT NAME	SIGNATURE	POSITION

Legislated Duties: EMERGENCY PROCEDURES	Revision Date:	Issue Date: February, 2012
Approved By: Operations Manager	Location: All Job Sites	

SECTION 5 - OCCUPATION HEALTH AND SAFETY POLICIES AND PROCEDURES

EMERGENCY PROCEDURES

Purpose:

To develop and maintain an emergency management system that is capable of responding to and mitigating the consequences resulting from operational emergencies. Operational emergencies are significant accidents, incidents, events, or natural phenomena that would result in a devastating or tragic loss to the company.

Scope:

The scope and extent of emergency planning and preparedness at Steel Art Signs is based upon, and commensurate with, the hazards and potential consequences associated with the operation of abatement and remediation on our job sites.

It is not possible to list in this plan all events that could occur during any given emergency situation. However, a combination of adequate hazard assessments and an effective emergency plan provides the framework for responses to credible emergency situations.

Responsibility:

The command and control structure for the management of emergencies at Steel Art Signs job sites will be the Emergency Response Plans. The emergency response plans shall incorporate those individuals as required to control and mitigate the consequences of the emergency.

For the purposes of most projects the “General Contractors” Emergency Procedures will be followed as rolled out during the General Contractors Site Orientation.

Following an occurrence that appears to be an emergency or has great possibility of progressing into an emergency situation, our Supervisor or Supervisor shall ensure that the General Contractor and emergency services are contacted, (generally “911”) while initiating any appropriate mitigating actions.

The General Contractor shall command the situation and on-site personnel while contact is made with emergency services.

Steel Art Signs will cooperate and assist the General Contractor in any emergency response actions as requested.

Procedure:

As stated previously, it is not possible to list in this plan all events that could occur during any given emergency situation. However, most of the same fundamental mitigation actions are expected to be employed. **Some specific emergency situations are however incorporated and have some specific actions required and are listed within this policy such as critical injury and first aid requirements.**

This policy is then to be posted on all sites to aid in emergency situations along with the applicable emergency response phones numbers and hospital locations.

We also recognize that any situation may change throughout the duration of the emergency, and therefore the actual method employed shall be dynamic to the ongoing emergency situation(s).

The following fundamental list covers the generic emergency situation and is the basis for this policy. Whatever the emergency occurrence might be, these fundamental steps should apply and be followed in sequence.

- Stay calm
- Assess the situation
- Take command and initiate emergency response (911)
- Provide protection / Eliminate further losses and safeguard area (scene preservation)
- Begin to provide First Aid those injured / manage workers on site
- Make appropriate contacts – General Contractor and Supervisor

Assess the situation: Determine what happened/ what the “emergency” is. Look at the “Big Picture”, what has happened to whom and what will happen if it is not contained immediately. Attempt to identify the immediate cause, which now has to be controlled to eliminate immediate danger. Begin evacuation of area(s) as required.

Take command: Supervisor / Supervisor and General Contractor representative whom are able to continue process. Call emergency services required – generally “911”, and provide situation and requirements. Delegate tasks for controlling the situation; assigning individuals with tasks also maintains order and helps avoid panic.

Provide protection / eliminate further losses and safeguard area: From the initial assessment, look to control the energy source causing the emergency. Look to protect the victim(s), equipment, materials, environment / accident scene from continuing damage or further hazards.

Preserve the scene as much as possible starting at this stage. Only change what is necessary to prevent further immediate losses.

Begin to provide First Aid to those injured / manage workers on site: Administer First Aid, or aid those already started and organize remainder of workforce for both headcount and additional task assignments. Have all workers go to the designated emergency assembly area as designated during General Contractor's site orientation. As workers assemble, you will know if anyone is missing and have the best chances at controlling panic while having largest supply of manpower to control the situation. Make sure you have dispatched personnel to guide emergency services upon arrival.

Make appropriate contacts: Continue to keep emergency services and General Contractor informed of situation during response time. Initiate utilities response where required and begin to inform the Supervisor whom will continue to guide you in the process. As you should be gaining more control of the emergency situation, in particular further hazards and beginning to identify causes you can now begin to have informed discussions with the Supervisor and General Contractor.

Guiding and aiding emergency responders: Means to ensure that Steel Art Signs remains in some degree of control of possible liabilities while providing valuable information to the emergency services in terms of jobsite specifics and/or immediate causes of the emergency.

As these fundamental steps are followed sequentially, most emergency situations are controlled in an effective manner in terms of responding to and mitigating the circumstances.

While most emergencies are a combination of issues and losses, the following specific issues have requirements unique to them, and have been singled out due to their widespread possibilities in our industry.

Tragic and/or Overwhelmingly Critical Injury(s)

The graphic nature of this emergency situation adds many challenges to the individual in command. Isolate individuals that can aid others and while removing others to areas isolated from the exposure. Task assignment becomes critical in maintaining order and preventing panic. Often this is in combination with one or more following situations.

Devastating Structural Collapse, Severe Weather, Equipment Failure or damage to Property

Has greatest potential of further occurrences. Suppress, contain and isolate area from workers and public. Begin to identify immediate cause and secure / eliminate source. Has potential of "chain reaction" and connective properties that must be identified and controlled.

As any emergency situation is controlled, the aftermath can be equally as difficult to deal with. Individuals involved will be asked to aid in the investigation and shall be provided counselling as required to aid in post-traumatic disorders.

Individuals shall not be evaluated in terms of emergency response, but rather the policy shall be evaluated following investigations into any emergency circumstances for completeness. Individuals may be rewarded for their roles in emergency response, but shall never be penalized for non-response.

EMERGENCY NOTIFICATION:

The following list identifies our emergency contacts. In the event of a reportable incident the following contacts can be made.

Qualified First Aiders		Emergency Service Numbers	
Name	Location Shift	Police	911
		Ambulance	
		Fire Department	
		Poison Control Centre	1-800-268-9017
		Ministry of Labour	1-800-268-8013
		Ministry of Environment	416-314-6790
		Reception ☎	0
HEALTH & SAFETY REPRESENTATIVES		Additional Phone #'s	
Employee Representative			
Name and Occupation	Work Location		
Employer Representatives			
Name and Occupation	Work Location		
		Industrial Safety Trainers Inc.	800- 219-8660
Randy Dignard – Safety consultant with Industrial Safety Trainers			

FIRST AID REQUIREMENTS

PURPOSE

Steel Art Signs will implement a First Aid Program in accordance with the requirements of the OHSIA and the WSIA, Regulation 1101.

PROGRAM ELEMENTS

- An appropriate number of employees will be provided with first aid training and certification from an approved training agency (i.e., St. John Ambulance) at Steel Art Signs expense.
- The first aid stations (boxes) will be provided as prescribed and maintained as prescribed in accordance with the requirements of the WSIA Regulation 1101.
- A copy of the WSIB first aid regulations will be kept with our first aid box.
- First Aid Certificates will be posted on our job site binders as may be appropriate along with the names, work locations and phone numbers of all certified first aid staff.
- All first aid treated injuries will be reported and documented in our first aid logbook as required by our Job Site Safety Plan and Employee Handbook.
- First Aid boxes will be stocked as required as per regulation 1101 and inspected weekly as described in our workplace inspection program. All inspections will be documented on a checklist located inside the first aid box.

DEFINITIONS

FIRST AID:

A work related injury that is defined as *“any one-time treatment of minor scratches, cuts, burns, splinters and so forth, which can be treated by a Certified First Aid Attendant.”*

PROCEDURE

- Employees must report any first aid incidents to their Crew Supervisor or Supervisor.
- Only a qualified First Aid Attendant can treat a first aid incident.
- The Crew Supervisor or Supervisor must ensure that all employees are made aware of the locations of the first aid boxes (Company Vehicles)
- The Certified First Aider must complete a *“First Aid Report”* each time that First Aid treatment has been provided. See the end of this procedure for an example of a First Aid Report.
- The Supervisor must ensure that all First Aid Reports are reviewed and corrective action taken where necessary. All first aid reports must be kept on file for a period of at least 5 years.
- The Supervisor must send a copy of the First Aid Report to the Health and safety Coordinator.

FIRST AID TRANSPORTATION:

Employers must ensure that transportation of an injured employee to the nearest medical treatment facility is available when necessary. The first method of transportation if required is an ambulance. Should this method of transportation not be appropriate then the company will then call for a taxi. The worker will be transported with the first aid attendant.

Should the employee refuse the transportation, the company will attempt to:

- Identify any other transportation methods the worker would prefer.
- Reiterate the importance of accepting the transportation to the hospital, doctor's office, clinic or worker's home.
- Call 911 and get the ambulance attendant to administer medical attention on site.
- The worker will not be permitted to continue work until medical clearance is provided.

The person traveling with the injured worker will continue to administer first aid as may be required keeping the employer up to date as to the ongoing status of the injured worker.

WORKPLACE SAFETY AND INSURANCE ACT, 1997 Regulation 1101 – First Aid

A First Aid Station shall contain:

- ☐ A first aid box containing the items required by Regulation; and a notice board displaying, the Board's poster known as Form 82, the valid first aid certificates of qualifications of the trained workers on duty, and an inspection card with spaces for recording the date of the most recent inspection of the first aid box and the signature of the person making the inspection.
- ☐ A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by this Regulation.
- ☐ First aid stations shall be located as to be easily accessible for the prompt treatment of any worker at all times work is in progress.
- ☐ A first aid box shall contain as a minimum the first aid items required by this Regulation and all items in the box shall be maintained in good condition at all times.
- ☐ The box shall be large enough so each item is in plain view and easily accessible.
- ☐ Every employer shall at all times keep posted in other conspicuous places in the places of employment the Board's poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment.
- ☐ The expense of furnishing and maintaining first aid appliances and services shall be borne by the employer.

- ☐ Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.
- ☐ Employers shall inspect first aid boxes and their contents at not less than quarter-yearly intervals and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection.
- ☐ The Board or its appointees may make inspections of first aid stations, appliances, services and records.

FIRST AID STATION REQUIREMENTS

9. (1) Every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum,

- (a) a current edition of a standard St. John Ambulance First Aid Manual;
- (b) 1 card of safety pins; and
- (c) dressings consisting of,
 - (i) 24 adhesive dressings individually wrapped,
 - (ii) 12 sterile gauze pads, 3 inches square,
 - (iii) 4 rolls of 2-inch gauze bandage,
 - (iv) 4 rolls of 4-inch gauze bandage,
 - (v) 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - (vi) 6 triangular bandages,
 - (vii) 2 rolls of splint padding, and
 - (viii) 1 roll-up splint. R.R.O. 1990, Reg. 1101, s. 9 (1).

- (2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,
 - (a) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
 - (b) works in the immediate vicinity of the box.

Construction Requirements

- 13.** For the purposes of sections 8, 9, 10 and 11,
- (a) a railway train, vessel or bus on a route, other than an urban or suburban route, on which a worker is employed;
 - (b) the central point from which bush workers are dispatched daily to work sites;
 - (c) a vehicle being used by an employer to transport workers; or
 - (d) the site of the construction, repair or demolition of a building, shall be deemed to be a place of employment.**
- 14.** (1) Where the place of employment is the **site of construction, repair or demolition** of a building, a first aid station shall be maintained in the time office for the project
- (2) Where there is no time office for the project, a first aid station shall be maintained in a vehicle or building at the site and section 1 applies.
- 15.** Where the construction, repair or demolition of a building is in the charge of a general contractor, the general contractor shall provide and maintain the first aid station or stations required by this Regulation in respect of the workers in the same manner as if the general contractor were the employer of the workers.
- 16.** (2) Every employer using a vehicle to transport workers shall equip the vehicle with a first aid box containing,
- (a) a current edition of a standard St. John Ambulance First Aid Manual;
 - (b) 1 card of safety pins;
 - (c) dressings consisting of,
 - (i) 16 adhesive dressings, individually wrapped,
 - (ii) 6 sterile gauze pads, 3 inches square,
 - (iii) 4 rolls of 3-inch gauze bandage,
 - (iv) 2 sterile surgical pads suitable for pressure dressings, individually wrapped, and
 - (v) 4 triangular bandages.
- (4) Where a worker is operating heavy construction and maintenance equipment in a place where a first aid station is not readily available to him or her in the event of an accident, the employer shall equip the machinery with a first aid kit containing the items required by subsection.

Note: The First Aid Attendant for this project is: _____

FIRST AID REPORT

This form must be completed by the First Aider or designate and kept with the first aid box.

WORKER IDENTIFICATION

Last Name	First Name	Department
Occupation	Date of Injury (DD / MM / YY)	
Type of Injury		
Description of Accident		
Name of Witness (es)		
Nature/Location of Treatment		
Name of First Aider		

FIRST AID REPORT

This form must be completed by the First Aider or designate and kept with the first aid box.

WORKER IDENTIFICATION

Last Name	First Name	Department
Occupation	Date of Injury (DD / MM / YY)	
Type of Injury		
Description of Accident		
Name of Witness (es)		
Nature/Location of Treatment		
Name of First Aider		

SMOKING IN THE WORKPLACE POLICY

Purpose

On May 31, 2006 *Smoke-Free Ontario Act* came into effect. Steel Art Signs is required to develop a policy to prohibit smoking in the workplace.

Responsibilities

Employer

- Develop and implement a local policy for compliance with the Smoke-Free Ontario Act.
- Communicate policy to Crew Supervisor and employees.

Crew Supervisor

- Enforce compliance to policy as defined by the Employer and report any non-compliance.

Employees

- Comply with policy as communicated by your Supervisor.

Policy

Steel Art Signs is dedicated to providing a healthy, comfortable and productive work environment for its employees. Steel Art Signs also adheres to the provincial and municipal “No Smoking” legislation and bylaws by promoting a No-Smoking Policy.

Second-hand smoke is a known health hazard and will be treated in the same manner as any other health hazard, i.e.; removal from the workplace so as not to place employees at risk. This goal can be achieved only through efforts to protect non-smokers and to help smokers adjust to restrictions on smoking.

Smoking policies will be determined at the start of any new job site. Designated smoking areas must conform to any applicable municipal by-laws or regulations and General Contractors policies.

Employees who violate this smoking policy will be subject to disciplinary action.

VIOLENCE IN THE WORKPLACE POLICY

PURPOSE

Steel Art Signs has a strong commitment to the health, safety and welfare of its employees, their families, and its visitors. Widely available statistics and information indicate that the incidence of violence in the workplace is increasing and the effect is devastating to lives, business, and the community at large.

Due to the potential for violence at the workplace, our company is concerned that the safety of our employees and the general public could be endangered. Our commitment to maintaining a safe and secure workplace requires a clear policy and supportive program relating to the detection, treatment, and prevention of workplace harassment and violence.

GOAL

Our goal is to set guidelines for preventing, identifying, and responding to workplace violence, bullying, threatening conduct and all forms of harassment. To do this in a fair, objective and efficient manner which respects and protects both the rights and needs of complainants and the rights and needs of persons accused under this policy.

The overall objectives of this policy are:

1. To support victims of workplace violence and harassment in such a way that they are encouraged to come forward and report the abuse, rather than suffering in silence.
2. To reduce the incidence of workplace violence and harassment.

The manner in which the employer responds to every complaint, observation or concern relating to workplace violence or harassment, will keep these two overriding objectives in mind. However, in any situation where there is conflict in these two objectives, then as the employer we are obligated to place greater emphasis on the objective of reducing the incidence of workplace violence and harassment for the protection and the safety of the workers. Safety is always the dominant obligation overriding all others in law, contract, or collective agreement.

SCOPE

This policy applies to all employees of our company while on the job and to situations where an employee's off the job or off-premises conduct impacts work performance, undermines the public confidence in, or threatens the safety of that employee, other employees, or our customers. Our concern is to ensure that employees can perform their work duties in a safe environment.

WORKPLACE VIOLENCE & HARASSMENT POLICY STATEMENT

The policy of Steel Art Signs Corp is to provide a safe work environment that is free of fear, violence, threats, bullying and all forms of harassment. Every employee of our company has the right to work in an environment where they are treated with civility, decency, dignity and respect. A positive work environment is built upon mutual respect, inclusion, and a culture committed to health and safety. Every employee has the right to employment, which is free of harassment and violence in the workplace. Within our company each person has direct responsibility for health and safety as an essential part of his or her job. This is a condition of employment.

It is also one of the personal responsibilities of the, management, leadership, and the owners of Steel Art Signs to ensure that the entire system of direct responsibility for health and safety within the workplace is established, promoted and improved over time.

As your employer we want to protect all employees from violence, threatening behaviour, bullying and all forms of harassment in the workplace. Violence, threats of violence, bullying and all forms of harassment by any employee will be viewed as a fundamental breach of the employment and in some circumstances may be inconsistent with continuing employment.

Steel Art Signs prohibits any verbal, non-verbal or physical behaviour that is threatening to self, others or property, or physical behaviour that actually does harm to self, others, or property by any client, customer, member of the public or employee.

Steel Art Signs will not tolerate reprisals or retaliation towards any person for complying with this policy. This includes those who report witnessed conduct, those who cooperate in an investigation and those who discuss concerns with their supervisor. Any such behaviour will be dealt with quite severely, up to and including dismissal from employment.

At our company, everyone has direct responsibility for health and safety as an essential part of his or her job. It does not matter who the person is or where they work within the organization, he or she is required to take initiative on health and safety issues and work to solve problems and make improvements on an on-going basis. Violence, threats of violence, verbally threatening conduct, bullying and harassment are all health and safety issues.

Tom Hrivnak
President & CEO
Steel Art Signs Corp

Date

HOUSEKEEPING POLICY

Purpose:

Good housekeeping techniques generally manifest into a good workplace atmosphere and overall better image for workers and the company as a whole. Therefore, this portion of the overall program shall attempt to improve the overall company via instilling excellent jobsite housekeeping. Additionally, by maintaining a jobsite in good order and having good “housekeeping” the jobsite functions better which allows for maximum production to be attained.

Scope:

Housekeeping is an essential component on all jobsites at all times work is being completed.

Roles & Responsibilities:

Maintaining good “housekeeping” on the jobsites is a fundamental portion of the conduct that we here at Steel Art Signs expect all our employees to follow. By maintaining all our jobsites with good “housekeeping”, our employees are effectively maintaining safe and healthy work habits and minimizing the risks of hazards that can develop into the majority of workplace accidents. Therefore it is everyone’s responsibility to share in maintaining the jobsite with proper housekeeping, but will still be ultimately the Supervisors responsibility to ensure this is maintained and utilize corrective actions as required to assist in this requirement.

Procedure:

This policy section is far easier to list the requirements of good housekeeping, rather than attempt to detail a method to accomplish it. Therefore the following “housekeeping rules” shall be utilized as a method to accomplish good housekeeping:

- It shall be each individual’s responsibility to maintain their jobsite in the best-kept environment that conditions allow.
- Each individual shall be responsible to clean up their personal garbage due to their meals etc., which they produce on a daily basis.
- Individuals that create garbage due to the tasks, which they perform, shall also be responsible to have that garbage maintained in a safe manner and disposed of in a manner befitting the industry standards.
- It shall be the Supervisor / Supervisors responsibility to ensure the overall jobsite in an orderly fashion, which includes the reporting of unsafe access, unsatisfactory housekeeping or any other hazard that may put our employees at risk, to the General Contractor immediately.
- Hazardous conditions or poorly kept jobsites or areas must be reported by employees to the Supervisor / Supervisor immediately, at which time effective measures to address the conditions must be put in place **immediately**.

- Success shall be monitored via jobsite inspection reports with additional evaluations made by the Supervisor on routine inspections and visits.
- Overall company success shall be measured in both terms of the jobsite inspection reports received and any injuries related to the housekeeping on a jobsite.
- Individual rewards and acknowledgements may be provided via distribution of promotional media to exemplary efforts in housekeeping.

Note: Failure to comply with this policy could result in disciplinary action, up to and including termination.

HAZARD REPORTING

Purpose:

At Steel Art Signs it is everyone's responsibility to be knowledgeable of workplace hazards and to identify, report, correct and ideally eliminate any known hazards as well as to avoid the creation of new ones. If these problems are corrected immediately, we can prevent injuries. We each have a responsibility for our own safety as well as the safety of our co-workers.

The purpose of this program is to outline a procedure to follow in reporting hazardous situations that may endanger the health and safety of the company's employee's.

Scope:

This procedure applies to all employees of the company and is to be used when a potential hazardous or actual condition arises or occurs.

Procedure:

1. Each worker will inspect his/her job site, tools and machine to observe for any **unsafe conditions** prior to starting work.

For example:

- Inadequate guards or protection.
- Defective tools, equipment.
- Fire and explosion hazards.
- Substandard housekeeping.
- Excessive noise.
- Hazardous atmospheric conditions.
- Leaks from equipment such as oil, hydraulic fluid and coolant
- Environmental hazards from rain, snow, ice or unsafe soil conditions
- Other hazards they feel would harm a worker.

- ☐ Workers have an obligation to report **unsafe acts** immediately to the Crew Supervisor within the job site your working on.

For example:

- Operating machine/equipment without authority.
- Operating equipment in an unsafe way.
- Making safety devices inoperable.
- Using defective equipment.
- Using equipment improperly.
- Failing to use Personal Protective Equipment.
- Improper lifting.

Note: Failure to comply with this policy could result in disciplinary action, up to and including termination.

When informing the Crew Supervisor or Supervisor of an unsafe condition or an unsafe act, include:

- ☐ Location of the hazard.
- ☐ Possibility of immediate danger to anyone or anything.

Responsibilities:

The following is a procedure for reporting and correcting hazardous conditions:

1. *Report by Worker:*

- ☐ Employees must report any hazards or potential hazards to their Crew Supervisor. Employees must be aware of their work area and report any unsafe acts to their Crew Supervisor.
- ☐ If the hazard can be corrected without any danger, correct it and inform the Crew Supervisor of the hazard and the method used to correct it.

2. *Action by the Crew Supervisor or Supervisor:*

- ☐ Upon being notified of the above by a worker, the Crew Supervisor shall investigate the problem immediately and implement corrective action(s) as needed.
- ☐ If the hazard cannot be corrected, inform the General Contractor or Supervisor.
- ☐ The Crew Supervisor will attempt to correct the hazard at that time, and if not, the hazard will be reported to the General Contractor and a sign placed in the area to inform people of the hazard.
- ☐ A report shall be completed and distributed as per the Hazard Investigation procedure. The report will include the potential of the hazard, the steps taken to correct the hazard, the time reported, the day it was reported, and all other pertinent details to the Supervisor.

☐ ***Incident Reporting***

- ☐ The employee will report any incident, or “near miss”, to the Crew Supervisor immediately.
- ☐ The Crew Supervisor will inform the Supervisor.

ACCIDENT/INJURY REPORTING REQUIREMENTS

Purpose:

To provide a procedure to ensure that all accidents/incidents, injuries, near miss incidents and occupational illnesses are reported, investigated and corrective action taken to prevent recurrence.

Scope:

The following categories must be investigated and documented in the event one of these incidents occurs on our job site:

Definitions

Lost Time Illness/Injury:

A work related illness/injury where off site medical attention is required and work time is lost beyond the day of injury. (Off site medical attention refers to Walk in Clinic, Emergency Department or Treating Physician)

Medical Aid:

A work related injury where off site medical attention is required but no time is lost from work other than the day of injury.

Occupational Illness:

A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired

First Aid:

A work related injury that is defined as “any one treatment of minor scratches, cuts, burns, splinters and so forth, which can be treated by Certified First Aider”.

Near Miss:

An undesired event that under different circumstances could have resulted in an accident with injury, property damage, or loss of productivity

Critical Injury:

A critical injury means an injury of a serious nature that:

- a) places a life in jeopardy;
- b) produces unconsciousness;
- c) results in a substantial loss of blood;
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

Responsibilities:**Crew Supervisor**

- The Crew Supervisor investigates the injury/incident and completes the investigation within 24 hours of the injury/incident.
- In the case of personal injury the Crew Supervisor ensures that the injured employee(s) receives appropriate healthcare.
- The Supervisor contacts the worker safety representative to assist in the investigation of the injury/incident.
- The Crew Supervisor notifies the Supervisor and General Contractor as soon as possible.
- Secure and manage the accident scene until completion of investigation or until permission has been given by the MOL Inspector.

Health and Safety Worker Representative:

- The Worker Safety Representative investigates all injuries/incidents.
- The worker safety representative must be involved in the investigation of a fatality or critical injury.
- The worker representative and the Crew Supervisor together conduct the investigation and assist in completing the report. Both the Crew Supervisor and worker representative sign the injury/incident investigation report.
- When required by legislation the worker representative submits a copy of the injury/incident investigation to the appropriate authority.

Employees:

Report all accidents, no matter how minor, immediately to your Crew Supervisor or the Supervisor

Procedure:

In the Case of an Incident

Note: Depending on the incident the Emergency Response Procedure may have to be initiated:

- ☐ The worker will report any incident to the Crew Supervisor.
- ☐ The worker will explain what happened and how the incident occurred.
- ☐ The Crew Supervisor will record the incident and will submit the report to the Supervisor. On the report the Crew Supervisor will include the time, date, the explanation of the worker and the corrective actions taken (if any).
- ☐ The form will then be forwarded to the Health and Safety Coordinator for review.
- ☐ The worker shall not disturb the work area where the accident has occurred
- ☐ The Crew Supervisor will assess the injury and have a qualified person administer first aid and/or arrange transportation for that worker to a designated medical facility.
- ☐ The Crew Supervisor and worker safety representative will begin their investigation at the area where the accident occurred. If available the worker will also participate in the investigation.
- ☐ The Crew Supervisor will obtain as many facts concerning the accident as possible, and cooperate with all legal authorities as so instructed.
- ☐ After the Crew Supervisor and safety representative are satisfied with their investigation, they will analyze the facts in an attempt to find the root cause and recommend solutions to prevent the accident from reoccurring.
- ☐ The Crew Supervisor and safety representative will make a report on the investigation and submit it to the Supervisor.

In the Case of A Critically Injured Worker

(See Critical Injury Checklist)

- ☐ The worker shall report (if possible) immediately to the Crew Supervisor and explain what has occurred.
- ☐ If a colleague finds the worker, the colleague will inform the Crew Supervisor immediately.
- ☐ If possible the worker shall receive First Aid by a certified individual in an attempt to keep the worker conscious or comfortable while professional help is coming.
- ☐ The work area will not be tampered with, subject to the provisions of OSHA 51. (2), which concerns reasonable care in preventing further damage to the individual or property. Everything shall be left as is. No other employee shall be allowed to enter the area without proper authority. A barrier shall be erected if necessary and machinery shall be completely locked out. The Supervisor **must** be notified.
- ☐ If a piece of evidence has to be moved, then a picture or representative drawing will be taken to record the actual layout of the area.
- ☐ The Supervisor will immediately inform the MOL and General Contractor that a critic injury has occurred.

- ☐ The Crew Supervisor and Supervisor shall fill out and **Accident Investigation Report** (within twenty four (24) hours after the injury).
- ☐ The Crew Supervisor along with the Health and Safety Representative will start to investigate the area.
- ☐ The Crew Supervisor and the Health and Safety Representative will investigate the accident and gather information by analyzing the work area and interviewing witnesses, but operating under the guidance and assistance of all legal authorities.
- ☐ All evidence and information shall be gathered to discover the root cause of the accident. After the information is gathered, the Crew Supervisor and the Health and Safety Representative will analyze it and make known their findings and recommendations to avoid another related accident or incident.
- ☐ A report shall be written and sent to the Supervisor.
- ☐ The employer shall, within forty eight (48) hours after the occurrence, send to a Director a written report of the circumstances of the occurrence, containing such information and particulars as the regulations prescribe.

Accident Investigation Report

The Accident Investigation Report should be clear and brief. Remember that this report could be later used in a Court of Law. It should:

- ☐ **Contain facts, and not opinions!** It must document the people involved, the equipment used, the place, time, and type of injury, as well as any other objective observations,
- ☐ Describe exactly what happened - step by step,
- ☐ Point out the fundamental cause and then any others associated as the core of report, including photographs and/or representative illustrations,
- ☐ Recommend corrective actions:
 - Are these adequate?
 - What intermediate action can be taken to reduce the probability of another occurrence?
 - How well were related ongoing recommendations followed up?
- ☐ State specifics of medical treatment and follow-up,
- ☐ Indicate recommendations that need approval of other authorities,
- ☐ Contain an authorized signature and title, as well as the date of the report,

Note: Copies to be forwarded to the Supervisor, with copies for other authorities as requested.

ACCIDENT / INCIDENT INVESTIGATION REPORT

Section 1

Facility / Job Site	Department		
Exact location of the Accident / Incident	Date of Occurrence	Time	Date reported.
Person reporting Incident	Occupation	Costs if any	Date of report
Names of witness's			
Please complete attached witness statement to this report.			

Section 2 General Information

Injured person name	Occupation	Part of body injured	Nature of injury/ illness
Object/ equipment/ substance inflecting		Person with most control of item	
Was injured person taken to hospital?	Which Hospital	How was worker transported	Name of those who attended

Section 3 Property Damage

Property Damaged	Estimated costs		Nature of Damage

Section 4 Description of Accident / Incident

Describe clearly how the incident occurred:

Attach additional information to this report and label as Section 4.1

Section 5 – Analysis of Causes

Please describe what immediate causes or what substandard acts or conditions contributed directly to this incident.

Attach additional information to this report and label as Section 5.1

Section 6 – Analysis of Causes as listed previously.

What personal factors were basic causes of this incident, please explain.

Attach additional information to this report and label as Section 6.1

- ☐ Inadequate Capability
- ☐ Lack of Knowledge
- ☐ Lack of skill
- ☐ Physical or mental stress
- ☐ Improper motivation

Section 7 - What Job Factors were basic causes of this incident? Please explain

Attach additional information to this report and label as Section 7.1

- ☐ Inadequate engineering
- ☐ Inadequate Tools or equipment
- ☐ Inadequate purchasing
- ☐ Wear & Tear
- ☐ Contractor Activity
- ☐ Improper work method or standard
- ☐ Inadequate Direction
- ☐ Inadequate maintenance
- ☐ Abuse or misuse
- ☐ Vandalism or sabotage

Section 8- Evaluation of Potential if not corrected

- ☐ Major
 ☐ Serious
 ☐ Minor

Section 9 - Probability of Recurrence

- ☐ Frequent
 ☐ Occasional
 ☐ Seldom

Section 10 Prevention

Action Plan—What has or should be done to prevent similar loss?

Attach additional information to this report and label as Section 10.1

Name of Investigator _____ Title _____ Date: _____
 Signature _____

Reviewed by: _____ Title _____ Date _____

Copies to:
 ☐ Pres
 ☐ JHSC/ Safety Rep.
 ☐ Supervisor
☐ Injured worker.
 ☐ HR

Section 11- Witness Statements:

Witness Name: _____ Location at time of incident/accident _____

Activity at the time of the incident/accident _____

In the witnesses' own words, describe what was seen and/or heard?

Witness Name: _____ Location at time of incident/accident _____

Activity at the time of the incident/accident _____

In the witnesses' own words, describe what was seen and/or heard?.

Witness Name: _____ Location at time of incident/accident _____

Activity at the time of the incident/accident _____

In the witnesses' own words, describe what was seen and/or heard?

CRITICAL INJURY CHECK LIST

As part of the Occupational Health and Safety Act, it defines a critical injury means an injury of a serious nature that:

- a) places a life in jeopardy;
- b) produces unconsciousness;
- c) results in a substantial loss of blood;
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

If any of the above exists you must do the following:

Task	Date/Time	Completed By	Comments
Get the injured worker immediately to the hospital; assign someone to stay with the worker.			
Secure the scene of the accident shut off any equipment; cordon off the area with caution/ fluorescent tape. Do not allow the scene to be disturbed. See note below regarding scene preservation.			
Notify the General Contractor, Health and Safety Coordinator and Supervisor immediately.			
The Crew Supervisor and Worker Safety Representative must complete an accident investigation.			
Accident investigation must be completed and faxed to the Ministry of Labour within 48 hrs of the accident.			
Complete and send Form 7 to the WSIB within 72 hrs.			
Employee to complete the Form 6.			
Employee to take Functional Abilities Form to Physician to complete. Send modified work description with employee for Physician to review.			
Complete the return to work with employee.			

Occupational Health and Safety Act Section 51 (2) Where a person is killed or is critically injured at a workplace, no person shall, except for the purpose of,

- (a) saving life or relieving human suffering;
 - (b) maintaining an essential public utility service or a public transportation system; or
 - (c) preventing unnecessary damage to equipment or other property,
- interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by an inspector. R.S.O. 1990, c. O.1, s. 51.

Copy of this form to be sent to: Supervisor, General Contractor and Health and Safety Coordinator

WSIB EARLY AND SAFE RETURN TO WORK PROGRAM

PURPOSE

To ensure that an Early and Safe Return to Work Program is developed, implemented and maintained. This program will be used to assist workers who are injured in the workplace. It will provide every opportunity for injured workers to return to gainful employment in the event of a disabling workplace accident.

Steel Art Signs agrees to make every reasonable effort to provide modified work to any employee who is unable to perform his / her normal duties as a consequence of injury or illness.

The work must be productive and the result must have value.

Every case will be assessed on an individual basis with the support of the involved employee, their physician, Supervisor, Plant Manager, and the Workplace Safety and Insurance Board.

SCOPE

The Early and Safe Return to Work program applies to all employees of Steel Art Signs, including all workers and management. The program covers both work related and non-work related injuries and illnesses.

OBJECTIVES

Through the Early and Safe Return to Work Program, Steel Art Signs hopes to:

- Reduce the number of days lost to injury or illness
- Reduce the financial impact on the worker by returning them to work as soon as possible
- Reduce costs that may be associated with an injured workers absence
- Educate all workers on disability management
- Comply with all applicable legislation, including the Workplace Safety and Insurance Act and the Human Rights Code
- Reduce the potential for future injuries and illnesses

EARLY AND SAFE RETURN TO WORK PROGRAM POLICY STATEMENT

The management of Steel Art Signs is committed to providing a safe and healthy work environment for all of its employees. Protection of employees from injury or occupational disease is a major and continuing objective. However, if a worker does become injured or ill in the workplace, due to both occupational and non-occupational causes, we will take all steps necessary to ensure that the lines of communication stay open and that we can work together with that worker in arranging a return to productive and meaningful work based upon their functional abilities.

We will work collaboratively with the worker to enable them to stay at work during recovery. If the worker is unable to return to their pre-injury/illness position we will work together with the worker to find ways to either modify their job, or find alternate work that will suit the workers abilities.

In the event that a worker may never be functionally able to return to their pre-injury/illness work, we will continue to accommodate the worker in accordance with applicable Human Rights Legislation.

Every worker must participate in Steel Art Signs Early and Safe Return to Work program in the event of an injury or illness. Workers are expected to provide their Supervisor and/or Plant Manager with applicable information and feedback regarding his or her own health and safety in order for everyone to work together and continuously improve on the program elements.

Tom Hrivnak
President & CEO
Steel Art Signs Corp

Date

GENERAL SAFETY RULES

Purpose:

Steel Art Signs health and safety rules are established to provide the direction and control mechanism to ensure what is wanted by the company to occur on the sites actually accomplished. These rules are designed to establish a safe and healthy work place that protects workers while minimizing the risks of hazards.

Scope:

Steel Art Signs rules shall be established for the company as a whole, to be used as a basis for all sites that we may work.

Responsibility:

It is the responsibility of the Operations Manager to establish the Company Rules, and all company employees to follow those rules established throughout the program documents.

Procedure:

Steel Art Signs rules may be reviewed at any time, or in conjunction with the entire program and policy sections as required to maintain a safe and healthy working environment for all employees.

Steel Art Signs Code of Conduct Rules

Company conduct rules are established to ensure the protection of each employee and the company itself. These rules are designed to establish a safe and healthy work place that protects workers while minimizing the risks of hazards. Additionally, these conduct rules will aid the company in maintaining its reputation as a leader in our industry.

- ☐ Each employee is expected to act in a mature responsible and professional manner at all times.
- ☐ Each employee shall be knowledgeable of and follow all established safety rules.
- ☐ Employees will promptly report any sickness or injury to their Crew Supervisor or Supervisor. All employees shall be fit and healthy to perform the work for which they are employed, or insure their physical capabilities will not pose a hazard to themselves or others.

As all situations cannot be accounted for, the following is a list of many **obvious unacceptable** activities for your guidance. If you have any questions concerning what may constitute an acceptable or unacceptable act, contact your Crew Supervisor or Supervisor for clarification prior to performing the act.

- ☐ Wilful violation of any company, security or safety rule; or any deliberate action that is extreme in nature which is detrimental to the Company's efforts to operate profitably or which may damage the Company's reputation.
- ☐ Insubordination or failure to follow the instructions of the duly appointed and recognized supervisor, unless they are actively involved in exercising their right to refuse work under Section 43 of the OHSA.
- ☐ Negligence or any careless action that endangers the life or safety of yourself or any other person.
- ☐ Theft, dishonesty or unauthorized possession or removal from the premises of property belonging to the Company or another employee. This includes wilful falsification or misrepresentation of work, employment or company records or documents.
- ☐ Engaging in criminal conduct, acts of violence by physical, threatening, or implying actions toward anyone on company premises or when representing Steel Art Signs, or toward a fellow employee at any time.
- ☐ Being intoxicated or under the influence of any controlled substance while at work.
- ☐ Using or possessing any alcohol, controlled substance, weapon or firearm while on company premises.
- ☐ Failure to co-operate with other employees of Steel Art Signs, and all those they come into contact with while working for the Company.
- ☐ Distracting or otherwise interfering with another employee's performance of duties.
- ☐ Using or failing to report defective or faulty work/equipment to the Crew Supervisor or Supervisor upon discovery.
- ☐ Making or publishing any false or malicious statements concerning another employee, the Company or its services.
- ☐ Engaging in any immoral or indecent conduct on Company property, or workplace.
- ☐ Engaging in an act of harassment, sexual, racial or other; or creating an unwelcome atmosphere through jokes, slurs or innuendo.
- ☐ Fighting, horseplay and careless or disorderly conduct. Damaging the property of employees or of the Company.

MORE SAFETY RULES:

- ☐ All workers have the right to refuse to perform hazardous work, and shall request instruction on work procedures for work that is unfamiliar.
- ☐ All Supervisor, Supervisors and workers shall be familiar with the current version of the Occupational Health and Safety Act and Regulations for Construction Projects as they apply to their particular work activities.
- ☐ Hazardous conditions or practices must be reported to the Crew Supervisor immediately. (Reference: Hazard Reporting Procedure)
- ☐ Any illness or injury (no matter how slight) must be reported to the Crew Supervisor immediately.
- ☐ All persons entering a work area must wear as a minimum:
 - An approved hard hat
 - CSA certified footwear
 - Safety Glasses (when appropriate)
 - High Visibility Vests (When working around vehicle traffic)
- ☐ Workers who operate company vehicles must have a valid driver's license.
- ☐ Operate equipment and machinery only when trained and authorized to do so.
- ☐ Safety appliances and guards shall never be removed except when performing authorized maintenance procedures and the appliances and guards must be replaced before the equipment is put back into use.
- ☐ Only trained, experienced and authorized personnel may operate material handling equipment.
- ☐ When lifting or pushing loads, employees must not exceed their capacity. If an employee finds the load excessive or awkward, assistance must be asked for and provided. When manual lifting is required, the worker's back should be straight and have their knees bent. The lift is made with the legs.
- ☐ All fire extinguishers and firefighting equipment shall be kept clear for easy access at all times.
- ☐ All portable ladders will be used with non-skid feet and placed on a firm level surface, tied or secured, with the safe angle of the distance from the base between 3:1 and 4:1 in terms of rise to run.
- ☐ Horseplay, pranks, fighting, physical and verbal abuse, and harassment of any kind are all strictly prohibited.

- ☐ The use of intoxicating substances such as alcohol or drugs will not be permitted at any time, and persons under their influence will not be permitted access to any workplace.
- ☐ The use of prescription medicine must be made known to your Crew Supervisor or Supervisor, including possible “side effects” of the medication.
- ☐ Any visit by any governing officer must be reported immediately to the onsite Crew Supervisor and Supervisor. Cooperation must be given to all officers, even if disagreement occurs.
- ☐ Always use the proper tool for the work to be done.
- ☐ Make sure all power cords are free from damage, and are kept free from any water on ground. Inspect power cords daily before work begins.
- ☐ **All** pulling cables, lifting slings and chains must be regularly inspected and if deemed unfit...must be taken out of operation.
- ☐ The work site should be checked for hazards created by unguarded machinery, tools, chemicals, fuels, heat, excessive noise, nearby traffic, overhead equipment, power lines, buried pipes and or power cables. Steps should be taken to remove or minimize the hazards that might compromise safe working conditions.
- ☐ Avoid working alone or arrange for routine periodic safety contacts.
- ☐ Before work begins establish with the work crew mutually agreed upon safety procedures for doing the work. This includes establishing the proper hand signals to be used when hauling, lifting, and/or moving signs or equipment.
- ☐ Before entering a confined area of trench make sure that the proper shoring and timbering is in place meeting industry standards, and that proper procedures are followed.
- ☐ Establish the location of the firefighting equipment and have an adequate ABC fire extinguisher on hand. Keep flammable liquids such as gasoline in proper containers and away from hot surfaces or sources of heat and flame.
- ☐ Get immediate first aid or medical attention if required.
- ☐ Be prepared in case an accident or injury should occur. Familiarize yourself with the procedures set up to deal with this emergency. (i.e. the nearest phone, phone numbers for police, fire departments, etc.)
- ☐ Material such as firearms, ammunition, narcotics, intoxicants, are not permitted on the worksite.

This section is not intended to be comprehensive guide to Government regulations or to the practices and methods applicable to every situation. It is equally important and advisable for you to refer to the appropriate Government regulations applicable to your jurisdiction.

“Plan your work, so you can work your plan.”

WEATHER CONDITIONS HOT /COLD /WET

Heat Stress:

- ☐ Allow time to adapt to a hot working environment and gradually increase your exposure to heat over time.
- ☐ Drink water frequently. Avoid coffee, tea, cola and caffeinated drinks which cause you to pass more water. Avoid alcohol, which dehydrates you and also makes it harder for your body to keep cool. (It is prohibited to consume or have alcohol at the workplace or on the job site.)
- ☐ Replace body salts (electrolytes) by drinking specially prepared “sports” drinks, created precisely for this purpose. (People on salt restricted diets should not be given salt without medical advice.)
- ☐ Take rest breaks, particularly in a cool shaded location. Rest lowers your internal heat because your muscles are not working.
- ☐ Wear any PPE designed to help you avoid heat stress; (hats, sunglasses, “cool” bandanas, breathable work clothes, etc.)
- ☐ Utilize engineered controls such as fans, ventilators, exhaust systems, air conditioners and heat shields.

Remember! Too much heat can make people lose their concentration, get tired or grouchy or get cramps, pains, spasms or worse. Understanding how to avoid heat stress can help you to avoid accidents. **HEAT STRESS is dangerous, but it is also preventable.**

Cold Stress or 'Hypothermia':

When your body temperature drops even a few degrees below normal (98.6°F), you can begin to **shiver uncontrollably, have difficulty doing even simple things, slur speech, become weak, drowsy, disoriented, confused, unconscious and even fatally ill.** This loss of body heat is known as cold stress or '**hypothermia**'. Victims of hypothermia may even deny that they are cold.

Thus, **if you suspect hypothermia, call an ambulance or a doctor immediately.** It may be a life-or-death call. Take the person to a warm place or at least provide shelter from any wind, rain or snow and keep the head covered. Remove all wet clothing and bundle victim with dry blankets or dress in dry clothing. **Do not rub or massage the victim or place in hot water.** Give warm beverages but **do not give alcohol or caffeine.** (It is prohibited to consume or have alcohol at the workplace or on the job site.) If the person is unconscious, you can use advance first aid techniques (e.g. CPR) if you are trained to do so.

Prevention is your best protection:

- ☐ Dress warmly, stay dry and bring along an extra set of dry clothes just in case you get wet.
- ☐ Always let someone know where you will be and when you expect to be back. Frequently check co-workers for signs of hypothermia.
- ☐ Dress in layers. Layering your clothes allows you to adjust what you are wearing to suit the temperature conditions. In cold weather, wear cotton or lightweight wool next to your skin and wool layers over your undergarments. Wear waterproof, wind resistant outer-garment fabrics such as nylon if working outside.
- ☐ Wear a hat. Body temperature is lost through the head.
- ☐ Wear waterproof boots in damp or snowy weather and always pack rain gear.

Remember! It does not have to be winter outside to suffer from hypothermia. Anyone not prepared for a change in weather conditions, in even relatively mild temperatures, can be at risk (especially if you are wet).

Frost Bite:

Frostbite is the freezing of fluids and tissues of the skin. When it is very cold, especially if the wind is blowing hard, it is difficult to keep the extremities of your body warm. Thus, frostbite is a great danger to your nose, cheeks, ears, toes and fingers.

The first sign of frostbite is reddening of the skin. It then turns blotchy white, grey or yellow. It finally turns completely white and may blister. The body part may also feel very cold or numb. In an advanced stage, there is no feeling at all in the exposed skin.

Frostbite victims may also suffer from **hypothermia** or loss of body heat. Hypothermia victims need to get out of the cold immediately.

To treat frostbite, keep the victim as warm and dry as possible. Warm the body parts in blankets or warm (not hot) water. (If the frozen body part gets too hot the resulting damage can increase) **DO NOT RUB.** Give warm liquids but no alcohol. (It is prohibited to consume or have alcohol at the workplace or on the job site.) Place the frostbitten part lower than the head to increase blood flow. Once the area is thawed, the victim should gently exercise the area to bring blood back to the injured part. **Always get medical attention as soon as possible!**

Remember! If the victim must go back out into the cold again, **do not thaw out the frostbitten area, as it will freeze again** and increase the damage.

The best plan to avoid frostbite:

- ☐ Do not stay out in extreme cold whenever possible.
- ☐ Wear clothing to protect your face, nose, ears, fingers and toes.
- ☐ Check each other frequently for signs of frostbite and/or hypothermia.
- ☐ When you are in the cold, wiggle your toes and fingers regularly. If they are beginning to lose feeling, are tingling or painful, go inside and warm up.

Wet Working Conditions:

- ☐ Ensure working area is kept dry and clean
- ☐ At the very least sandbag back the water prior to initiating your work.
- ☐ Ensure portable generator /panel is kept dry and that extension cords are not laying in water or wet conditions.
- ☐ A shelter/tarp must be constructed over any outside joints to ensure wet and/or snowy conditions don't make the working surface wet.
- ☐ Make sure you're not standing in water when working to avoid electrical shock from power tools and or extrusion welders.

Ladder Guidelines

- ❑ Ladders should be set up on a firm level surface.
- ❑ Straight ladders should be tied off or otherwise secured to prevent movement. When a task must be done while standing on an extension ladder, the length of the ladder should be such that the worker stands on a rung no higher than the second from the top.
- ❑ When climbing up or down, workers should always face the ladder.
- ❑ Ladders must not be erected on boxes, carts, tables, and scaffold platforms, man lift platforms or on vehicles.
- ❑ Straight ladders should be set up at an angle such that the horizontal distance between the top support and the base is not less than $\frac{1}{4}$ or greater than $\frac{1}{3}$ the vertical distance between these points.
- ❑ All ladders erected between levels must be securely fastened, extend 90 centimeters (3 feet) above the top landing and afford clear access at top and bottom, with 15 cm clear space behind every rung.
- ❑ Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases or otherwise defect must be not be used and will be tagged and removed from the site.
- ❑ Ladders should not be used horizontally as substitutes for scaffold planks, runways or any other services, for which they have not been designed.
- ❑ Workers on a ladder should not straddle the space between the ladder and another object.
- ❑ Three points of contact should always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).
- ❑ Never overreach or overextend while working off a ladder. Climb down the ladder and readjust as required.

Material Handling

- ☐ Whenever practical, heavy lifts should be done with mechanical lifting devices. We have a lifting device designed to move some of our equipment from the receiving area to the installations areas.
- ☐ When manual handling is required, dollies, trucks and similar devices should be used. Some of our pipe can weight thousands of pounds
- ☐ Workers should know their physical limitations and the approximate weight of materials they are trying to lift. Workers should be encouraged to get help when a lifting task may be more than they can safely handle.
- ☐ Remember, in lifting, the back and the stomach muscles are easily injured and bear most of the strain if lifting is done incorrectly.

Hand Tool Safety

Hammers, chisels, pliers, screwdrivers, and other hand tools are often underrated as sources of potential danger. Hand tools may look harmless, but they are the cause of many injuries. In fact, an estimated 8 percent of all workplace compensable injuries are caused by incidents associated with hand tools. These injuries can be serious, including loss of fingers or eyesight.

Hand tools can cause many types of injuries:

- ☐ Cuts, abrasions, amputations, and punctures. If hand tools are designed to cut or move metal and wood, remember what a single slip can do to fragile human flesh.
- ☐ Repetitive motion injuries. Using the same tool in the same way all day long, day after day, can stress human muscles and ligaments. Carpal tunnel syndrome (inflammation of the nerve sheath in the wrist) and injuries to muscles, joints and ligaments are increasingly common if the wrong tool is used, or the right tool is used improperly. Injury from continuous vibration can also cause numbness or poor circulation in hands and arms.
- ☐ Eye injuries. Flying chips of wood or metal are a common hazard, often causing needless and permanent blindness.
- ☐ Broken bones and bruises. Tools can slip, fall from heights, or even be thrown by careless employees, causing severe injuries. A hammer that falls from a ladder is a lethal weapon.

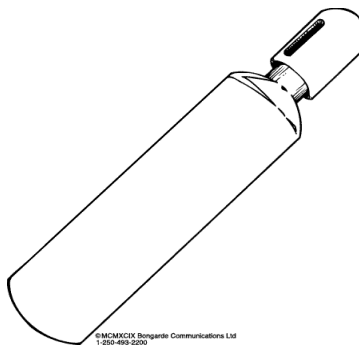
To avoid such injuries, remember the following safety procedures:

- ☐ Use the right tool for the job. Don't use your wrench as a hammer. Don't use a screwdriver as a chisel, etc. Go back to the tool house and get the right tool in the right size for the job.
- ☐ Don't use broken or damaged tools, dull cutting tools, or screwdrivers with worn tips.
- ☐ Cut in a direction away from your body.
- ☐ Make sure your grip and footing are secure when using large tools.
- ☐ Carry tools securely in a tool belt or box. Don't carry tools up ladders. Use a hoist or rope.
- ☐ Keep close track of tools when working at heights. A falling tool can kill a co-worker.
- ☐ Pass a tool to another person by the handle; never toss it to them.
- ☐ Use the right personal protective equipment (PPE) for the job. Follow company instructions for selecting and using safety eyewear, steel toed shoes, gloves, hard hats, etc.
- ☐ Never carry sharp or pointed tools such as a screwdriver in your pocket.
- ☐ Select ergonomic tools for your work task when movements are repetitive and forceful.
- ☐ Be on the lookout for signs of repetitive stress. Early detection might prevent a serious injury.
- ☐ Always keep your tools in top condition. A dull blade or blunt point can lead to injury.
- ☐ Store tools properly when you stop work.

Compressed Gases

- ☐ Only authorized personnel are permitted to handle and use compressed gas.
- ☐ Use gas only for purpose intended.
- ☐ Cylinders shall be identified as to contents, in accordance with provincial regulations. *Cylinders not identified shall not be accepted from the supplier.*
- ☐ Exercise care in placing cylinders, keeping them away from sparks; flames and any sources of heat and in the clear so control valves are accessible.
- ☐ Oil or grease is never to be used on any fitting for gas cylinders.

- ☐ If anything unusual in the performance of equipment used with compressed gas happens, place a signed “do not operate” tag on cylinders and report immediately to supervision.
- ☐ Never force valve with a wrench. If valve sticks, call supervision.
- ☐ Never transfer compressed gas from one cylinder to another.
- ☐ Always open all cylinders and regulating valves slowly.
- ☐ When removing reducing valve, close main valve first, then open reducing valve slowly to let trapped gas escape.
- ☐ If leak occurs at reducing valve, close cylinder before making adjustments.
- ☐ Cylinders are to be stored in an upright position and chained securely to a stationary rack.
- ☐ Use a hand truck for transporting cylinders. *Cylinders must be secured with safety chains to the hand truck.*
- ☐ Valve caps must be in place anytime the cylinders are moved, and while the cylinders are not in use.
- ☐ All empty cylinders are to be marked with an “EMPTY” tag and/or stored in the rack area, designated for empty cylinders.



ELECTRICAL SAFETY

Only qualified personnel (licensed Electrician, or a Millwright with certified training) approved by management, shall perform electrical work. This includes any disconnect, reconnect, of direct wired equipment, reversing of motors, etc.

Imagine a construction site without electrical power. Nothing would get done. Today, electricity is often taken for granted as part of the job. So much so, it is often treated without the respect it deserves. OSHA has identified 5 hazards as the most frequent cause of electrical injuries at construction sites.

1. Contact with Power Lines

Overhead and buried power lines at your site are especially hazardous because they carry extremely high voltage. Fatal electrocution is the main risk, but and falls from elevation are also hazardous. Using tools and equipment that can contact power lines increase risk. Ensure that ladders, scaffolds, equipment or materials never come within 10 feet of electrical power lines.

2. Lack of Ground-Fault Protection

Due to the dynamic, rugged nature of construction work, normal use of electrical equipment at your site causes wear and tear that results in insulation breaks, short-circuits, and exposed wires. If there is no ground-fault protection, these can cause a ground-fault that sends current through the worker's body, resulting in electrical burns, explosions, fire, or death.

3. Path to Ground Missing or Disconnected

If the power supply to the electrical equipment at your site is not grounded or the path has been broken, faulty current may travel through a worker's body, causing electrical burns or death. Even when the power system is properly grounded, electrical equipment can instantly change from safe to hazardous because of extreme conditions and rough treatment.

4. Equipment Not used in the Manner Prescribed

If electrical equipment is used in ways for which it is not designed, you can no longer depend on safety features built in by the manufacturer. This may damage your equipment and cause employee injuries. Common examples of misused equipment include: using multi-receptacle boxes designed to be mounted, fitting them with a power cord and placing them on the floor; using equipment outdoors that is labeled for use only in dry, indoor locations; and attaching ungrounded, two prong adapter plugs to three-prong cord or tools.

5. Improper Use of Extension and Flexible Cords

The normal wear and tear on extension and flexible cords at your site can loosen or expose wires, creating hazardous conditions. Cords that are not three-wire type, not designed for hazard-usage, or that have been modified, increase your risk of contacting electrical current.

First Aid for Electrical Accidents

- ☐ Disconnect the appliances or turn off the power if a person is undergoing electric shock
- ☐ If you can't turn off the power, use a piece of wood, like a broom handle, dry rope or dry clothing, to separate the victim from the power source
- ☐ Never touch a person under-going electric shock or you too could become a victim
- ☐ Cover associated electric shock burns with a dry sterile dressing only.
- ☐ Call for emergency help. Keep the victim lying down.
- ☐ Unconscious victims should be placed on their side to allow drainage of fluids.
- ☐ Do not move the victim if there is a suspicion of neck or spinal injuries unless absolutely necessary.

A major cause of accidents involving electricity comes from the failure to identify the hazards associated with live electrical equipment and wiring.

ELECTRICAL EXTENSION CORDS

This procedure applies to all portable power tools and electrical extension cords.

ALWAYS USE A CLASS ABC EXTINGUISHER; NEVER USE WATER ON ELECTRICAL FIRES OR ANY OTHER FIRES NEAR AN ELECTRICAL APPLIANCE.

- ☐ The user has the personal safety responsibility of detecting and reporting any visual cord damage or deterioration. The user will visually inspect the equipment and be satisfied that it is safe to use.
- ☐ Turn off switch on all equipment before unplugging. Motors and other inductive equipment may generate high voltages when disconnected, causing arcing at the plug.
- ☐ All electrical cords and connections must be routed in such a manner as to prevent damage by equipment or foot traffic. Where practical, run cables "above" ground level. If unable to do so use whatever means possible to protect cables from contact. Sharp corners and projections should be avoided.
- ☐ Electrical cords shall be kept away from any liquid, **whether in use or not.**

WATER & ELECTRICITY DO NOT MIX...
YOU MAY NOT GET A SECOND CHANCE!

- ☐ Make sure all extension cords are the “right size” or rating for the tool that you’re using. (For example, the diameter of the extension cord used should be equal or greater than the cord of the appliance being used.)
 - ☐ Never modify a plug by bending or removing the prongs. When plug prongs are bent, loose or missing, replace the device.
 - ☐ All receptacles and any electrical conductors must be sufficiently grounded, and if uncertain whether or not this is true, call the Maintenance Department for assistance.
 - ☐ Receptacles should be mounted firmly in their enclosures, and should not move when the plug is inserted. (Loose receptacles can cause short circuits.)
-

PORTABLE GENERATORS

To ensure Safe Operation:

- ☐ Read and understand the Manufacturer’s Owner’s Manual before operating the generator. Failure to do so could result in personal injury or equipment damage.
- ☐ Exhaust gas contains poisonous carbon monoxide. Never run the generator in an enclosed area. Be sure to provide adequate ventilation.
- ☐ The muffler becomes very hot during operation and remains hot for a while afterwards. Be careful not to touch the muffler while it is hot. Let the engine cool before storing generators indoors.
- ☐ The engine exhaust system will be heated during operation and remain hot after the stopping the engine. To prevent scalding, pay attention to the warning marks attached to the generator.
- ☐ Gasoline is extremely flammable and explosive under certain conditions. Refuel in a well ventilated area with the engine stopped.
- ☐ Keep away from cigarette, smoke and sparks when refuelling the generator. Always refuel in a well-ventilated location.
- ☐ Be careful not to spill fuel when refuelling. Spilled fuel or fuel vapour may ignite. If any fuel is spilled, make sure the area is dry before starting the engine.
- ☐ Place the generator at least 1m (3 ft) away from buildings or other equipment during operation.
- ☐ Operate the generator on a level surface. If the generator is tilted, fuel spillage may result.
- ☐ Know how to stop the generator quickly and understand operation of all controls. Never permit anyone to operate the generator without proper instructions.

- ☐ Keep away from rotating parts while the generator is running.
 - ☐ The generator is a potential source of electrical shock when misused; DO NOT operate with wet hands.
 - ☐ Do not operate the generator in rain or snow and do not let it get wet.
 - ☐ Do not exceed the rated power for the generator. The total wattage of all appliances connected must be considered.
 - ☐ Do not exceed the current limit specified for any one receptacle.
 - ☐ Do not connect an extension to the exhaust pipe.
 - ☐ Shut off the engine before performing any maintenance.
-

GRINDING TOOLS

Grinding Wheels shall...

- ☐ Be marked with the maximum speed at which it may be used and be appropriate for the work in progress.
- ☐ Be checked for defects before mounting and/or prior to use.
- ☐ Be mounted in accordance with the manufacture's specifications.
- ☐ Be operated at a speed, which does not exceed manufacture's recommendations.
- ☐ Be provided with protective hoods that enclose the wheel as closely as the work permits.
- ☐ Be operated by workers wearing industrial eye and/or face protection, long sleeve clothing, and gloves.
- ☐ Be stored where not subjected to, Extreme heat or cold, **or Damage** from impact.

Portable Angle Grinders:

Angle grinders should never be fitted with non-approved wheels other than they have been specified for (i.e. Cutoff Disks, etc.). Guards must not be removed, unless for service.

Operators of angle grinders should be familiar with the purpose of each type of attachment and the limitations of each style. If in doubt, always question your team leader, Supervisor or Manufacturer. ***Trial and Error is not acceptable!***

Bench Grinders:

- ☐ Inspect grinding wheel, grinding wheel rest and safety shield before each use. If any flaws, defects, or improper adjustments are observed, do not operate until condition is corrected. Work rest must be within **3 mm** (1/8") of grinding wheel at all times.
- ☐ Never adjust tool rest beneath the centerline of the wheel.
- ☐ Never adjust tool rest while wheel is in motion.
- ☐ When dressing grinding wheels, adjust work rest away from wheel so the heel of dresser hooks over work rest for use as a guide for even movement across face of wheel.
- ☐ Wheels that can't be balanced by truing or dressing shall be removed from machine and disposed of.
- ☐ No person shall be standing in front of grinder at start-up.
- ☐ Industrial eye protection must be worn before starting*. (*Also, worn within **10** feet of grinding wheel in motion.)
- ☐ Only one person permitted to use grinder at one time.
- ☐ Grinding on side of wheel is hazardous and is not permitted except on wheels specifically designed for this use.
- ☐ The grinder must provide adequate guard protection against accidental contact with moving parts. Use pliers or a vice grip to hold small items.
- ☐ Do not talk to operator while he is using the grinding wheel.
- ☐ Bench grinders shall be suitable for the job to be performed.
- ☐ Grinding wheels must not be used unless equipped with safety washers/blotters.
- ☐ Loose clothing is not permitted while grinding.
- ☐ Do not grind on materials* that tend to clog up the wheels such as wood and aluminum. (*If dressing HDPE, then clean up the abrasive face, periodically.)
- ☐ Note: - *Both Aluminum and Magnesium dust can also be explosive by nature, however there are grinding disks designed for nonferrous materials.*
- ☐ Grinding wheels shall be running full speed* with the safety guard in place, before applying work. (*The maximum speed of the grinder shaft in revolutions per minutes shall remain permanently marked on the grinder.)

- ☐ After use, grinder must be shut off and the operator is to remain at the machine until the grinding wheel comes to a complete stop.
- ☐ When using wire wheel on bench grinder, appropriate guards must be used to ensure safe operation.
- ☐ Allow the object you were grinding to cool, before handling it.

WELDING / CUTTING / BURNING

- ☐ Only experienced, trained and authorized personnel are allowed to do any electric or acetylene welding or cutting
- ☐ Welding and cutting must not be done in hazardous areas without instructions and written "Hot Work" permits from the proper authority*. *Note: *Before any welding or burning outside of designated areas in maintenance shops... Authorization must be obtained from the Maintenance or Production Supervisor, or when on shift; then the shift leader.*
- ☐ Fireproof protective "flash screens" shall always be erected around any welding work unless otherwise approved by supervision.
- ☐ Keep fire extinguisher within easy reach of the operator.
- ☐ Never cut or weld where sparks, hot metal or the severed section may fall on cylinder, hose, equipment, other workers or on your own feet or legs.
- ☐ No welding shall ever be done on any tank or drum unless it has been thoroughly cleaned, inspected, and approved by supervision. (Supervision will usually require it to be full of water.)
- ☐ Do not watch or permit anyone to watch the arc when electrical welding is in process unless both safety glasses and welding mask are used.
- ☐ The person assigned to welding work must wear safety glasses and welding mask, leather gloves, and have sleeves rolled down and buttoned.
- ☐ Compressed gas cylinders, including oxygen and acetylene cylinders, are to be secured in vertical position at all times.
- ☐ Never use oil or grease on oxygen fittings on hose, gauges, and cylinders

- ☐ Procedure for handling oxygen-acetylene and electric arc equipment must be followed at all times. They must be stored at least **25** feet away from gasoline/oil storage locations or any source of heat.
- ☐ Make welding machine ground connections directly to ground whenever possible. When connecting to a metal structure, make sure a fire cannot be caused at some distant point.
- ☐ Keep all cylinders, empty or full, away from sources of heat and from contact with electrical circuits.
- ☐ All silver soldering or cutting of galvanized material must be done with welding fume exhausters or blower positions, so that personnel inhale no fumes.
- ☐ Always consider a cylinder to be full and handle it accordingly. Never drop or allow cylinders to strike together.
- ☐ Never use a cylinder or its contents for other than its intended purpose.
- ☐ When a cylinder is depleted, then turn off valves and mark as “MT” or “empty”.
- ☐ Always refer to acetylene as “acetylene”, not gas. Always refer to oxygen as “oxygen”, not air.
- ☐ A flash back preventor-valve must be installed* on all oxygen/acetylene sets before they can be used. (*Between mixer and hose)
- ☐ Never use matches to light torches. Use a spark-lighter or a stationary pilot flame.
- ☐ Make sure that regulator screws are “backed-off” after every use, once work is completed*. (**This is in order to avoid full tank pressure rupturing the high-pressure seats within the oxygen and acetylene regulators.*)
- ☐ Do not use mixers or other cutting attachments that show signs of external burning or soot deposits at assembly points.
- ☐ Use correct size and manufacture of cutting and brazing tips. Use tip cleaners to clean regularly and replace tips that “pop” or perform erratically, even after cleaning.

FALLS AND SLIP PREVENTION

GOAL

The purpose is to provide an understanding of the responsibilities and procedures which can ensure that persons will not be injured by falls or slips, either from heights or through loss of balance. The application of this procedure covers ladders and other climbing or lifting devices, or slips / falls at same-level elevation conditions, and thus enable compliance with the Occupational Health and Safety Act (**R.R.O. 851**).

RESPONSIBILITIES

Safety Coordinator:

- Identify potential hazard-related areas in the workplace
- Establish a team of qualified persons to determine the best means of controlling exposures to slips / falls as per the specific situation
- Develop procedures / practices for these activities and equipment so designated
- Maintain all associated records.

Manager:

- Actively participate in any team identified as needed to develop procedures and practices for their department
- Ensure that such actions are being adhered to within their department
- Ensure that all workers involved in this activity are adequately trained
- Respond immediately to all identified and related hazards, defects or non-compliance.

Workers:

- Actively participate in any team identified as needed to develop procedures and practices for that department
- Inspect all machinery or related lifting / climbing devices as per the procedures and practices established
- Record findings of all equipment inspections
- Report immediately any related hazards, defects or non-compliance to the supervisor
- Abide by the established guidelines.

PROCEDURES

Priority will be given to eliminating the need to work at heights wherever possible, through contracting such work to qualified persons. Those tasks that must normally be done with immediate workers will be controlled by first the understanding that the greater the risk, the greater the necessary controls, and then by installing or using the following:

- Permanent walkways with guardrails
- Mobile access platforms or scaffolds
- Ladders or step-ladders
- Fall arrest / restraint systems

SAME LEVEL FALLS

The majority of slips, trips and falls that occur in the workplace can be attributed to 3 main areas of concern:

Housekeeping

Spills and wet areas on the floor, debris and obstacles in walkways, rugs sliding or curling, wires and cables across walkways, etc.

Footwear

Poor tread and poor fit are two common concerns with footwear, causing slips and stumbles on a variety of work surfaces. Other hazards can arise from people wearing open-toed or “flip-flop” style footwear.

FALLS FROM HEIGHTS

Some of the most common situations where people might fall from heights include:

Ladders

Using the wrong type of ladder for the task, damaged ladders, slippery rungs or side rails can be concerns, however most ladder accidents happen because of the way they are used. Overreaching and not maintaining 3-point-contact are two common examples.

Vehicles and Equipment

These falls are typically caused by slippery steps and landings, attempting to jump on or off, and not maintaining 3-point-contact.

Stairs

Most of the time falls on stairs are caused by people rushing up and down and not paying attention. Other causes include not holding the handrail (or none available), obstructions, slippery surfaces and poor lighting.

BEHAVIOURS THAT LEAD TO FALLS

Since the majority of falls that occur in the workplace are caused by people issues such as lack of knowledge, impatience, rushing, not paying attention, or bad habits developed from past experiences, then it would only be fair to say that the best control would simply be about making others aware of the fall hazards in the workplace.

All slips, trips and falls, with or without injury, must be reported to your Supervisor.

WHAT SHOULD YOU KNOW ABOUT FALL ARREST?

If you are at risk for falling three meters or more at your workplace, or if you use scissor lifts, or any other elevated platform except an approved mobile stairway, you **MUST** wear the appropriate fall protection equipment.

If the fall protection is required, establish a complete fall protection program if one is not in place. The program should include the training of workers and the selection, fit testing, maintenance and inspection of the equipment.

GUARD RAILS, which are made up of a top-rail, mid-rail, toe boards and posts, can significantly reduce one's exposure to falls, if they are properly designed and installed around elevated work areas.

PERSONAL ARREST SYSTEMS

The final line of defence is a personal fall arrest system that is specifically designed to protect you in a free-fall situation. A personal fall arrest system, generally has four components: a full body harness, a lanyard (rope), a snap hook, and an anchorage point.

The **FULL BODY HARNESS** reduces the impact caused by a fall, as it spreads pressure evenly over your thighs, chest, shoulders and pelvis.

The **LANYARD**, attached to the body harness between the shoulder blades and to an anchoring point stops you from hitting the ground. Make sure you know how long your lanyard is, when determining how far you will fall before you stop, including the stretch factor of the lanyard and harness.

The **SNAP HOOK** connects the lanyard to your body harness. The double locking snap hooks are required.

An **ANCHORAGE POINT** is the place where your lanyard is attached to a solid, unmovable object that can support up to 5,000 pounds.

SLIP, TRIP & FALLS BASIC REQUIREMENTS FOR HOME AND WORK:

IF YOU DROP IT, PICK IT UP.

IF YOU SPILL IT, WIPE IT UP.

IF YOU TOOK IT OUT, PUT IT BACK.

LOOK WHERE YOU ARE GOING.--- GO WHERE YOU ARE LOOKING.

TRENCHING

OSHA defines an excavation as any man-made cut, cavity, trench, or depression in the earth's surface formed by earth removal. This can include excavations for anything from cellars to highways. A trench is defined as narrow underground excavation that is deeper than it is wide, and no wider than 15 feet (4.5 meters).

Trenching and excavation work presents serious hazards to all workers involved. Cave-ins pose the greatest risk and are much more likely than other excavation-related accidents to result in worker fatalities. Other potential hazards include falls, falling loads, hazardous atmospheres, and incidents involving mobile equipment.

Safety Tips for Working safely in trenches:

- ◆ Do **NOT** enter an unprotected trench
 - ◆ Each employee in a trench shall be protected from cave-in by an adequate protective system.
 - ◆ Some of the protective systems for trenches are:
 - Sloped for stability; or
 - Cut to create stepped benched grades; or
 - Supported by a system made with posts, beams, shores or planking and hydraulic jacks; or
 - Supported by a trench box to protect workers in a trench.
 - ◆ Additionally, excavated or other materials must be a least 2 feet back from the edge of the trench; and
 - ◆ Always provide a way to exit a trench, such as a ladder, stairway or ramp, no more than 25 feet of lateral travel for employees in a trench.
-

ONSITE CRANE SAFETY

- ◆ It is everyone's responsibility to allow the crane operator to operate in such a manner as not to cause injury to personnel and/or damage equipment.
 - ◆ Check for any visible defects in the crane controls, chain, and hook. If the hook appears to have been stressed or has visible cracks, **DO NOT USE** and report to supervisor immediately.
 - ◆ An operator must remain at the crane controls when a load is introduced and the hoist is in motion.
 - ◆ No one is permitted to ride the load or crane hook.
 - ◆ Loads must be introduced in the "**slow speed**" range only.
 - ◆ Never transport loads over the head of any person, or "drag" loads over surfaces, when operating a crane.
 - ◆ Do not hang or support any weight from the crane control pendent.
 - ◆ Beware of possible pinch points when handling the hoist hook and sheaves
 - ◆ **SLINGS**: Do not drag slings, chains, ropes or cables along the floor outside yard surface. Avoid abrasions and cuts by preventing loaded slings to "bump" against other solid surfaces. (Always inspect slings for damage, before using.)
 - ◆ Do not remove the bridge, trolley, or hoist until the payload is detached and any slings or cables have been removed.
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MSD PREVENTION PROGRAM

PURPOSE:

To create awareness of musculoskeletal disorders (MSD's) and their associated hazards, and begin to address potential MSD hazards through recognition, assessment, and control activities.

SCOPE:

The standard applies to all employees at Steel Art Signs.

PROCEDURE:

The employer will review musculoskeletal disorders and their associated hazards. To ensure compliance with the standard, provide the equipment, resources and training needed to comply with the standard. Any deficiencies will be referred to the Joint Health and Safety Committee for recommendations that promote continuous improvements.

- All employees are required to identify and report any MSD hazard(s) in their workplace.
- All employees are required to report any unsafe acts, hazards, equipment problems, or any other unsafe tasks immediately to their supervisors.
- All employees are required to correctly use equipment, materials, and machinery only as authorized, and use appropriate body mechanics as per MSD prevention. Take rest breaks from repetitive, forceful tasks and move around and occasionally change body positions.
- Go to supervisors with concerns or requests for additional Ergonomics / MSD hazard related issues.
- Actively look for MSD hazards during activities such as workplace inspections
- Get training on recognizing, assessing and controlling MSD hazards.
- All employees will report MSD hazards and any incidence of MSD signs and symptoms to Health and Safety Representative

COMMUNICATION

All employees will be made aware of the musculoskeletal disorder hazards. This will be accomplished through the JHSC, through posting on the notice board of newly identified hazards, and/or through monthly safety talks.

TRAINING

All new employees will be trained on the content of this policy during orientation. Job specific training will entail MSD hazards directly related to their position by their supervisor as part of the orientation program.

PREVENTING MSD'S

The term "Musculoskeletal Disorder" or "MSD" is an umbrella term for a number of injuries and disorders of the muscles, tendons, nerves, etc. resulting from improper manual material handling or ergonomic hazards.

WORK PRACTICE CONTROLS

Team Lifts

Two or more workers transporting a large load should adjust the load to ride level and so that each person carries equal weight. Long objects (e.g., pipe or lumber) should be carried on the same shoulder, and the workers should walk in step. Shoulder pads should be used to prevent shoulder injuries (e.g., cuts) and to help reduce fatigue. When team lifting is required, make sure that the individuals involved are similar in size and physique. One person should act as the leader and give commands on when to lift or lower the object.

Lifting Techniques

Boxes and Cartons - The best way to lift a box or carton is to grasp opposite top and bottom corners. Large and bulky items should be handled by more than one person.

Sacks - Sacked materials should be grasped at opposite corners. Upon reaching an erect position, a worker should let the sack rest against the hip or stomach, then lift the sack onto his/her shoulder. Avoid using swinging or jerking motions to raise the sack to the shoulder. A worker should not attempt to move a sack that he/she cannot lift and place onto his/her shoulder or, preferably, "hug" (i.e., hold to the chest).

Irregular Objects - Irregular objects present special problems. Some items (e.g., televisions and computer monitors) have a regular shape but an irregular weight distribution. Often, it is necessary to turn such objects over or up on end to obtain the best possible grip. Ideally you should carry the object with the heaviest side closest to your body. Any worker who is unable to handle an object, because of either the object's weight or shape, shall request assistance.

Long Objects - Long pieces of pipes, bar stock, or lumber should be carried on the shoulder. A second person should be used as a guide when going around corners. In addition, shoulder pads should be used to prevent shoulder injuries (e.g., cuts) and to help reduce fatigue.

Sheet Metal - Sheet metal usually has sharp edges and corners and should be handled with the appropriate gloves.

Employees should:

- Push rather than pull.
- Avoid overloading – limit the load pushed or pulled at one time.
- Ensure the load does not block vision.
- Never push one load and pull another at the same time
- Evaluate the work flow to determine if heavy loads can be moved mechanically.
- Use carts, portable containers, slings or trolleys.
- Inspect their route to ensure there are no obstructions.
- Limit the distance over which a load must be moved.

Personal Factors

- Workers should try to remain in good physical condition by participating in regular exercise programs and use good body mechanics when sitting, standing, lifting, etc.
- Take regular task breaks to avoid or reduce muscle fatigue.
- Get adequate sleep on a good mattress, eat sensibly; follow the Canada Food Guide.

TIPS FOR OFFICE EMPLOYEES

For those employees who do spend much of the workday sitting in a fixed position for whatever reason, here are some tips to make the job more comfortable. Since everybody is different, adapt these tips to find a position that's right for you.

At your Desk:

In order to avoid eye strain, position your computer screen so that your eyes read the screen at a downward angle (like you would read a newspaper). If you are staring straight ahead your line of vision should hit the very top of your screen. Every twenty minutes, look 20 feet away at a solid object for twenty seconds.

Slouching forward puts all the weight of your head on your shoulders and neck. Instead, position your head directly over your shoulders.

Sit all the way back in your chair. Ensure that your back touches the back rest. "Slide" back frequently into this position if you slip forward.

Minimize the gap between your abdomen and the keyboard to reduce shoulder fatigue. Don't compress or over-extend your wrists when typing or using the mouse. Change your chair height or the height of your keyboard tray, so that when seated, your elbow is at the same height as your desk or keyboard.

Position your feet flat on the floor, do not cross your legs or ankles. Lower your chair or use a binder or foot rest if needed.

If you have to pick up anything that is outside your immediate reach, get out of your chair. Don't reach or stretch.

CHEMICALS IN THE WORKPLACE

Purpose:

The Laws within Canada and Ontario require that every worker is suitably trained in the Workplace Hazardous Materials Information System (WHMIS), thus this policy is designed to ensure that all workers are competent in all aspects relating to WHMIS.

Scope:

This policy will cover every aspect of the Company's operations including all job sites.

Roles & Responsibilities:

Steel Art Signs will maintain the company's listing of the MSDS's which will be current, (within the last 3 years), for all applicable materials.

The Supervisor shall be responsible to maintain all training records and obtain or provide training to all employees as required under the OHSA, (specifically the WHMIS Regulation).

The Supervisor must ensure that all new workers are current in their WHMIS training and understanding of the methods to obtain MSDS's.

Procedure:

The Company shall review their materials via their suppliers and determine what if any materials will come under the WHMIS regulation and develop their appropriate level of program to suit the materials involved. These material safety data sheets, (MSDS's) must be maintained within the 3 year prescribed maximum date and available for all materials.

The company will review the maintained MSDS's, yearly as a minimum and develop or obtain suitable training as required to ensure all workers who may come in contact with WHMIS controlled materials have training required to safely handle, store and work with the material, This training program must be reviewed yearly as a minimum.

Individual training of workers must be completed relating to the materials specific to each individuals tasks and may be accomplished internally or via exterior training agencies.

This training shall include:

1. Education in the content, purpose and significance of information on labels and Material Safety Data Sheets (MSDS)
2. Education in the use of types of identification
3. Training in the procedures for the safe storage, handling, use and disposal of controlled products
4. Training in emergency procedures involving controlled products
5. Training in procedures to follow when fugitive emissions are present
6. The health and safety representative may be consulted during the development, implementation and review of the job specific WHMIS training program.

Refresher training shall also be used when individuals already have had suitable training in relation to WHMIS and the above criteria, which may simply verify knowledge retention.

Workers will then utilize the MSDS's to store and work with all WHMIS regulated materials in the appropriate manner.

The MSDS's shall be made readily available for all workers who will come in contact with any materials, as well be able to be communicated in the event of an accident involving any material to the appropriate authority or treating physician as required.

This portion of Steel Art Signs Ltd's overall program will be evaluated via the Worker Safety Representative yearly and will entail an evaluation of the MSDS's, training and actual implementation review to ensure all facets of the policy are compliant with legislative requirements and the developed policy itself.

Note: All chemicals brought onto our job sites may require the approval of the General Contractor. MSDS sheets must be made available to our workers on every job site.

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Purpose:

The overall purpose of this section of the program is to outline requirements for the wearing and using of personal protective equipment in the workplace. Additionally, this will ensure compliance with all relevant sections of the Occupational Health & Safety Act (OHSA) and its regulations specify requirements for the wearing of personal protective equipment that places responsibility on the employer, Crew Supervisor, and workers.

Scope:

Steel Art Signs Ltd's business activities encompass various projects and thus this policy adapts to various requirements and conditions to which personal protective equipment is required. Some personal protective equipment is a requirement at all times while on a Construction project and therefore this section should be applied to all project locations and facilities to which the company works.

Roles & Responsibilities:

Under sections 25, 27 and 28 of the OHSA, certain responsibilities are required to Employers, Supervisors and Workers respectively. These have been identified under this Section.

Fundamentally, the employer has the responsibility to ensure Suitable PPE is available and being used and worn properly. Training should be done by the employer to ensure knowledge of appropriate PPE is understood and used properly in accordance to the manufactures instructions including fit testing as required. This training will be part of the Supervisor's role on behalf of the employer.

The Crew Supervisor or Supervisor must ensure the workers obtain PPE as required as supplied or made available by the employer and then are used appropriately by the workers. The Crew Supervisor or Supervisor shall provide training to the workers in the care and maintenance of PPE and proper fit requirements for any PPE that will be used as well as how to obtain PPE that is supplied to employees by Steel Art Signs. Otherwise the Crew Supervisor shall approve or seek assistance from the Supervisor for PPE brought to the site by workers on the Company's behalf.

Workers must ensure that they obtain the PPE as required and then use it as required.

Please note: not all PPE is required to be supplied by the Steel Art Signs Ltd, however it remains the Supervisor's responsibility to ensure availability.

Procedure:

The Construction Regulations for Ontario sets out minimum requirements for Personal Protective Equipment via sections 21 through 27 and 59, which must be met or exceeded. However, since fall protection has its own section within this policy – all of section 26 from the regulation shall be omitted from this particular policy as it does not apply to our company.

Therefore this section of the overall program shall apply to:

- ☐ Protective clothing, including high visibility clothing or vests.
- ☐ Protective headwear,
- ☐ Protective footwear,
- ☐ Protective eyewear,
- ☐ Protection for skin,
- ☐ Fall Protection; and
- ☐ Hearing Protection

In general terms: A worker shall wear such protective clothing and use such personal protective equipment or devices as are necessary to protect the worker against the hazards to which the worker may be exposed

Workers shall receive and partake in all training to ensure understanding of this policy and the requirements within it, in addition to how to obtain PPE, the care and maintenance of PPE, and proper fit requirements for any PPE that will be used.

Protective Clothing:

Where the worker is exposed to a hazard to which protective clothing would provide a suitable barrier to the hazard, the worker shall wear such protective clothing. This also includes the usage of high visibility clothing (safety vest), to ensure high target values of workers; thus reducing the hazards relating to moving equipment contact and protective clothing required under the “Designated Substance Program”.

Furthermore, this also shall include the mandatory use of full coverage pants and tee shirts as minimum clothing attire.

Protective Headwear:

Every worker shall wear a Steel Art Signs approved hardhat at all times when on a construction project, if they are not suitably protected by any other structure. In locations other than construction projects that Steel Art Signs works, the workers shall wear protective headwear as dictated by the hazards present.

Protective Footwear:

Every worker shall wear Steel Art Signs approved footwear at all times when on a construction project. In locations other than construction projects that Steel Art Signs works, the workers shall wear protective footwear as dictated by the hazards present.

Protective Eyewear:

All workers shall wear Steel Art Signs approved eyewear as dictated by the hazards present. For the purposes of most projects, safety glasses requirements shall be identified by the task being performed or by the General Contractor.

Protection for the Skin:

All workers shall wear Steel Art Signs approved protective devices for their skin as dictated by the hazards present. This includes the use of all types of gloves, barrier creams, shields etc., as directed and discussed where hazards are present.

Furthermore, this also shall include the mandatory use of full coverage pants and tee shirts as minimum clothing attire, and may include “sun-screen” for ultra-violet hazards.

Fall Protection:

All workers shall wear Steel Art Signs approved protective devices for fall protection as dictated by the hazards present. This may include the use of fall restrict or fall arrest devices as mandated in the fall protection guidelines detailed in this Job Site Safety Plan.

Hearing Protection:

All workers shall wear Steel Art Signs approved hearing protection as dictated by the hazards present.


This item shall be evaluated via discussion with the worker’s, and during on-site inspections by both the jobsite health and safety representatives and the Supervisor. Further, in all cases where the noise levels exceed 85dba hearing protection is mandatory.

High Visibility Vests:


All workers shall wear high visibility vests on any of our job sites when working around traffic during receiving tasks or acting as a signal person.

Respiratory Protection:

All workers shall wear respiratory protection as defined by our designated substance program or whenever a dust hazard is created when the breathing in of dust particles is present. .



Most importantly, never operate equipment on which you have not been trained on, or you are not comfortable operating. The safety of yourself and others depends on the competent and knowledgeable operation of equipment!



SITE FIRE SAFETY REQUIREMENTS

PURPOSE

In the event of a fire, duties and responsibilities have been assigned and all staff has been trained on their response requirements for the protection of our equipment and the safeguarding of human life.

OBJECTIVES

To provide a method to ensure systematic and orderly response of company equipment, in the least possible time in case of emergency

To provide swift and efficient investigation of a possible fire or emergency to minimize any delay in securing the services of the Fire Department when required, with the first priority being the safeguarding of human life and preservation of company equipment.

RESPONSIBILITIES

Response requirements for Site Supervisor:

- Ensure fire response has been initiated (911)
- Ensure everyone leaves the immediate area
- Try to suppress or contain the fire to avoid loss of equipment if safe to do so
- Inform General Contractor and Supervisor
- Upon arrival of fire fighters, inform the Fire Officer regarding the conditions on the site and a count on all staff.
- Once staff have evacuated to the assembly area ensure everyone has been accounted for.

Employees:

When notified of fire:

- Leave the immediate area and assemble at designated assembly area.
- Please walk quickly, but do not run.
- Cooperate if asked to assist or control traffic or guide emergency responders
- Assemble in your designated assembly area.
- Report to your Supervisor so you can be accounted for.
- Do not leave the assembly area unless authorized to do so by your Supervisor, Supervisor or General Contractor.

If you discover a fire:

- Activate an emergency response (911)
- Alert others in the immediate area
- Notify your Supervisor / Supervisor or General Contractor immediately of the fire location.
- Fight the fire only if you are confident that it may be contained with available fire fighting equipment.
- If you are the person placing the call to the Fire Department (911), give the name of the project, address, your name, phone number and any other information they may ask for.

Please Note:

As per Regulation 213/91 for Construction, section 52, sub-section (1) and (1.1) fire extinguishers will be available and staff required to use them will be trained in their use.

All staff must leave during evacuations but some may be unavoidably detained. Ensure that an accurate count of remaining staff is taken and note their exact location. This is very important as a double count may occur and their exact location will eliminate this problem.

Do not return to your work location until your Supervisor, Supervisor or emergency services gives the “all clear” signal.

SECTION 6

FALL PROTECTION STANDARDS

Purpose:

This policy section is devoted to fall protection and the fundamental issues surrounding working where there is a potential to fall and get injured. Furthermore this section shall ensure that we meet or exceed all requirements under the OSHA and Regulations for Construction Projects relating to fall protection and personal protective equipment.

Scope:

This policy section of the program applies to all situations where workers might be exposed to the following hazards:

- Falling more than 3 metres.
- Falling more than 1.2 metres, if the work area is used as a path for a wheelbarrow or similar equipment.
- Falling into operating machinery.
- Falling into water or another liquid.
- Falling into or onto a hazardous substance or object.
- Falling through an opening on a work surface.

Roles & Responsibilities

The Employer has the responsibility to ensure Suitable PPE is available and being used and worn properly. Additionally, the employer shall ensure that training has been completed for all workers who might be exposed to a fall hazard such that the worker has knowledge of appropriate legislation, PPE (and its use and care is understood and used properly in accordance to the manufactures instructions including fit testing as required), site-specific fall hazards and rescue procedures.

Supervisors must ensure the workers have received appropriate training and obtained P.P.E. as required and then are using the P.P.E. appropriately.

Workers must ensure that they obtain the P.P.E. as required and then use it as required.

Additionally, in similar fashion to the required relating to fall protection equipment being supplied by the Employer, it is the Employer's responsibility to ensure availability, but this may be the worker's responsibility to obtain and only the employer's responsibility to ensure that the workers obtain them and "have them available".

Method:

All sites shall be reviewed for possible fall potential hazards and wherever possible corrected via applicable regulatory requirements to eliminate the fall hazard.

All workers who will be exposed to a fall hazard shall have the appropriate training to have full knowledge of the fall hazards and the understanding of how the company intends to comply with the regulatory requirements by eliminating the hazard(s) in the workers vicinity.

Where fall protection is required, all workers exposed shall have full training in the requirements for the specific situation including the usage of fall protection equipment as required for the tasks. These workers shall inspect their equipment regularly and use the fall protection equipment as it is meant to be used.

Procedure:

During the initial site inspection the Supervisor will assess the risks associated with fall hazards and document the risk assessment on the "Fall Protection Planning Template"..

FALL PROTECTION PLANNING

PROJECT:	DATE:
Provide a brief description of scope of work:	
Type of fall protection to be applied: (Check the appropriate box) <input type="checkbox"/> Ladders <input type="checkbox"/> Fall Restrict <input type="checkbox"/> Fall Arrest <input type="checkbox"/> Elevated Work Platform <input type="checkbox"/> <input type="checkbox"/> Guardrails <input type="checkbox"/> Bump Lines <input type="checkbox"/> Scaffolds <input type="checkbox"/> Protective Covers <input type="checkbox"/>	

STANDARDS

<u>LADDERS</u> <input type="checkbox"/> Inspected before each use <input type="checkbox"/> Tied off top and bottom <input type="checkbox"/> Extends 3 feet above upper landing <input type="checkbox"/> Proper angle 1' out for every 3-4' of rise	<u>FALL RESTRICT</u> <input type="checkbox"/> Anchor point can support 900lbs <input type="checkbox"/> Fall restrict equipment inspected <input type="checkbox"/> Workers trained and certified
<u>FALL ARREST</u> <input type="checkbox"/> Anchor point can support 3600lbs <input type="checkbox"/> Fall arrest equipment inspected <input type="checkbox"/> Horizontal lifelines designed by a P-ENG <input type="checkbox"/> Rescue plan in place	<u>ELEVATED WORK PLATFORMS</u> <input type="checkbox"/> Inspected before each shift <input type="checkbox"/> Operator trained and certified <input type="checkbox"/> Tie off points on work platform acceptable
<u>GUARDRAILS</u> <input type="checkbox"/> Installed no more than 300mm from edge <input type="checkbox"/> Top rail, mid rail and toe board in place <input type="checkbox"/> Built and inspected by a competent worker	<u>BUMP LINES</u> <input type="checkbox"/> Installed 6'6" from unprotected edge <input type="checkbox"/> Barrier is 42" high <input type="checkbox"/> Weighted posts and sign along entire length
<u>SCAFFOLDS</u> <input type="checkbox"/> Built and inspected by competent worker <input type="checkbox"/> No warning tags on scaffold <input type="checkbox"/> Scaffold fully planked and cleated <input type="checkbox"/> Tied off to structure if applicable	<u>PROTECTIVE COVERS</u> <input type="checkbox"/> Clearly marked as a cover <input type="checkbox"/> Fully covers opening <input type="checkbox"/> Can support 50lbs per square foot
Supervisor:	Crew Supervisor:

Fall Protection Standards

GUARDRAILS

A worker at risk of falling more than 3 metres (10 feet) must be protected by a safety net, fall-arrest system, travel-restraint system, or guardrail system. In most cases, guardrails are the most common and convenient means of fall protection.

A guardrail system meeting regulated requirements must be used if a worker has access to the unprotected edge of any of the following work surfaces and is exposed to a fall of 2.4 metres (8feet) or more.

Areas to be protected include:

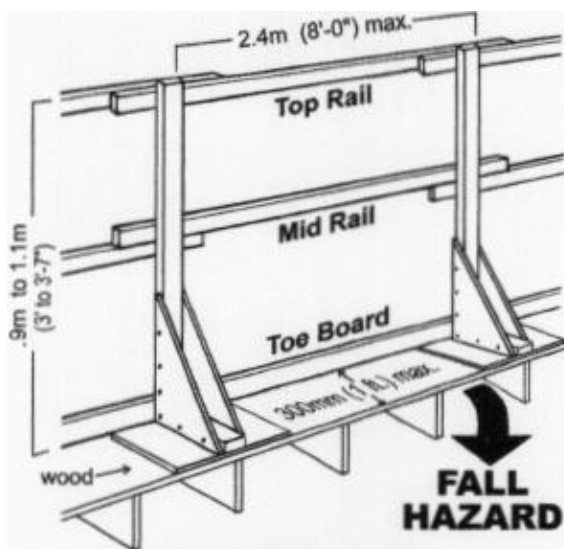
- ✓ Open edges of floors, mezzanines, and balconies (it's not enough simply to barricade the entrance to a balcony).
- ✓ Open edges of scaffolds, platforms, and ramps.
- ✓ Openings in floors, roof and other working surfaces not otherwise covered or protected.
- ✓ Edges of slab formwork for floors and roofs.
- ✓ Edges of bridge surfaces.
- ✓ Locations where a worker may fall into water, operating machinery or hazardous substances.

GENERAL REQUIREMENTS

Guardrails must be installed no farther than 300 mm from an edge.

A guardrail must be capable of resisting—anywhere along its length and without exceeding the allowable unit stress for each material used—the following loads when applied separately:

1. A point load of 675 newtons (150 pounds) applied laterally to the top rail.
2. A point load of 450 newtons (100 pounds) applied in a vertical downward direction to the top rail.
3. A point load of 450 newtons (100 pounds) applied in a lateral or vertical downward direction to the mid-rail.
4. A point load of 225 newtons (50 pounds) applied laterally to the toe board.



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

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

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

TRAVEL-RESTRAINT SYSTEMS

Where work must be done within 2 metres (6 feet) of an open, unprotected edge that presents a fall hazard, a fall protection system must be provided. A travel-restraint system can afford the protection required.

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

The basic travel-restraint system consists of:

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



PLANNING

Travel-restraint arrangements must be thoroughly planned, with careful consideration to:

- Selection of appropriate components.
- Location of adequate anchor points.
- Identification of every fall hazard in the proposed work area.
- Try to select an anchor point that is as close as possible to being.
- Perpendicular to the unprotected edge.
- At the centre of the work area.



All fall hazards in the work area must be identified. Pay special attention to work areas with irregular shaped perimeters, floor openings, or locations near corners.

A fully extended lifeline and/or lanyard that adequately restrains a worker from a fall hazard in one section of the work area may be too long to provide the same protection in other adjacent sections of the work area.

Points where the system cannot provide travel restraint should be blocked off by bump lines or warning barriers. Anchorage can be adjusted to provide travel restraint at these points once work is complete in protected sections.

BASIC TYPES OF TRAVEL RESTRAINT

Two methods of travel restraint are commonly used in construction:

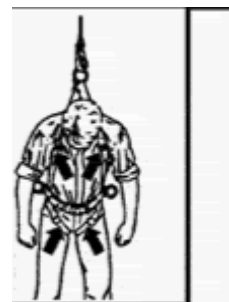
1. Connecting an adequately anchored lifeline directly to the D-ring of the worker's full body harness. It's absolutely critical that the length of the lifeline, measured from the anchor point, is short enough to restrain the worker from any fall hazard.
2. Attaching a lanyard from the D-ring of the worker's full body harness to a rope grab on an adequately anchored lifeline. There must be some means—such as a knot in the lifeline—to prevent the rope grab from sliding along the lifeline to a point where the worker is no longer restrained from falling.

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

FALL ARREST

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

- Fall-restricting system.
- Safety net.
- Fall-arrest system.



In the event of a fall, these systems must keep a worker from hitting the ground, the next level below, or any other objects below.

Requirements for design, installation, inspection and use of each system are defined in the construction regulation (see Appendix 2 in this guide).

FALL-ARREST SYSTEMS

A fall-arrest system:

- Must include a CSA-approved full body harness.
- Must include a lanyard equipped with a shock absorber unless the shock absorber could cause a falling worker to hit the ground or an object or a level below the work.
- Must be attached to a lifeline or by the lanyard to an adequate fixed support.
- Must prevent a falling worker from hitting the ground or any objective or level below the work
- Must not subject a falling worker to a peak fall-arrest force greater than 8 kilonewtons.
- must be inspected for damage, wear, and obvious defects by a competent worker before each use (as per The Construction Regulation (O.Reg. 213/91).
- Must be worn by a worker who is trained in its safe use and proper maintenance.



Any defective component should be replaced by one that meets or exceeds the manufacturer's minimum performance standards for that particular system.

The regulation also requires that any fall-arrest system involved in a fall be removed from service until the manufacturer certifies all components safe for reuse.

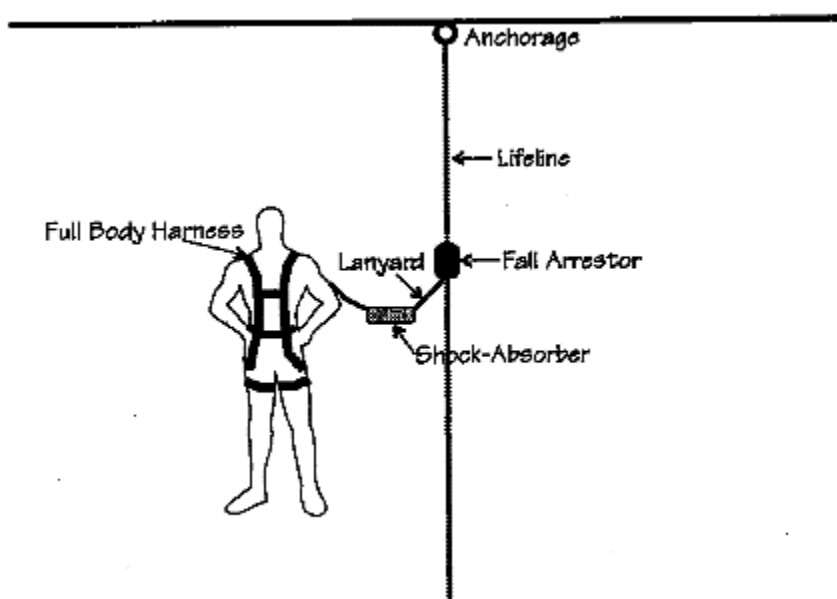
For any worker receiving instruction in fall protection, the manufacturer's instructions for each piece of equipment should be carefully reviewed, with particular attention to warnings and limitations.

FALL-ARREST COMPONENTS

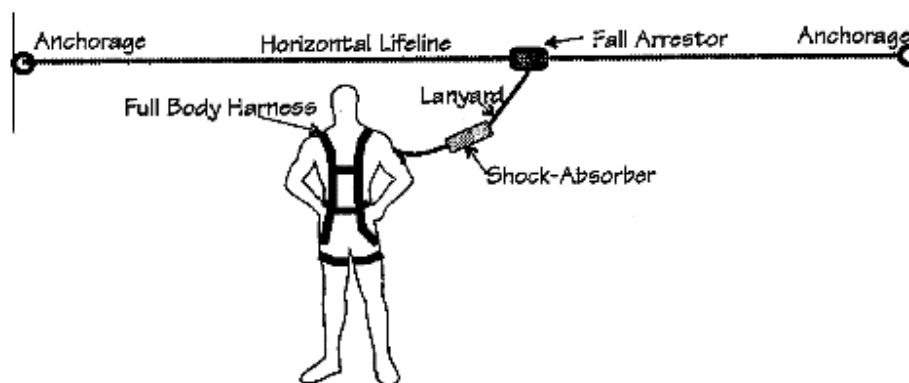
The Canadian Standards Association (CSA) provides minimum standards for most components of personal fall protection equipment:

- CAN/CSA-Z259.1-M99 - *Safety Belts and Lanyards*
- CAN/CSA-Z259.2.i-M98 - *Fall-Arrest Devices and Vertical Lifelines*
- CAN/CSA-Z259.2.2-M98 - *Self-Retracting Devices for Personal Fall-Arrest Systems*
- CAN/CSA-Z259.2.3-M98 - *Descent Control Devices*
- CAN/CSA-Z259.10-M90 - *Full Body Harnesses*
- CAN/CSA-Z259.111-M92 - *Shock Absorbers for Personal Fall-Arrest Systems.*

For any component not covered by these standards, confirm with the manufacturer that the component is suitable for the particular system being considered.



The minimum strength of fall-arrest components depends on whether or not the system uses a shock absorber.



- ❑ In systems *without* shock absorbers, all components, including lifeline and lifeline anchorage, must be able to support a static load of at least 8 kilonewtons (1800 pounds) without exceeding the allowable unit stress of the materials used for each component.
- ❑ In systems *with* shock absorbers, all components, including lifeline and lifeline anchorage, must be able to support a static load of 6 kilonewtons (1350 pounds) without exceeding the allowable unit stress of the materials used for each component.
- ❑ In designing both systems, it is recommended that a safety factor of at least two be applied to the stated minimum load capacity. In practical terms, anchorage should be strong enough to support the weight of a small car (about 3600 pounds).

LIFELINES

There are three basic types of lifelines:

- 1) Vertical.
- 2) Horizontal.
- 3) Retractable.

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

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

VERTICAL LIFELINES

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

- Only one person at a time may use a vertical lifeline.
- A vertical lifeline must reach the ground or a level above ground where the worker can safely exit.

Vertical lifelines are typically 16-millimetre (5/8-inch) synthetic rope (polypropylene blends).



HORIZONTAL LIFELINES

The following requirements apply to any horizontal lifeline system:

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

The design for a horizontal lifeline system must:

- Clearly indicate how the system is to be arranged, including how and where it is to be anchored
- List and specify all required components
- Clearly state the number of workers that can safely be attached to the lifeline at one time
- Spell out instructions for installation, inspection, and maintenance
- Specify all of the design loads used to design the system.
- The system must be installed, inspected, and maintained in accordance with the professional engineer's design.

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



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

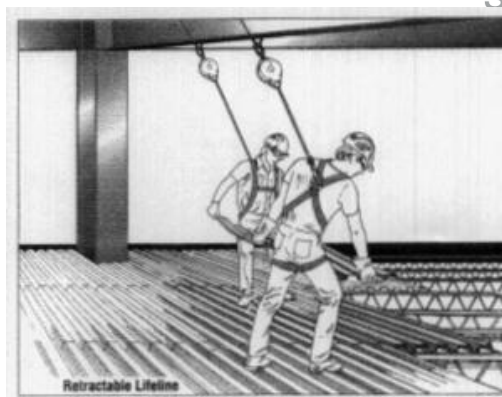
RETRACTABLE LIFELINES

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

Retractable lifelines must comply with CAN/CSA-Z259.2.2-M98.

In general, retractable lifelines:

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



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

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



Ultraviolet light - Exposure to the sun may damage or weaken synthetic lifelines. Ensure that material being considered for lifelines is UV-resistant.

Temperature - Extreme heat can weaken or damage some lifelines while extreme cold can make others brittle. Ensure that material being considered for lifelines can stand up to the most extreme conditions expected.

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

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

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

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

ANCHOR SYSTEMS

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

1. Designed fixed support — load-rated anchors specifically designed and permanently installed for fall protection purposes as an integral part of the building or structure (for example, roof anchors on high-rise buildings).
2. Temporary fixed support — anchor systems designed to be connected to the structure using specific installation instructions (for example, nail-on anchors used by shinglers)
3. Existing structural features or equipment not intended as anchor points but verified by a professional engineer or competent person as having adequate capacity to serve as anchor points (for example, rooftop mechanical rooms, structural steel, or reinforced concrete columns).

EXAMPLES OF ADEQUATE ANCHORAGE

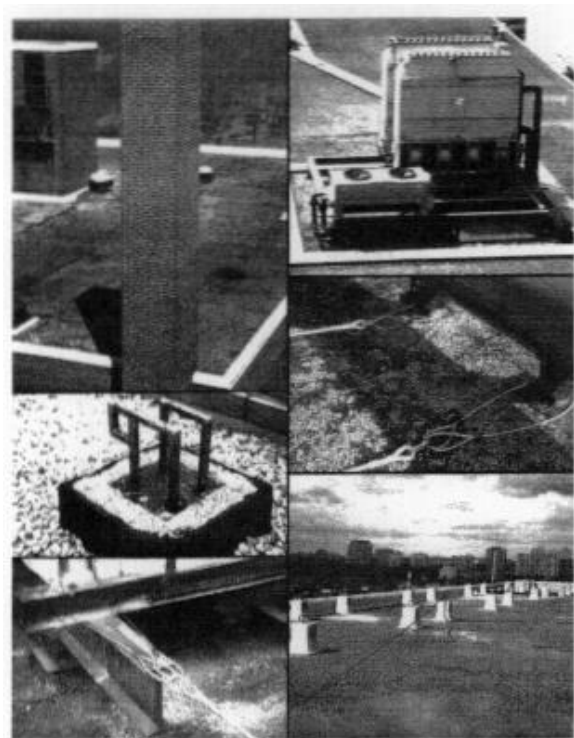
Designed fixed support can be used to anchor a fall-arrest system, fall-restricting system, or travel-restraint system if the support has been installed according to the *Building Code* and is safe and practical to use.

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

- It can support at least 8 kilonewtons (1800 pounds) without exceeding the allowable unit stress for each material used.
- When used with a fall-arrest system incorporating a shock absorber, it can support at least 6 kilonewtons (1,350 pounds) without exceeding the allowable unit stress for each material used.
- When used with a travel-restraint system, it can support at least 2 kilonewtons (450 pounds) without exceeding the allowable unit stress for each material used.

In all cases, a safety factor of at least two should be applied when determining the minimum load that an anchor point must support. As a general rule with fall-arrest systems, choose an anchor capable of supporting the weight of a small car (about 3,600 pounds).

When existing structural features or equipment are used as anchor points, avoid corners or edges that could cut, chafe, or abrade fall protection components. Where necessary, use softeners such as wood blocking to protect connecting devices, lifelines, or lanyards from damage.



FALL-ARREST PLANNING

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

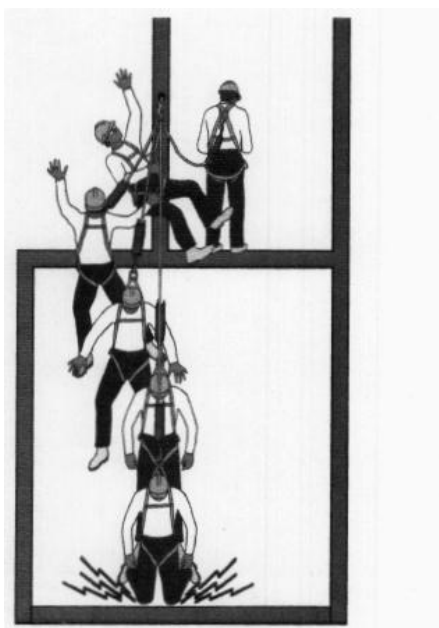
Before the fall is arrested, will the worker “bottom out,” that is, hit ground, material, equipment, or a lower level of the structure? Will the pendulum effect cause the worker to swing from side to side, possibly striking equipment, material, or structure? In the event of fall arrest, how will the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

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

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

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

To **minimize** free fall, workers should tie off to an anchor overhead and use as short a lanyard as the work will allow. Where a worker is connected to a vertical lifeline by a rope grab, the rope grab should be positioned as high above the D-ring as the work will allow. By doing this, the worker minimizes not only the Free Fall Distance but also the Fall Stopping Distance required to completely arrest a fall.



BOTTOMING OUT

Bottoming out occurs when a falling worker hits a lower level, the ground, or some other hazard before the fall is fully arrested.

This occurs when *Total Fall Distance* is greater than the distance from the work surface to the next level, the ground, or some other hazard below.

Fall-arrest systems must be planned, designed, and installed to prevent any risk of bottoming out.

EMERGENCY RESCUE

The construction regulation (O.Reg. 213/91) requires that before workers use any fall-arrest system or safety net on a project, the employer must develop written rescue procedures. It's important that a worker involved in a fall arrest be brought to a safe area as quickly as possible without causing injury or putting rescuers at risk.

In many cases, the rescue plan can be simple. A ladder or elevating work platform can be used to reach suspended workers and get them down safely.

Other workers may be hauled back up to the level from which they fell or pulled in through a nearby window or other opening.

In other cases, procedures may be more complicated. For instance, workers trapped on a failed swingstage, or hanging from it, may need to be rescued by specially trained and equipped personnel from the local fire department. Aerial ladder trucks or other high-reach equipment may be necessary. In extreme cases, the fire department may use rappelling techniques to reach trapped workers and lift or lower them to a safe level. Plans should cover the on-site equipment, personnel, and procedures for different types of rescue. Any off-site rescue services that might be required should be contacted and arranged in advance to familiarize them with the project. CSAO's *Emergency Response* poster (P103) can be used to indicate the nearest hospital and the phone numbers of fire, ambulance, and police services.

Site management must ensure that:

- ✓ Everyone on site is aware of the rescue plan.
- ✓ Equipment and other resources are available.
- ✓ Designated personnel are properly trained.



SECTION 7

SITE SAFETY INSPECTION PROGRAM

Purpose:

This policy section of the overall program is aimed at identifying the actual hazards being faced by the workers due to the work that is being completed; managing a means to control the hazards and finally reviewing the projects to ensure the controls for hazards identified are being used.

Scope:

Planned and unplanned inspections will be conducted over the entire workplace facilities, on an ongoing basis throughout the length of the project. This will include updates to the physical locations, as the construction process requires.

Responsibility:

The Worker Representative and Crew Supervisor have the responsibility to perform his/her duty in performing a workplace inspection, weekly as a minimum. Furthermore, the Supervisor may perform site inspections depending on the length of the project.

All Workers have the responsibility to report all hazards to their Crew Supervisor, as well as the responsibility to themselves and co-workers to not allow anyone to work in a manner that will endanger them or anyone else where hazards are being ignored or are unknown to others.

Procedure:

Inspections will be conducted in various methods within the company organizational structure. These will range in complexity and demands from Supervisor's site reviews, internal inspections by the Crew Supervisor and Health and Safety Representatives, to that of a formal safety assessment by the Health and Safety Officer.

During inspections, observation of both conditions and procedures is required. Focus should not be placed solely on the present activities, but rather the past, present and future should be addressed whenever possible.

In all cases, if any hazard encountered poses immediate and imminent threat to any worker, immediate action must be taken to eliminate the hazard.

Where documentation is completed on a formal basis, a copy shall be provided to the Site Contact, and the health and safety representative for further review, and/or distribution within our company.

Supervisor's Site reviews:

During the normal course of activities the Supervisor will routinely visit job sites and review the site for what he may encounter during that snapshot of time. It is incumbent upon the Supervisor during these reviews to address any health and safety concerns that he perceives and make suitable documentation of the occurrence.

Informal Routine Safety Inspections:

Informal safety inspections shall be conducted on an ongoing basis by both the Health and Safety Officer attending the site. Inspections conducted in this manner shall seldom encompass formal documentation other than diary notes.

Crew Supervisor's Site Inspections:

It is a requirement under the Construction regulations that Crew Supervisor inspects the job site and ensures that site conditions do not endanger any worker weekly as a minimum. The Crew Supervisor shall conduct inspections of the project and document these inspections on our company workplace inspection report.

Worker Representative Inspections:

Worker Health and Safety Representative Inspections shall be conducted on monthly basis as a minimum. Inspections conducted in this manner shall constitute the foundation for depicting the project safety status. These inspections will be documented, and distributed to the Supervisor, when required.

Deficiencies that are found during an inspection are recorded on the Inspection Checklist. The results of the inspection will be brought to the attention of the Crew Supervisor of the activity found to be in non-compliance. Additionally, the Health and Safety Coordinator will review the checklists and the Site contact may be asked to review deficient items and provide recommendations to the Supervisor when the Health and Safety Coordinator recommends further action.

Where required a Corrective Action Request will be issued to the responsible individuals for non-compliance activity, seeking corrective action to be taken and a date for implementation, (generally 24 hrs.). The results of Corrective Action Requests are verified by a follow-up inspection conducted by the originator of the Corrective Action Request.

Additionally, monthly safety inspections shall be employed to confirm corrective actions developed in response to non-conformances identified during prior assessments and inspections.

SAFETY REPRESENTATIVE SITE INSPECTION REPORT

Company

Site Safety & Hazard Inspection

Project:

Date:

Site Supervisor:

Safety Representative:

- ◆ ✓ if OK, Satisfactory
- ◆ Circle Item if Attention / Action Required
- ◆ Strike out if not applicable at time of Inspection

1. GENERAL

- ☐ Safety Policy - current, posted, distributed
- ☐ Job Site Safety Plan - current, available
- ☐ OH&SA & Regulations available
- ☐ Notice of Project Filed
- ☐ Emergency phone numbers posted
- ☐ Minutes of Safety Meetings posted
- ☐ H & S Reps names posted

2. FIRST AID

- ☐ First aid kit available
- ☐ First aid kit properly stocked
- ☐ First aid log sheet in First aid kit
- ☐ Local Hospital Identified

3. HOUSEKEEPING

- ☐ General site appearance neat/orderly
- ☐ Traffic Plan in Place as Required
- ☐ Debris containers available
- ☐ Nails removed from lumber

4. ACCESS & EGRESS

- ☐ Clear walkways and passageways
- ☐ Easy access and egress for all work areas
- ☐ Icy traveled areas sanded or salted
- ☐ Confined Spaces Identified
- ☐ Tripping hazards clearly marked
- ☐ Walking obstructions eliminated
- ☐ Warning signs posted

6. TOOLS

- ☐ Good condition
- ☐ Mechanical safeguards in place
- ☐ Damaged tools replaced/removed
- ☐ Proper tools available for the job
- ☐ Tools properly stored
- ☐ Torch regulators in good repair

7. PERSONAL PROTECTIVE EQUIPMENT

- ☐ Fall Arrest - Safety belts and lanyards
- ☐ Hard hats CSA approved
- ☐ Proper footwear in good condition
- ☐ Hearing protection available & used
- ☐ Safety goggles/shields available & used
- ☐ Respiratory protection correct type
- ☐ Gloves available
- ☐ High Visibility Safety Vests Used

8. HYGIENE

- ☐ Fresh Water Available
- ☐ Toilet available, serviced, sanitary
- ☐ Cleanup facilities available

9. LADDERS

- ☐ Good condition
- ☐ Secured top and bottom
- ☐ Solid footing
- ☐ Extended above landing by 3 rungs
- ☐ Top and bottom free of obstructions
- ☐ Trench Ladders in Place

5. FIRE PROTECTION

- ☐ Proper number & type of Fire Extinguishers
- ☐ Fire Extinguishers charged & inspected
- ☐ Fire Extinguishers well located & visible
- ☐ Compressed gas cylinders secured or carted

10. BARRICADES

- ☐ Site Properly Barricaded
- ☐ Manholes Covered at End of Day
- ☐ Machines Properly Locked at End of Day
- ☐ Warnings signs posted

11. ELECTRICAL

- ☐ Cord sets visually inspected daily
- ☐ Limits of approach Identified
- ☐ Ground fault interrupters working
- ☐ All tools double insulated
- ☐ Extension cords grounded and sound
- ☐ Plugs, switches, disconnects in good repair
- ☐ Signage, barricades where necessary

12. SITE ACCESS & SECURITY

- ☐ Fencing, Hoarding in place
- ☐ Site access posted with warning signs
- ☐ Site roads accessible
- ☐ Snow removal planned for
- ☐ Dust controlled
- ☐ Mud tracking controlled

13. EXCAVATION & SHORING

- ☐ Permits issued if required
- ☐ Locates made
- ☐ Trench shoring where required.
- ☐ Trench access
- ☐ Traffic control in place
- ☐ Tools, equipment, spoils away from trench
- ☐ Barricades, warning signs on embankments

Other Hazards:

14. SCAFFOLDING

- ☐ Guard rails in place
- ☐ Sound frames, bracing, boards, hardware
- ☐ Sound and level footing, all legs on ground
- ☐ Tower plumb and square
- ☐ Secured average 15 ft vertical intervals
- ☐ All braces in place
- ☐ Wheels & locks in good condition
- ☐ Safe access & egress

15. FORMWORK

- ☐ Guard rails 42" high, mid-rail
- ☐ Toe kick plates in place
- ☐ Harnesses, Safety belts and lanyards used
- ☐ Work platforms with railings
- ☐ Debris removed from work platforms
- ☐ Protruding rebar marked, protected

16. HANDLING/STORAGE OF MATERIALS

- ☐ Condition of wire rope, cables, slings, chains
- ☐ Loads rigged properly
- ☐ Neat, marked storage areas
- ☐ Vehicle/pedestrian traffic at off-load area
- ☐ Traffic control while on access road
- ☐ Public Warning Signs posted

- ☐
- ☐
- ☐

CREW SUPERVISOR'S WEEKLY INSPECTION CHECKLIST

To be filled out daily by the Crew Supervisor weekly.

Week of: _____ Job Site: _____

Crew Supervisor: _____



Check mark indicates "in order" – X indicates a problem, a hazard report has been completed.

Item:	Comments:
Equipment responsible for is in safe working condition?	
Housekeeping standards acceptable?	
First Aid Kit Available?	
Site Safety Plan on Site?	
Fire Extinguishers Available?	
Environmental conditions safe to work?	
Staff fit for duty?	
Protective equipment available and in good condition and being worn?	
Fall Protection Equipment and Anchor Points meets standards?	
Safety talks being performed?	
Is staff working in a safe manner? Are they following proper work procedures?	
Are all tools secured at end of day?	
Are materials disposed of at end of day?	
Has staff been informed of any potential hazards of which you are aware?	
Emergency equipment available?	
Employee Contacts	
Concerns identified	
Follow ups required	
NOTES:	

If there are any problems with any of the above, the Crew Supervisor is to ensure that a follow up report is completed and submitted to the Supervisor for corrective action.

Additional notes can be made on the back of this form. At the end of each week, this completed form is to be submitted to the Supervisor for review.

CREW SUPERVISOR'S FOLLOW UP REPORT

Date of Report(s): _____

CONCERN IDENTIFIED	PRIORITY A, B, C	ACTION REQUIRED AND RESPONSIBILITY	DATE COMPLETE AND INITIALS

- Reviewed by Supervisor Date _____ Initials _____
- Reviewed by Safety Coordinator Date _____ Initials _____

SECTION 8

JOB BOX SAFETY TALKS

Purpose:

Steel Art Signs is committed to ensure we keep our employees on a high standard for safety awareness. To accomplish this requirement we will perform regular Job Box Safety Talks specific to the hazards encountered on our projects.

Scope:

The Policy will apply to all employees and contract workers on our job sites.

Responsibility:

It is the responsibility of the Crew Supervisor to carry out these Job Box Safety Talks at intervals mandated by the Supervisor.

Procedure:

At the start of each week of the project or when an incident occurs that may warrant an immediate awareness, the Crew Supervisor will perform a Job Box Safety Talk at the start of the shift and will document a record of attendance of the participants.

The following topics will consist of our safety talks.

- 1. Fall Protection**
- 2. Heat Stress**
- 3. Housekeeping Standards**
- 4. Ladder Safety**
- 5. Portable Power Hand Tool Safety**
- 6. Worker Due Diligence**
- 7. Working In Hot & Cold Environments**
- 8. Confined Space**
- 9. Use of pipe welders**
- 10. Ergonomics / stooping and bending when welding**

Site Specific Safety Rules as appropriate to the site.

This Checklist Is To Be Used By the Project Manager for New Employee Orientation

Employees name:	Project Manager's Name	
Date of Orientation		
Review of the Following	Workers initials	Trainers initials
Introduction to fellow employees.		
Introduction to Health and Safety Rep members, their work location.		
Information bulletin boards,		
Lunchtime and breaks.		
Washrooms, shower and locker rooms.		
First aid station locations.		
First aid attendants.		
Meet Supervisor (where applicable).		
Visit workstation/job site.		
Workplace security and restricted areas.		
Emergency telephone location and use,		
Fire safety and evacuation procedures.		
Emergency equipment location and use.		
Specific duties, responsibilities and expectations.		
Use, care, and maintenance of any hand tools and equipment.		
Procedures for repair of defective equipment.		
Lifting / handling / storage restrictions		
Stacking and storage of materials.		
Buddy system – who to talk to if job is not clear.		
Where to look for further health and safety information.		
Disposal of waste.		
Location and contents of applicable MSDSs.		
Personal protective equipment, maintenance, replacement		
Special precautions. Working around equipment.		

Manager/Supervisor's Signature: _____

Employees Signature: _____

Copy to HR file: _____ **Date:** _____