

Table of Contents

RESPONSIBILITIES

- Introduction
- Management
- Project Manager
- Supervisor
- Worker
- Owner
- Responsibilities of any person on site
- Contractors and Subcontractors
- Return To Work Program
- Health and Safety Representative
- Safety Committee
- Requirements under the Occupational Health and Safety Act
- Orientation Program
- Emergency Procedures
- Workplace Hazardous Materials Information System
- Right to refuse or stop work
- Reprisals
- Enforcement
- Offence & Penalties

FIRST AID REQUIREMENTS

- Types of Accidents- Definitions
- Reporting Accidents

GENERAL SAFE WORK PRACTICES

- Enforcement of the Safety Policy
- Housekeeping
- Security
- Visitors/Vehicles
- Hand Tools and Power Tools
- Personal Protective Equipment
- Exposure Guide
- Compressed Gas Cylinders
- Fire Protection
- Vehicle Operation
- Alcohols & Other Drugs
- Excavations, Trenches and Support Systems
- Guardrails

Floor and Roof Openings
Ladders
Scaffolding
Fall Protection
Harnesses and Lanyard
Lifelines
Rope Grabbing Devices
Confined Space Entry Procedures
Procedures for rescue of a worker suspended in a safety harness
Electrical Hazards
Energized Power lines
Safety Lock out Procedures

WORKPLACE VIOLENCE & HARASSMENT PROGRAM

Definition
Reporting Acts or Threats of Violence
Procedure – Future Violence
Incident Investigation
Mitigating Measures
Training and Instruction
Incident Reporting and investigation
Record Keeping

APPENDIX

Green Forms

- New Employee Orientation Form
- Project Start-Up Form
- Safety Talk Form
- Operators' Daily Checklist Form
- Project Site Inspection Form

Yellow Forms

- Incident/Accident Investigation Form
- Medical Treatment Form
- Notice of Violation

RESPONSIBILITIES

INTRODUCTION

All employees of REIMAR FORMING & CONSTRUCTION (REIMAR) will function within the bounds of this health and safety policy. There is no work without safety. Work and safety are integral at Reimar.

The Occupational Health & Safety Act and Regulations for Construction Sites in Ontario cover the safety requirements in the Construction Industry. All employers, employees, supervision, contractors and subcontractors on our job sites are to work at all times in full accordance with this Act and Regulations, including the owners and/or constructor's site safe rules and regulations. This manual is intended as an adjunct to these rules and regulations.

While no manual can foresee and allow for every situation on a construction site, competence, training, professionalism, experience and common sense, together with these rules and regulations become the policy of REIMAR.

The procedure outlined, if diligently applied together with the application of the respective Act and Regulations, bring us closer to achieving our common goal: eliminating all job site accidents.

Safety begins with each and every employee - regardless of position or rank in the Organization and his/her positive attitude and resolve. This will continue to reduce and eliminate job site accidents.

MANAGEMENT

It is Managements' responsibility to diligently ensure the completion of the following tasks:

- Prepare and review annually a written Health And Safe Policy Statement
- Take all reasonable care/precaution to ensure that REIMAR complies with
- The Act and the Regulations, including the owner or constructor's site safe rules and regulations
- Possible directives/requirements from the Ministry of Labour
- All Workers attend a job site orientation before commencing work on any project
- Information, instruction and supervision is provided to a Worker to protect the health and safety of the Worker
- The equipment, materials and protective devices as prescribed by the Act and Regulations are provided
- The Joint Health and Safety Committee (JHSC) is assisted in the carrying out of their duties
- The JHSC is provided with the results of reports respecting occupational health and safety and that all employees are advised of the results of these reports
- He/she or his/her delegate review all incidents and injuries that occur on site and ensure that the proper WSIB forms are completed, notifications sent to the MOL as required and proper preventative measures are adopted

Additional Responsibilities as a Constructor

It is Managements responsibility to diligently ensure the completion of the following tasks:

- The measures and procedures prescribed by the OHS Act and Regulations are carried out on the project
- Every employer and every Worker performing work on the project complies with the OHS Act and Regulations including all site safe rules and regulations and has attended a safe orientation prior to commencing work
- That every employer and employee has attended site orientation
- The health and safety of the Workers is protected
- That each prospective contractor and subcontractor for the project has received a copy of the list of designated substances before the contractor or subcontractor enters into a binding contract for the supply of work on the project

PROJECT MANAGER

It is the Project Managers' responsibility to diligently ensure the completion of the following tasks:

- All Workers on his/her project attend a site orientation before commencing work
- The equipment, materials and protective devices are maintained in good condition
- The measures and procedures prescribed in the regulations are carried out in the workplace
- The equipment, materials and protective devices provided by REIMAR are used as prescribed
- Every reasonable precaution is taken in the circumstances for the protection of the Worker
- Information is provided to a legally qualified medical practitioner in medical emergency
- When appointing a Supervisor, appoint a competent Supervisor/Foreman
- A Worker or a person in authority over a Worker is acquainted with any hazard in the work place and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent
- A copy of the current Occupational Health and Safety (OHS) Act is posted in the workplace along with explanatory material prepared by the Ministry outlining the rights, responsibilities and duties of the workers and the Employer
- A copy of REIMARS' health and safety policy and procedure manual is posted at a conspicuous location in the workplace
- A copy of the JHSC meetings is posted in a conspicuous location in the workplace and any concerns promptly addressed
- A 5 minute Tool Box Talk is conducted weekly

Additional Responsibilities as a Constructor

It is the Project Managers responsibility to diligently ensure the completion of the following tasks:

- a notice is filled with the Director of the Construction Health and Safety Branch before beginning work on the project. (Reference the current Construction OHS Act and Regulations for size and type of project)
- a copy of the notice is posted at the project
- a notice be given in writing, to the Minis and JHSC, within 2 days of an accident occurring at the workplace where the reasonable potential for harm is high (refer to Incident & Investigation Report), and where no one is injured.

SUPERVISOR

It is the Supervisors' responsibility to diligently ensure the completion of the following tasks:

- All Workers have had their job site orientation
- All Workers will review and sign a pre-task Job Safety Analysis (JSA) prior to commencing work. This document references the Reimar Safe Work Procedures
- All Workers attend and sign a record of attendance for a 5-minute Tool Box Talk on a weekly basis
- The Worker works in the manner and with the protective devices, measures and procedures required by the Act and the regulations
- The Worker wears the equipment, protective devices or clothing that REIMAR requires to be worn
- The Worker is advised of the existence of any potential or actual danger to the health or safety of the Worker of which the Supervisor is aware
- The Worker is instructed as to the measures and procedures to be taken for the protection of the Worker, where so prescribed
- Every reasonable precaution is taken in the circumstances of the protection of the Worker
- An internal investigation is to be conducted of all accidents and injuries/near misses and the findings and immediately sent to Head Office (Head Office will complete the necessary forms and notification as required by law)

WORKER

It is the Workers' responsibility to diligently ensure the completion of the following tasks:

- Work in compliance with the provisions of the OHS Act and Regulations, including the owner and/or constructor's site safety rules and regulations
- Use or wear the equipment, devices or clothing that REIMAR requires to be used or worn
- Report to the 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
- Report to the Supervisor any contravention of the OHS Act or Regulations or the existence of any hazard of which he/she is aware
- Report immediately to the Supervisor any injury or incident

OWNER

It is the Owners' responsibility to diligently ensure the completion of the following tasks:

- Before beginning a project, determine whether any designated substances are present at the project site, prepare a list of all designated substances that are present at the site and provide a list of the designated substances to the constructor/contractor.

HAZARD IDENTIFICATION AND CONTROL

Hazard identification and control are key aspects to maintain a safe and healthy work environment. This Safety Plan identifies important elements that contribute to this ongoing procedures including:

- Safety orientations
- Weekly tailgate meetings
- Monthly project safety committee meetings
- Formal monthly project inspections
- Daily inspections by line supervision
- Safe operating procedures
- Accident / incident investigations
- Safety bulletin boards

HAZARD REPORTING PROCEDURES

- The employee discovering a safety related situation should try to correct the situation themselves, or if not possible, should immediately inform their Foreman for action.
- Once the Foreman has been notified, the Foreman should correct the situation. In the event that assistance is required, the Foreman must advise the Superintendent.
- If the Superintendent deems necessary, reports will be written, copies of which will be forwarded to REIMAR's office for the record.

RESPONSIBILITIES OF ANY PERSON ON SITE

REIMAR considers the safe and proper conduct of all employees, contractors, suppliers and any other visitors to the project to be of prime importance. The following are personal conduct standards to be followed by all persons associated with the project.

- Understand and abide by the REIMAR Health & Safety Policy, Program and safe operating procedures.
- Always work in compliance with the Occupational Health and Safe Act and Regulations for Construction Projects and any other pertinent regulations such as WHMIS regulations, etc.
- Co-operate with Ministry of Labour inspectors, REIMAR safety coordinators, Worker Health and Safety representatives, supervisors and others who are attempting to achieve and maintain a healthy and safe workplace.
- Report to the employer or Supervisor any problem with equipment that may endanger personnel
- Report to the employer or Supervisor any contravention of The Act and Regulations or hazard on the project
- REPORT ALL ACCIDENTS/INJURIES IMMEDIATELY to the employer or Supervisor
- Read and follow all posted notices and warnings.
- Do not engage in horseplay or fighting.
- Use discretion prior to doing something. If it does not look or feel safe, ask for your supervisor's assistance before doing it.
- Intoxication or possession of alcohol or illicit drugs will not be permitted on the job. Use of prescription drugs is permitted if used as directed by a medical physician, and provided it does not affect your ability to perform work safely and efficiently.
- If you are not familiar with the use of any equipment, machinery, or tools ask your supervisor for assistance.
- A clean work area in most cases is also a safe work area. Always keep work areas and access ways clean and free of spills, scrap, debris, and congestion.
- Always wear and use properly the personal protective equipment that is required when working on the site.

- Rings, jewellery and loose clothing must not be worn in work situations where they present a risk of personal injury.
- Shirts and long pants shall be worn at all times.
- In order to ensure the security and integrity of the project, inspection of vehicles or other property may be conducted randomly by the security staff
- Grease, oil spills or other slippery substances are to be cleaned up immediately.
- Personnel using explosive actuated tools shall be in possession of a certificate of the safe operation of that tool and will use all of the personal protective equipment dictated by OHSA.
- Refueling of vehicles and equipment shall only be done while the engine is turned off
- Throwing material from scaffolding or any above ground elevation will not be permitted.
- Compressed air is not to be used for cleaning the person or his clothing. Anyone in the area where air is being used for cleaning purposes must wear goggles.
- All air hoses shall be wired together at the couplings.
- There shall be a minimum of 3 m (10 ft.) between operating equipment and overhead power lines, unless the line has been de-energized. Safe operating distances shall be those set forth in the OHSA, which vary according to the voltage carried by the lines.
- Anti-flash back valves are required on all oxygen and acetylene lines; located at the “gauge end” of the line rather than at the outlet end of the line.
- No one is allowed to ride on the running boards or to stand in moving vehicles. Only the number of persons provided with proper seats and safety/seat belts shall ride in the vehicle while on site.
- Riding on any load being hoisted by a crane, the headache ball, or the hook of the crane, is prohibited.
- Lock-out/tag-out systems are in place and will be used for the protection of the workers. The worker must observe the REIMAR lock-out procedure. Note that while on site, Plant

Operations procedures (if applicable) will affect those workers working inside the facility after operations have commenced.

- Proper care and testing must be used before entering any vessel, manhole, duct, sewer or other confined space.
- Maintain an orderly work area materials and equipment must be arranged or stored in a safe manner. Aisles must be kept clear.
- All drop cables/extension cords shall be elevated above the ground or protected in a manner that allows traffic to pass.
- When construction work is required over areas where operations' employees are working, REIMARS' site Supervisor shall be notified before work commences.
- The drivers or all vehicles must adhere to posted speed limits throughout the site, and be in possession of a valid drivers' license.
- Keys for all construction vehicles are to be left in the ignition at all times during working hours to allow for movement of the vehicle in the event of an emergency.
- A competent signal person must assist all operators of any equipment, whenever a vehicle, machine or its load may endanger anyone. The operator must operate as directed by the signaler.
- When using any of the site roads and access routes, forces are advised to use extreme caution at all times. All traffic signs must be followed and adhered to at all times. Do not exceed 15km/h at any time. Caution is to be used at all times keeping in mind that pedestrian traffic and other services are also using these roads.
- Cellular phones, mp3 players and any other personal electronic devices are not permitted on job sites. Devices must be kept in lunch boxes or vehicles and only used during break time.
- Supervisors must be notified in advance if a worker must leave the job site before the end of the regular work day.

CONTRACTORS AND SUBCONTRACTORS

The use of contractors and subcontractors introduces the possibility of different safety standards and quality of performance. This is partly due to the volume of subcontracting work, the attitude of the contractor and the specialized work he performs. To overcome this potential problem, the Contractor or Subcontractor, before commencing work of the project, must give the General Contractor a written commitment that he will conform to “all federal and provincial” safety rules and regulations concerning the project. This could include such activities as safety indoctrination, first aid facilities, inspections for quality of performance, tools and equipment inspections, accident/injury reporting, training schedule and so forth. It also includes our Health and Safety Policy and Procedure Manual and all site rules and regulations that an owner, general contractor or industrial establishment may impose. Copies must be on site and available at all times.

- A Workplace Safety & Insurance Board (WSIB) “Certificate Of Clearance” and a current WSIB CAD- 7, Safety Performance Report must be received by Head Office prior to any subcontractor starting work on any of our sites.
- All contractors and subcontractors shall provide to the Project Manager prior to starting on-site work;
- a statement indicating that all site workers have been WHMIS trained
- copies of every current material safety data sheet (i.e., not more than three years old) of any on-site hazardous materials
- *REIMARS’ subordinate contractors involved in accidents MUST REPORT IMMEDIATELY TO REIMARS’ PROJECT SUPERVISION*
- Failure to comply with all Occupational Health and Safety rules and regulations could be cause to have their contract terminated,

Note: At the time of hiring a new employee, the Supervisor or his delegate will ensure that:

The New Employee receives the project. The orientation Form is signed by both the employee and the supervisor only when the supervisor is satisfied that the employee understands his/her rights and responsibilities.

(See NEW EMPLOYEE ORIENTATION FORM)

RETURN TO WORK PROGRAM

POLICY STATEMENT

Reimar is committed to providing a safe workplace for our employees. Preventing work related illness and injury is our primary goal. Reimar and its employees are committed to co-operating and participating in our return to work program,

Our early and safe return to work program strives to provide accommodation for employees who are unable to return to their regular duties as a result of an occupational injury or illness. The program provides opportunities for employees to perform their regular jobs with modifications or, when available, to perform alternate work that meets their specific functional abilities.

The Reimar return to work program applies to all employees of the company, workers, foremen, supervisors and management.

The implementation of our return to work program is a responsibility shared by Reimar and the worker. Together Reimar and the worker are responsible for identifying return to work opportunities and planning for return to work.

Reimar's return to work program is based upon the requirements of the Workplace Safety and Insurance Act, the Occupational Health and Safety Act, and Ontario Human Rights Code, and ensures the privacy of private medical information is maintained.

Our current objective is to record no Lost Time Injuries in 2013.

Definitions

- Form 7 The official accident record that must be submitted to WSIB (with a copy sent to the worker) within 3 days of injury or illness.
- FAF Form Functional Abilities Form must be provided to the worker to be filled out by their health care provider at each visit, so that up to date information regarding the workers abilities (not disabilities) are obtained.
- Form 6: Injured/ill workers will be required by WSIB to complete a Form 6. This form provides the WSIB with the details about what happened to cause the injury or illness and other information needed to make decisions and process your claim.

HEALTH AND SAFETY REPRESENTATIVE

Mandatory Selection of Health and Safety Representative

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

Selection of Representatives

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

General Duties

The health and safety representative performs site inspections, with the knowledge of the firm; helps to mediate disputes over unsafe conditions; may assist in investigating serious accidents; and confers with supervisors, workers and Ministry of Labour inspectors whenever necessary. A health and safety representative will be effective only where there is full cooperation and respect between representative, management and workforce.

Requirements

The constructor must cause the workers on a job site to select at least one health and safety representative where the number of workers on the site is less than 20 workers.

The selection must be made from among workers who do not exercise managerial functions.

The selection must be made by workers or by the trade union or unions which represent them.

The employer and workers must provide the health and safe representative with any information and assistance necessary to carry out inspections on the job site.

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

Powers of Representative

A health and safety representative has the power,

to obtain information from the constructor or employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing,

Material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety;

To be consulted about, and be present at the beginning of, testing referred to in clause (1), conducted in or about the workplace if the representative believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid; and

To obtain information from the constructor or employer respecting
The identification of potential or existing hazards of materials, processes or equipment
Health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge

General Guidelines

The health and safety representative should have current first aid and cardiopulmonary resuscitation (CPR) certificates. This training is available through St. John Ambulance, well as other certified groups.

The representative must be familiar with requirements of the current Occupational Health and Safety Act and Regulations.

The representative should follow the Guidelines for Health and Safety Representative (B018) available from the Construction Safety Association of Ontario.

The representative should be familiar with the procedures involved in a refusal to work where health and safety is in danger.

SAFETY COMMITTEE

Safety Committee - The Ontario Occupational Health and Safety Act prescribes that “where the number of workers at a project regularly exceeds twenty, the “Constructor” shall cause the workers to select at least one Health and Safe committee member from among the workers of the project who does not exercise managerial functions.

In this situation, the Project Manager will form a safety committee of at least two persons, one being the workers’ representative. The functions of the committee are as described in Act.

HEALTH AND SAFETY REPRESENTATIVES AND COMMITTEE

Size and Duration of Project	Representative of Committee	Who Creates Committee	Number of Members	Membership Requirements
5 Workers or Less				
6-10 workers and more than 3 months or 6+ workers and less than 3 months	One Health and Safety Representative			
20-49 workers and more than 3 months management	Joint Health and Safety Committee	Constructor	At least two	At least one non-worker at project and one mgmt. rep. from the workplace if possible
50+ workers and more than 3 months	Joint Health and Safety Committee	Constructor	At least four	Half non-mgmt workers from the workplace (with at least one certified in the future). Half mgmt reps from the project if possible (with at least one certified in the future).
	Worker Trades Committee	Health and Safety Committee	At least one worker rep. from each trade.	One worker rep. from each trade.

REQUIREMENTS UNDER THE OCCUPATIONAL HEALTH & SAFETY ACT

<p>Selection of Committee Members Health and Safety Committee</p>	<p>Power and Rights</p>
<p>Worker representative selected by the site workers or trade union(s)</p>	<p>Obtain information from a constructor or employer regarding the testing of equipment, materials, or chemicals in the workplace.</p>
<p>Management representatives are selected by the constructor or employer</p>	<p>Inspect the workplace at least once a month, with the full cooperation of constructor, employers, and workers</p>
<p>Note: The Workers Trade Committee is established by the Joint Health and Safety Committee and they shall operate under the guidelines of the Joint Health and Safety Committee</p>	<p>Ask for and obtain information regarding existing or potential hazards in the workplace. Make health and safety recommendations to a constructor or employer, who must respond in writing within 21 days, either giving a timetable for implementation or giving reasons for disagreeing with the recommendation. Where a person has been killed or critically injured in the workplace, investigate the circumstances of the accident and report findings to a director of the Ministry of Labour. Exercise all the powers granted to the health and safety representative by virtue of a collective agreement. Identify situations that may be a source of danger or hazard to workers. Make recommendations regarding health and safety matters. Recommend maintenance and monitoring programs. Obtain information from constructors or employers regarding testing of equipment or environments and be present when testing is initiated.</p>
<p>Workers Trade Committee Members of a workers trade committee shall represent workers employed in each of the trades at the site.</p>	<p>Advise the joint health and safety committee of the health and safety concerns of the workers at the workplace</p>

ORIENTATION PROGRAM

This procedure is for the purpose of orienting all people on site, whether employees or visitors, to the peculiarities of this project. REIMAR recognizes that on this site there will be several types of situations requiring orientation: the full time worker and/or site personnel, intermittent visitors and the delivery drivers. Everyone arriving on site for the first time must immediately report to the REIMAR Administration Trailer where the Project Manager or his designate, will decide what type of orientation that individual will take. No one is allowed beyond the trailer area until they have received one of the orientations listed below and signs the orientation sign-off form or the Visitors Log (see Head Office for form).

Full Time Worker and/or Site Personnel

On the first morning on site, REIMARS' Owner, Construction Manager, Supervisor, Foreman or Health & Safety Manager will orient the worker(s) and/or site personnel to the site by reviewing with them the items listed on the **NEW EMPLOYEE ORIENTATION FORM**. Upon completion of this review, all workers will sign the form ensuring that the orientation is understood and that the worker will comply with the site rules discussed. Copies of the orientation forms will be retained on site with originals being sent to the office along with Records Of Training (ROT's).

All Site Visitors

A site visitor is one who will come to the site on and off throughout the duration of the project and for different lengths of time. On their first arrival to the site, the REIMAR superintendent, or his designate will review the items on the **NEW EMPLOYEE ORIENTATION FORM**. The intermittent visitor is not allowed in the construction areas without the accompaniment of a fully oriented person.

Delivery Drivers

Any material, equipment, tools, etc. driver and their helper(s) will not receive an orientation. Delivery trucks, entering construction areas, must be accompanied by a fully oriented person. All Drivers, helper(s) will comply with the mandatory personal protective equipment and stay within 3 metres of their vehicle at all times.

EMERGENCY PROCEDURES

Prior to the start of a project, an emergency assistance and evacuation procedure will be determined by the clients' representative and our supervisor. The information contained will include the clients' emergency signal system, the method and location of egress, the emergency assembly points, emergency telephone numbers and client contact. Training will be made available as required. These emergency procedures will be posted for all our workers to understand and follow.

In case of an emergency:

TAKE COMMAND	Assign the following duties to specific personnel
PROVIDE PROTECTION	Protect the accident scene from continuing or further hazards.
GIVE FIRST AID	Give first aid to the injured as soon as possible
CALL AN AMBULANCE	Call an ambulance and any other emergency services required
GUIDE THE AMBULANCE	Meet and direct the ambulance and any other emergency services
GET NAME OF HOSPITAL	For follow-up, find out where the injured is being taken
ADVISE MANAGEMENT	Inform senior management. They will contact relatives, authorities and start reporting and accident investigation procedures
ISOLATE THE SCENE	Barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed their investigation

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

In effect across Canada since October 31, 1988, WHMIS is designed to protect the health and safety of workers by providing information about hazardous materials on the job. Controlled products under WHMIS include six classes, identified by appropriate symbols.

CLASS	SYMBOL	EXAMPLE
CLASS A: Compressed Gas A substance that at room temperature (20°C) is in a gaseous state and kept under pressure.		oxygen
CLASS B: Flammable and Combustible Material A solid, liquid, or gas that will ignite and continue to burn if exposed to a flame.		acetone
Class C: Oxidizing Material A substance that will cause another substance to burn.		chromic acid
CLASS D: Poisonous and Infectious Material 1) Materials causing immediate and serious toxic effects 2) Materials causing other toxic effects (Cancer-causing materials are included here.) 3) Biohazardous Infectious Material		ammonia
		asbestos
		contaminated blood products
Class E: Corrosive Material A substance that will erode steel or aluminum, or destroy animal tissue.		hydrochloric acid sodium hydroxide
Class F: Dangerously Reactive Material A material which will react with water to produce a poisonous gas or which will undergo a reaction if the container is heated, pressurized, or agitated.		acetylene

WHMIS gives everyone the right to know about the hazards of workplace materials and provides information in three ways - labels, MSDS, and worker training.

Labels

Supplier Labels are required on controlled products with a volume of more than 100 millilitres and must include:

product identifier

appropriate hazard symbol(s)

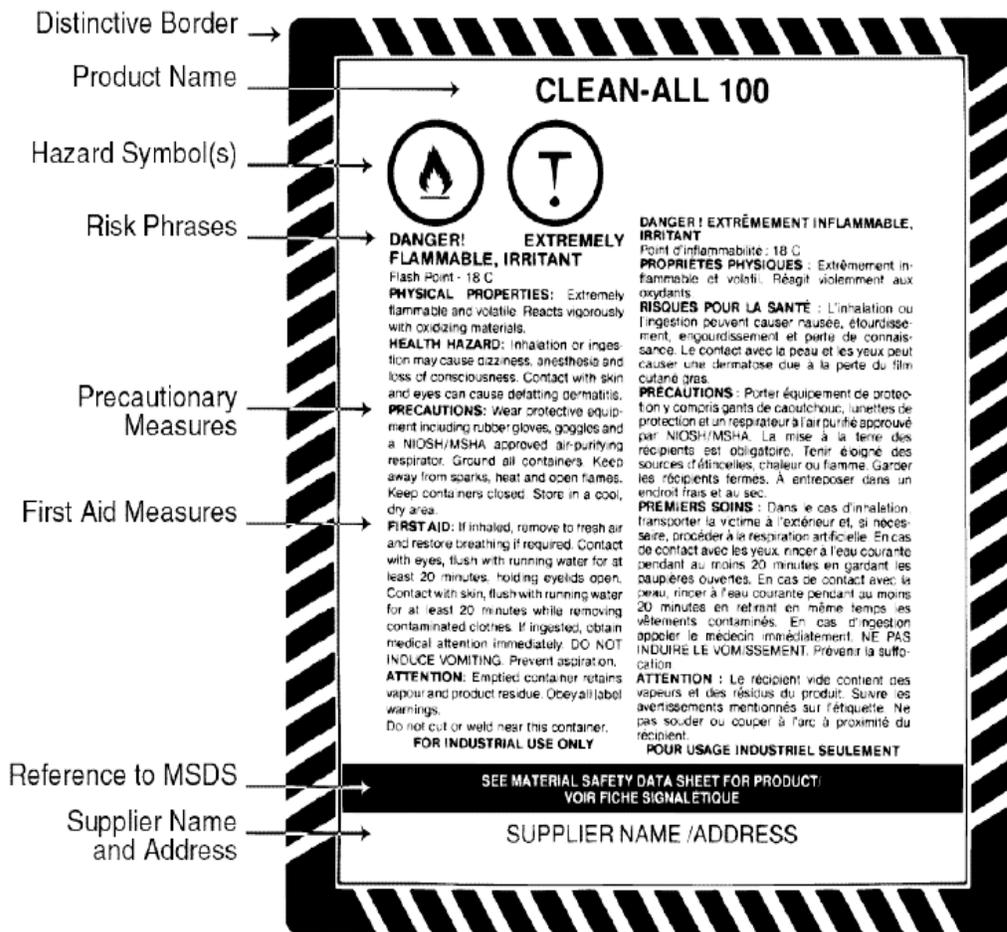
risk phrases (such as “dangerous if inhaled”)

precautions (such as “wear rubber gloves”)

first aid measures

supplier identifier

statement that a material safety data sheet (MSDS) is available for the product

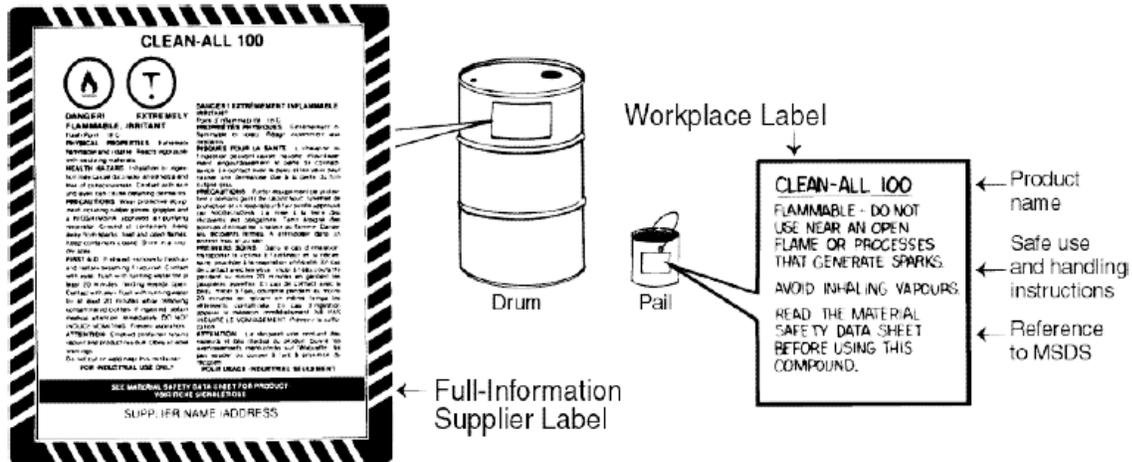


Note: Information must be presented in English and French

Workplace Labels are required when controlled products are produced on-site or have been transferred from a supplier-labelled container to a different container. Workplace labels must include:

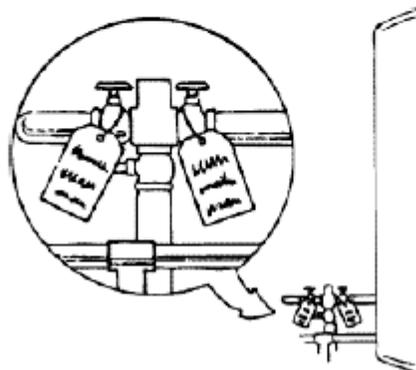
- product identifier
- safe handling instructions
- statement that an MSDS is available for the product

Figure 2
 Supplier and Workplace Labels



WORKPLACE IDENTIFIERS

A “workplace identifier” is a substitute for the workplace label. Its use is permitted in circumstances where a workplace label might not be practical.



Workplace Identifiers

Material Data Safety Sheets

MSDS' must provide:

- product information
- hazardous ingredients
- physical data
- fire and explosive data
- reactivity data
- information on health effects
- preventive measures
- first aid measures
- name and phone number of party preparing the MSDS and date of preparation
- must not more than three years old

Worker Training

The employer must:

- develop and provide a program of worker instruction
- ensure that workers are trained to apply the information
- provide all hazard information received from suppliers and other sources
- review the program at least annually

Training must include:

- Explanation of the content and purpose of labels and MSDS'
- Procedures for safe storage, handling and disposal of controlled products
- Emergency procedures

A Copy Of Any MSDS Is Readily Available To All Workers Upon Request

HAZARDOUS MATERIALS

The General Manager shall ensure that:

- Workers participate in hazardous materials instruction and training, and that such training shall be:
- developed in consultation with the JHSC
- reviewed at least annually with the JHSC and Workers

The Project Manager shall ensure that:

- an inventory of all hazardous materials and hazardous physical agents that are present in the workplace is maintained.
- prepared in consultation with the JHSC
- updated before February 1 of every year if the list is amended
- posted at the workplace floor plan showing the names of all hazardous materials and their locations
- all hazardous materials present in the workplace are identified with a Material Safety Data Sheet
- all MSDS must be current (*Note: MSDS expires 3 years after the date of its publication*)

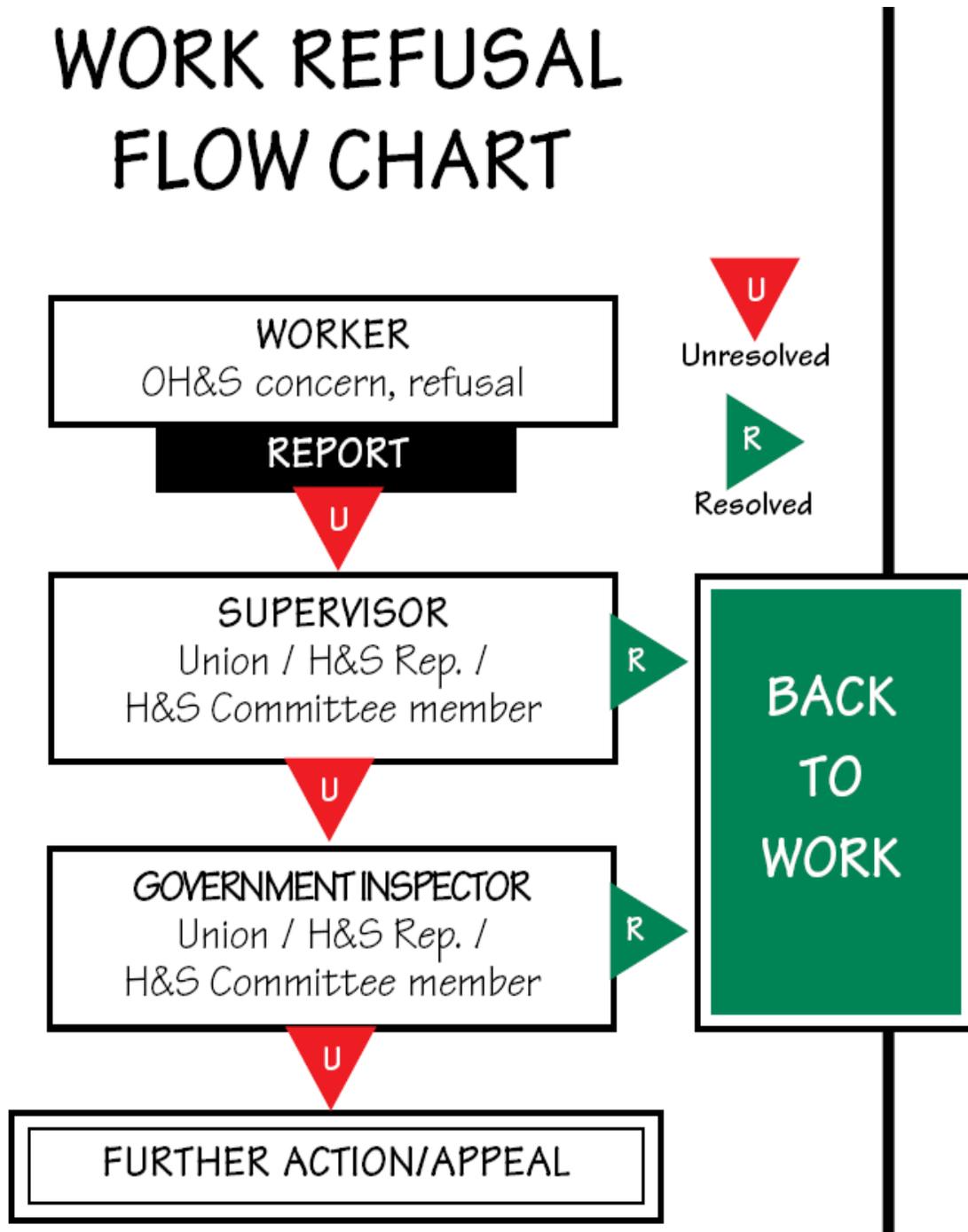
RIGHT TO REFUSE OR STOP WORK

A Worker may refuse to work or do particular work where he or she has reason to believe that:

- Any equipment, machine, device or thing the Worker is to use or operate is likely to be dangerous to himself/herself or another Worker;
- The physical condition of the workplace which he or she works or is to work is likely to be dangerous
- Either equipment or physical condition of the workplace is in contravention of the Act or the regulations and that such contravention is dangerous.

The Worker shall promptly report the circumstances of the refusal to the supervisor. The Supervisor shall address the nature of the refusal and take steps to correct the circumstances. If the matter cannot be resolved to the satisfaction of the Supervisor and the Worker, then the matter is taken to the Project Manager who shall investigate the report and seek resolution following the current OHS Act and Regulations for Construction Projects.

WORK REFUSAL FLOW CHART



REPRISALS

When a Worker has acted in compliance with the OHS Act or Regulations, has sought enforcement of the OHS Act or Regulations or has given evidence in a proceeding in respect of the enforcement of this OHS Act or Regulations or in an inquest under the *Coroners Act*; REIMAR or any person acting on behalf of REIMAR shall not:

dismiss or threaten to dismiss a Worker
discipline or suspend or threaten to discipline or suspend a Worker
impose any penalty upon a Worker
intimidate or coerce a Worker

ENFORCEMENT

Where an inspector finds that a provision of the Act or regulations has been contravened, the inspector may serve written or verbal orders to REIMAR to comply immediately or within a specified time frame.

The Project Manager shall ensure that:

- After having carried out the orders of compliance, file a notice of compliance with the Ministry within 3 days
- Copy of the order and notice of compliance shall be posted at the job site for 14 days
- No person interferes or obstructs with an inspector in the performance of his or her duties under the Act or regulations

OFFENCES & PENALTIES

Every person, including supervisors, foremen, and workers who contravenes or fails to comply with a provision of the JHS Act and Regulations or an order or requirement from the Ministry of Labour, is guilty of an offence and on conviction is liable to a fine of not more than \$25,000 or to imprisonment for the term of not more than 12 months, or both.

If a corporation is convicted of an offence under the Act, the maximum fine that may be imposed upon the corporation is \$500,000 “per offence” on prosecution for failure to comply with the current OHS Act and Regulations.

Note: It shall be a defence for the accused to prove that every precaution reasonable in the circumstances was taken.

FIRST AID REQUIREMENTS

The Board has determined that all employers covered by the Workplace Safety & Insurance Act must meet certain criteria in matters of first aid.

Regulation 1101 incorporated into the Workplace Safety & Insurance Act, outlines in detail the obligations of employers in the provision of first aid equipment, facilities and trained personnel in all workplaces.

Every Contractor or Subcontractor on site shall ensure that they are in Compliance with the First Aid requirements (Regulations 1101) under the Workplace Safety & Insurance Act.

Every Contractor or Sub-contractor shall supply to the Constructor or the General Contractor with the following:

a list of all site employees who have a current First Aid Certificate
a list of all site employees who have a propane Record of Training Certificate
the location of their First Aid boxes and name of the worker in charge
all Contractors and Subcontractors shall provide a written report to the General Contractor on all accidents that occur on site within twenty-four hours of occurrence

TYPES OF ACCIDENTS - DEFINITIONS

An “Internal Accident Form” shall be completed in detail for all accidents involving injuries.

First Aid

- Includes any one time treatment and follow up visit for the purpose of observation of minor scratches, cuts, burns, splinters and so forth. These are considered first aid cases only.

Medical Aid

- Includes any treatment that requires a physician or a medical practitioner

Lost Time Injury

- Is any occupational injury or illness which results in the employee being unable to work his next regular shift due to any on-site injury or illness

Critical Injury

- For the purpose of the Act and the Regulations, means an injury of a serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture of a leg, arm, hand or foot but not a finger or toe
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe
- Consists of burns to a major portion of the body
- Causes the loss of sight in an eye

All critical injuries must also be reported to Head Office immediately by phone.

In the event of a serious accident which requires reporting and investigation, take care not to disturb the accident scene or remove any of the equipment or tools.

Reference: See current Act and Regulations

REPORTING ACCIDENTS

Workers:

Workers must report all accidents promptly to management and the immediate supervision regardless of severity

Supervisor:

When a supervisor or foreman receives notice indicating that an employee has had an accident or has incurred an occupational illness, he must ensure that:

The injured employee receives all necessary medical attention as required to ensure a speedy safe return to gainful employment.

Head Office is immediately notified by phone.

He thoroughly investigates the cause/causes of the accident.

He ensures the company's "internal accident report form" is filled out completely and faxed or delivered immediately on the day of the accident. Head Office will follow up and ensure that the WSIB form is processed immediately.

Note: You must act promptly. WSIB must have the reports within 24 hours. A substantial fine of \$250.00 is levied by WSIB for each late claim filed by our firm.

Company:

All Lost Time Injury Accident Investigations shall be reviewed by Head Office.

This company will provide all necessary reports as required by the applicable legislation. On the First Day the injured employee comes back to work, Head Office must report his attendance to the WSIB so that a Form 9, Employer's Subsequent Statement, can be completed.

In the event of a critical or fatal injury, the Ministry of Labour, the employer and the trade union, if any, must be notified immediately. Labour and management should cooperate fully in conducting an investigation. The current Occupational Health and Safety Act specify the type of incident which must be reported and the requirements for notification in the event of fatalities, injuries and accidents.

GENERAL SAFE WORK PRACTICES

This section contains general items, which may not be included in other sections of the Project Safety Plan. These GENERAL ITEMS are considered important to the overall success of REIMARS' Safety Program.

ENFORCEMENT OF THE SAFETY POLICY

Compliance with company and legislated environment and safety standards is necessary to maintain a safe and healthy work environment. As with any program, corrective disciplinary measures may be required to deal with non-compliance.

The following are guidelines for disciplinary action resulting from safety infractions.

- On first offence, worker will be given a verbal warning.
- On second offence, worker will be given a written warning.
- On third offence, worker's employment will be suspended or terminated.

(See NOTICE OF VIOLATION FORM)

REIMAR RESERVES THE RIGHT TO TERMINATE ANY EMPLOYEE ON A SINGLE SAFETY INFRACTION, WITH OR WITHOUT PRIOR NOTICE; AND IN NO EVENT SHALL ANY EMPLOYEE BE ALLOWED MORE THAN THE GUIDELINES PROVIDED IN THIS SECTION.

HOUSEKEEPING

- Good housekeeping and underlines are basic requirements for all work areas at all times. Daily clean-ups will be performed to maintain program efficiency and continuity. Reimar will rigidly enforce housekeeping requirements.

SECURITY

- All security occurrences will be reported to the Reimar supervisor.
- All subcontractors working after normal business hours will have to sign an overtime permit confirming that they will be properly supervised.
- Gates to the site are to be locked during working hours.

VISITORS/VEHICLES

- All visitors must report to the Reimar site office.

HAND TOOLS AND POWER TOOLS

- All workers using hand/power tools shall inspect these tools prior to each shift to determine if they are in a safe operating condition.
- All tools requiring repair shall be immediately reported to the workers supervisor. Such tools shall be taken out of service, tagged and repaired before making them available to any other worker.
- Workers will use power tools which are double insulated or properly grounded.
- Guarding devices will not be removed from power tools and equipment.
- Hand held propane torches must be attended at all times.

PERSONAL PROTECTIVE EQUIPMENT

- Personal protective equipment is designed to provide an effective barrier between a worker and potentially dangerous objects, substances and processes.
- CSA certified class B **hard hats** must be worn at all times, which must be inspected regularly and replaced if cracks, deep scratches or to her defects are detected.
- Each worker must wear CSA approved **work boots** to provide adequate protection against injury. Tennis shoes, running shoes and light canvas shoes, even if they are CSA approved, are not acceptable.
- CSA certified protective **eyewear** must be worn when necessary.
- **Clothing:** shirts with 4" sleeves and full-length trousers must be worn at all times.
- **Hearing Protection**

You shall wear hearing protection whenever there is risk of hearing impairment while on the job. Protective equipment is provided when required and you must use it when so instructed by your supervisor. Hearing protection is available in three general types:

- disposable ear plugs (made of pliable material, one size fits all but they should be used only once)
- permanent plugs must be fitted to provide a good seal (they are made to be washed and reused)
- earmuffs generally provide more protection than earplugs.

EXPOSURE GUIDE

A worker exposed to 94 decibels is at risk after one hour, but could safely work the shift if properly fitted hearing protection is worn.

Unprotected Exposure Chart	
Noise Level (dBA)	Duration (Hours)
85	8
88	4
91	2
94	1
97	½
100	¼
+ 100	No unprotected exposure

The decibel scale is logarithmic. Therefore, 88 decibels is twice as much noise as 85 decibels; 95 decibels is **ten times** more than 85!

Responsibility

- It is the responsibility of the Project Supervisor assisted by Managers to review and establish personal protective equipment requirements for the project.

COMPRESSED GAS CYLINDERS

- Always handle compressed gases with extreme caution.
- Only competent authorized workers are to handle compressed gas cylinders.
- Use/store all compressed gas cylinders adequately secured in an upright position.
- After using a compressed gas cylinder, ensure the valve has been closed,
- Upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, discontinue use until rectified.
- **UNDER NO CIRCUMSTANCES IS A LEAKING COMPRESSED GAS CYLINDER TO BE USED,**
- When not in use, the valves on the cylinders of oxygen and acetylene must be covered with their appropriate screw-on caps,
- **EMPTY** containers of compressed gases should be stored separately from **FULL** or partially empty containers. Only a day's supply or less of compressed gas is to be stored indoors, at any time.
- Store cylinders in the identified areas on site (see Project Manager), when not in use.

FIRE PROTECTION

- Fire extinguishers shall be strategically located throughout the jobsite, prominently marked for any detection and comply with local regulatory requirements.

- Extinguishers must be used at all times where an open flame is present.
- Portable extinguishers must be secured to all moving vehicles and machines (i.e backhoes, crane cabins, etc.).
- Portable extinguishers are classified according to their capacity for handling specific types of fires. Underwriters Laboratories of Canada 4A4OBC ratings are the only acceptable type on construction projects.
- **Class “A” Extinguishers**
For fires of ordinary combustible materials such as wood and wood products where a quenching cooling effect is required.
- **Class “B” Extinguishers**
For flammable liquids/gases, such as oil, gasoline, paint, grease, and other petroleum-based products where oxygen exclusion or flame-interruption is essential.
- **Class “C” Extinguishers**
For fires involving electrical wiring and equipment where the non-conductivity of the extinguishing agent is crucial.

VEHICLE OPERATION

- Only competent and authorized persons are to use vehicles, hoists, cranes, man-lifts, lift-trucks, telehandlers, or other motor powered equipment or machinery, while on site.
- Operators must always work cautiously and ensure that at no time is the operation of their vehicle/machine/equipment places themselves or others in danger.

Regarding Telehandlers

- All loads shall be secured to prevent any loose items from becoming detached from the load. Tag lines shall be utilized to stabilize loads with a worker guiding the load while in transit.
- Operators shall have documentation of their qualifications in their possession at all times, and shall perform log book checks at least daily.
- Telehandlers may travel with extended booms or suspended loads as determined by the equipment’s design limitations and ground conditions. If these criteria are met, the operation is at the discretion of the telehandler operator.
- Posted speed limits must be observed at all times on the site. Where there are no limits posted the maximum speed is 15km/h.
- Parking on site must be in designated areas only. Vehicles parked on site obstructing traffic or materials flow will be removed at the owner’s expense.

Vehicles and Equipment

- **Fluid leaks** will be repaired in a timely manner to minimize negative environmental effects.
(See **OPERATORS' DAILY CHECKLIST FORM**)
- All **refueling** operations will be conducted in a manner to prevent spillage.
- All fluid/refueling spills will be immediately cleaned up and placed in a proper waste container, properly labeled, stored and disposed of.

ALCOHOL AND OTHER DRUGS

All Reimar employees and personnel who work for companies who provide work or services for Reimar (referred to as employee, employees, or worker) shall comply with the following work standards:

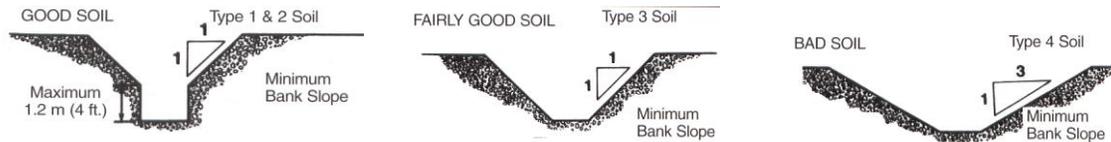
- No worker shall distribute, possess, consume, or use alcohol or illegal drugs on any work sites occupied by Reimar or in any Reimar vehicle or any other equipment.
- No worker shall report to work or be at work under the influence of any drug or substance that may or will affect their ability to work safely.
- No worker shall misuse prescription or non-prescription drugs while at work. If a worker is taking a prescription or non-prescription drug for which there is a potential unsafe side effect, he or she has an obligation to report this potential to the supervisor.
- Persons who are in non-compliance of the work standard shall be subject to appropriate discipline.

EXCAVATIONS, TRENCHES & SUPPORT SYSTEMS

Prior to starting any major excavation, written safe working procedures must be established. All excavations must be adequately shored where necessary and must be properly covered, or guarded, when left before the work has been completed. Any trench 45° and 60° or stepped according to the soil conditions. All excavations and trenches and support systems must comply with the Ontario Ministry of Labour Occupational Health & Safety Act Construction Regulations, Sections 222 to 242 inclusive.

- Ladders must be used for getting into or out of a shored trench and be placed so that a worker is protected at all times when using the ladder.
- Work must not be performed in a trench unless another worker is working above ground in close proximity to the trench or to the means of access to it.
- Buried services such as gas lines, water lines, sewers and electrical services must be located and marked before excavation starts.

- When timber shoring is used, it must be installed progressively as the trench is being excavated.
- Excavations which workers are required to enter must be kept reasonably free of water.
- Tools, equipment and excavated soil must be kept at least 1 metre (3 feet) from the edge of the excavation or trench.



GUARD RAILS

- Guardrails will be constructed in accordance with the Ontario Occupational Health and Safety Act and Regulations for Construction. When guardrails are necessary, they must be installed immediately. Workers are to be instructed that guardrails must be replaced immediately if they are removed for construction purposes.
- Every worker on site who removes a guardrail and exposes a hazard is responsible for that area and shall not leave the area exposed or unguarded.
- Every worker on site who removes a guardrail and exposes a hazard is responsible for that area and shall not leave the area exposed or unguarded.
- Guardrails must be installed immediately prior to crews performing their work.

FLOOR AND ROOF OPENINGS

- All openings must be guarded in order to prevent injury to employees.
- Openings must be guarded by means of guard rails consisting of a top rail, mid rail and toe board, secured to prevent accidental dislodgement.
- When an opening is less than 600 mm x 600 mm, it may be covered with 19 mm plywood securely fastened. The cover must be marked with red paint.

LADDERS

- All ladders shall be constructed and maintained in accordance with Occupational Health & Safety Act & Regulations for construction.
- Straight ladders will be tied off or otherwise secured to prevent movement. If this is not possible, one worker will hold the base of the ladder while it is being used.
- When a task must be done while standing on a extension ladder, the length of the ladder must be such that the worker stands on a rung no higher than the fourth from the top.
- When climbing up or down, workers must always face the ladder.

- Ladders must not be erected on boxes, cars, tables, scaffold platforms, elevating work platforms or on vehicles.
- Straight ladders must be set up at an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one third the vertical distance between these points.
- Metal ladders or ladders with wire reinforcing must not be used in the proximity of energized electrical conductors.
- All ladders erected between levels must be securely fastened, extend 90 centimetres (3 feet) above the top landing and afford clear access at top and bottom.
- Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases, or otherwise defective must not be used and must be tagged and removed from the worksite.
- Ladders must not be used horizontally as substitutes for scaffold planks, runways or any other service for which they have not been designed.
- Workers on a ladder must not straddle the space between the ladder and another object.
- Three points of contact must always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).
- Workers must not stand on the top, or the pail shelf of a step ladder.

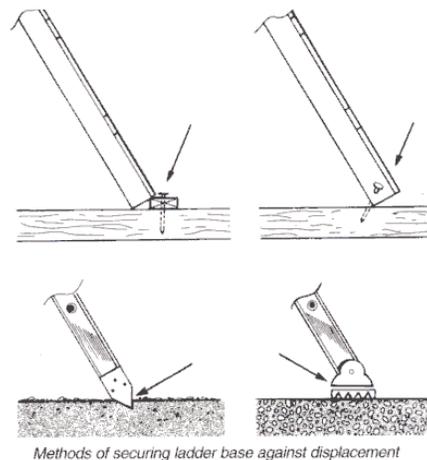
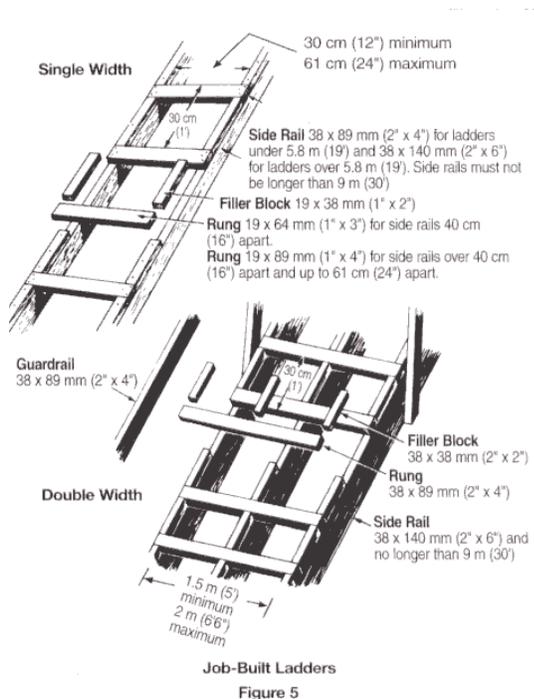


Figure 6

SCAFFOLDING

- All scaffolding shall be designed, constructed and maintained in accordance with the Occupational Health and Safety Act & Legislations for construction
- The erection and dismantling of scaffolds must be carried out under the supervision of a competent worker knowledgeable and experienced in such operations.
- Scaffolds must be erected with all braces, pins, screw jacks, base plates, and other fittings installed as required by the manufacturer.
- Scaffolds must be adequately braced horizontally and vertically.
- Most tubular scaffolds should have braces both sides on every section in the vertical plane. Horizontal bracing is provided to some extent by the scaffold platform and the base plates on scaffold legs. However, where scaffolds are several sections high or where they re on casters, most manufacturers recommend that horizontal bracing be used.
- Scaffolds must be equipped with guard rails consisting of a top rail, mid rail and toe board.
- Scaffold platforms must be at least 46 centimetres (18 inches) wide and if they are over 2.4 metres (8 feet) high, they must be planked across their full width.
- Scaffolds must be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
- When scaffolds cannot be properly pinned together, where scaffolds are two frames or more in height or where they are used as rolling scaffold towers.
- Scaffold planks must be securely fastened to prevent them from sliding.
- Scaffold planks must be of good quality, free of defects such as loose knots, splits or rot, rough sawn, measuring 48mm x 248mm (1 ⁷/₈" x 9 ³/₄") in cross section, and No. 1 spruce or better when new.
- Scaffolds must be erected, used and maintained in a reasonably plumb condition.
- Scaffold planks must be installed so that they overhang by at least 15 centimetres (6 inches) but no more than 30 centimetres (12 inches). Planks shall be cheated at both ends.
- Scaffolds must be equipped with a proper ladder for access. Vertical ladders must be equipped with 15 centimetre (6 inch) stand-off brackets and a ladder climbing fall protection device or safety cage when they are more than 3 metres (10 feet) high.
- Frame scaffolds over 15 metres (50 feet) high and tube and clamp scaffolds over 10 metres (30 feet) high must be designed by a professional engineer and constructed in accordance with design.
- Remove ice, snow, oil, grease and other slippery material from the platform and sand the surface.
- Wheels or casters on rolling scaffolds must be equipped with braking devices and securely pinned to the scaffold frame.

FALL PROTECTON

Standard

Reimar has a Fall Protection standard to ensure that all workers are protected against fall hazards. This standard dictates that a written plan to protect against these hazards will be created and implemented at every work site and location.

Legislation

Fall protection is required in the following circumstances:

26. Sections 26.1 to 26.9 apply where a worker is exposed to any of the following hazards:

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

Types and set-up of fall protection:

- Guardrails constructed and set-up in accordance with the construction regulations.
- CSA approved Harnesses and Lanyards to be used in conjunction with:
 - Engineered anchor points
 - Engineered Horizontal Lifelines
 - Vertical Lifelines w/ rope grabs
 - Harnesses may also be used in conjunction with retractable lifelines

Inspection and Maintenance:

- All components of a fall protection system will be inspected by a competent worker prior to each use.
- If any component of the fall protection system is found to be defective, it must be taken out of service immediately.

Communication

Reimar management will ensure that fall protection programs are created and implemented at every work site, and properly communicated to all workers in pre-job hazard assessments before work activities.

Training

Reimar requires that all workers reporting to work at a Reimar work site (either dispatched from the union hall, or otherwise contracted) will have fall protection training from a recognized provider and be able to provide proof of training for our records. In the even the worker cannot provide proof of training, Reimar will ensure that worker receives a training program from a recognized instructor prior to commencing work.

- Workers found to violate our fall protection policy may be required to attend re-training.

Additional training will be provided at weekly tool box talks at each job site.

Evaluation

Reimar safety coordinator will review annual safety statistics to ensure that our Fall Protection program is effective and is being implemented correctly. Successes will be acknowledged in company communications and improvements will be implemented where needed.

Working from Scaffolds

- Scaffold platforms must be fully planked.
- Guardrails consisting of a top rail, mid rail and toeboard are required whenever the working platform is 2.5 metres (8 feet) or more above floor level.
- Wheels and casters must be locked when personnel are working on the scaffold.
- If the scaffold is more that 2.5 metres (8 feet) high, it must not be moved with personnel on it unless:
 - a) they wear safety harnesses with the shock absorbing lanyards tied off to a fixed support.
 - b) The floor is firm and level.

Working from Swing Stages

- a. A worker must wear a safety harness with the shock absorbing lanyard tied to:
 - b. an independent lifeline if the swing stage has only two independent suspension lines, or
 - c. the swing stage has only four independent suspension lines (two at each end).

Working Beside Unprotected Openings and Edges

- A worker must wear a safety harness with the shock absorbing lanyard tied off to a fixed support whenever the worker is more than 3 metres (10 feet) above the next level or

whenever the worker is above operating machinery, hazardous substances or objects regardless of the possible fall height.

Safety Harnesses and Shock Absorbing Lanyards

- All safety harnesses and shock absorbing lanyards must be CSA certified. Both the harness and the shock absorbing lanyard will carry a CSA label.
- Safety harnesses must be snug fitting and worn with all hardware and straps intact and properly fastened.
- Shock absorbing lanyards must be 16 millimetre (5/8") diameter nylon or equivalent.

Lifelines

All lifelines must be:

- 16 millimetre (5/8") diameter polypropylene or equivalent.
- Used by only one worker at a time.
- Free from any danger of chafing.
- Free of cuts, abrasions and other defects.
- Long enough to reach the ground or knotted at the end to prevent the shock absorbing lanyard from running off the lifeline.
- Secured to a solid object.

Rope Grabbing Devices

- To attach the shock absorbing lanyard of a safety harness to a lifeline, use a mechanical rope grab that meets CSA Standard Z2592. Some mechanical rope grab devices have been CSA certified. Look for the CSA certification stamp.

Elevating Work

- In accordance with Section 144 of the current Regulations for Construction Projects an EWP shall be certified in writing by a professional engineer that it complies with The National Standards of Canada in Subsection 6.
- In accordance with Section 147 of the current Regulations for Construction Projects, a worker who operates an elevating work platform (EP) must, before using it for the first time, be given oral and written instruction on the operation of the elevating device. Therefore, an EWP shall only be operated by a worker who has been instructed in:
 - a) operating the machine.
 - b) The daily inspections and maintenance required by the manufacturer.

- c) The types of working surface on which the machine is designed to be used.
 - d) The maximum rated working load.
 - e) Special conditions or limitations of the machine
 - f) The significance of alarms
 - g) The location of emergency controls.
-
- An EWP shall be inspected daily in accordance with the manufacturer's instructions.
 - AN EWP must have permanent records kept of all inspections, tests, repairs, modifications and maintenance performed. The records shall be kept up-to-date and include the signature and name of the person who performed the inspection, test, repair, modification or maintenance.
 - An EWP must have an operator's manual attached to the platform at all times.
 - An EWP device which is not working properly or which has sustained damage to critical components must not be used until repaired by a qualified mechanic.
 - In the raised position an EWP shall only be used on surfaces specified by the manufacturer.
 - An EWP must not be driven in a raised position close to holes, depressions, trenches or similar hazards.
 - An EWP must not bear more than its rated working load and where possible the loads shall be distributed over the platform.
 - When EWPs are used to lift materials, care must be taken to ensure that the materials are firmly secured to the platform.
 - Do not place makeshift platforms such as boxes or proper access equipment such as ladders and scaffolds on an EWP to gain access to areas above.
 - Workers shall wear a body harness c/w lanyard and must be tied off to the platform when EWP is in vertical or horizontal motion.
 - An EWP platform or any other part of an EWP device must not be moved closer than 3 metres (10 feet) To overhead power lines, unless the device is equipped for live electrical line work and the workers on the platform are qualified for such work.
 - An EWP must not be used for pulling, pushing or dragging materials.
 - The platform of an EWP must not be extended by using cantilevered planks or similar platform materials. Only manufacturers' platform extension devices shall be used.
 - Planks or similar platform materials must not be used to bridge a gap between an EWP and other work areas.
 - Workers must always maintain 3 point contact (one hand and two feet or two hands and one foot) when getting on or off the platform of an EWP.
 - For all types of off-slab devices the terrain on which the device is placed or over which it will travel must be firm enough to support the device and its rated working load.
 - An EWP must not be used under high wind conditions. This is especially important for smaller scissor lifts and boom-type devices.

- When the EWP is not being used, turn off the power system to prevent exhaust fumes from accumulating in an enclosed work area/use only electric or propane powered.
- EWPs used on ramps or on sloping or uneven surfaces must be designed for such use and properly secured against horizontal and vertical movement.

CONFINED SPACE ENTRY PROCEDURES

- Before work begins in any maintenance hole, vault or other confined space. the air must be tested by a competent person trained to use the appropriate hazard detection equipment.
- Workers may only enter a confined space when the competent person has established that no hazard is known to exist.
- The competent person who performs the tests must certify in writing whether the confined space may endanger a worker.
- Where proper tests competently performed indicate a hazardous level of fumes, gases or oxygen deficiency in any confined space, entry must not be allowed until the space has been adequately ventilated and subsequent tests indicate a safe atmosphere.
- Where possible, mechanical venting should be continued in any confined space found to contain hazardous levels of fumes, gases or oxygen deficiency, even after mechanical venting has corrected the hazard. The confined space must also be continuously monitored while personnel are working there.
- Where mechanical venting has corrected hazardous levels of fumes, gases or oxygen deficiency in a confined space but cannot be continuously provided, workers entering the confined space must wear rescue harnesses attached to individual lifelines and a worker must be posted at the entrance prepared and equipped to provide rescue in case of emergency.
- Test respiratory and rescue equipment before use.
- All work activity in a confined space must be approved by Reimar Management.
- Permanent records of the test results must be kept.

PROCEDURES FOR RESCUE OF A WORKER SUSPENDED IN A SAFETY HARNESS

The rescue of a worker who has fallen and is being suspended in his/her safety harness needs to be undertaken as quickly as possible for several reasons:

1. The worker may have suffered injuries during the fall and may need medical attention.
2. Workers suspended in their safety harness for long periods may suffer from blood pooling in the lower body and this can result in “**suspension trauma.**” (See attached

information on treating suspension trauma – have this available on site to provide to First Aid team and to external emergency crews.)

3. The suspended worker may panic if they are not rescued quickly.
4. The event that led to the fall may create additional risks that need to be addressed.

General Rescue Procedures:

A. If Elevating Work Platform is available on site:

- Bring it to the site and use it to reach the suspended worker.
- Ensure that rescue workers are protected against falling.
- Ensure that the EWP has the load capacity for both the rescuer(s) and the victim.
- If the victim is not conscious, 2 rescuers will be probably be needed to safely handle the weight of the victim.
- Position the EWP platform below the worker and disconnect his lanyard when it is safe to do so.
- Treat the victim for Suspension Trauma and any other injuries.
- Arrange for transport to nearest hospital.

B. If no Elevating Work Platform is available:

- Where possible, use ladder(s) to reach the victim.
- Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s).
- If worker is not conscious or cannot reliably help with his/her own rescue, at least 2 rescuers may be needed.
- If worker is suspended from a lifeline, where possible, move the suspended victim to an area that can be safely reached by the ladder(s).
- If victim is suspended directly from his/her lanyard or from a lifeline, securely attach a separate lowering line to the victim's harness.
- Other rescuers should lower the victim while he/she is being guided by the rescuer on the ladder.
- Once the victim has been brought to a safe location, administer First Aid and treat the person for Suspension Trauma and any other injuries.
- Arrange for transport to nearest hospital.

- C. If the injured person is suspended near the work area and can be safely reached from the floor below or the area they fell from:
- Ensure that rescuers are protected against falling.
 - If possible, securely attach a second line to the workers' harnesses to assist in pulling them to a safe area. (Note: at least 2 strong workers will be needed to pull someone up.)
 - Ensure that any slack in the retrieving lines is taken up to avoid slippage.
 - Once the victim has been brought to a safe location, administer First Aid and treat the person for Suspension Trauma and any other injuries and arrange for transport to the nearest hospital.
- D. If a person has fallen and is suspended in an inaccessible area (e.g. a tower, against a building or structure that has no openings):
- Specialized rescue techniques are needed for this type of situation. It may involve a rescuer rappelling or being lowered down to the victim, it may involve using the lifeline to retrieve the fallen worker, or the use of high-reach emergency equipment.
 - Due to the inherent risk to the rescuers and/or the victim, this type of rescue should not be undertaken by people without specialized training and experience.

ELECTRICAL HAZARDS

Don't take electricity for granted as a steady, reliable source of power for a wide variety of tools, equipment, and operations.

Remember that electricity is *always* a potential source of danger.

Consider all electrical wires and equipment live until they are tested and proven otherwise.

Energized Power lines

<u>Minimum Distance for Live Power lines</u>	
Voltage Rating of Power line	Minimum Distance
750 to 150,000 volts	3.0 metres (10 feet)
150,001 to 250,000 volts	4.5 metres (15 feet)
over 250,000 volts	6.0 metres (20 feet)

- Workers on the ground must keep clear of the vehicle when the aerial device is close to live conductors.
- Mechanically operated aerial ladders must not be raised or lowered, extended or retracted while a worker is on the ladder.
- Only one worker at a time must be aloft on an aerial ladder.
- In case of emergency, a hand line long enough to reach the ground when the aerial device is fully extended to its maximum height must be carried in the device.
- One 20 pound (18 kg) or two 10 pound multi-purpose fire extinguishers must be kept in the vehicle in case of a hydraulic fluid or other fire.
- For more information, refer to Powered Elevating Work Platforms (DS025) available from the Construction Safety Association of Ontario.

Safety Lock-out Procedures

This procedure is established for the protection of personnel from hazards associated with machinery, equipment or process systems during construction, start up, repair maintenance and associated activities as a result of **unexpected energization** or **inadvertent start up**.

Protection is accomplished by affixing appropriate lockout and tagout devices to breaker boxes, machinery, valves and/or other process isolation and control devices, according to specific procedures.

When working on or near equipment, which would or could be a danger to a worker, if the worker was energized, the following procedure must be followed.

- Inform foreman or person in charge of lockouts of the equipment to be locked out.
- Obtain lock out tag(s) and lock(s)
- Lock the proper MCC cubicle(s) or equipment and mark the lock out tag as to name, date, trade and reason for lock out.
- The worker shall retain the key to the lock until either the work is completed or the end of the shift.
- If the work is completed the worker will remove the lock(s) and lock out tag(s), advising the foreman (or person) in charge of the lock out.
- If at the end of workers' shift the work is not complete, the worker shall turn the key(s) to the person in charge of lock out, advising him that the work is not completed. On return, the worker shall obtain the key(s) and ensure that the equipment is locked out prior to returning to work.
- If more than one trade or person(s) are working on the same equipment, each shall install their own lock and tag.
- Never leave equipment locked out without reason.

Electrical Cords

- All electrical cords must be 14 gauge or more with grounding pin.
- Damaged electrical cords must be made unusable and discarded.

Deliveries

- All delivery people on construction sites must be informed that personal protective equipment is mandatory on all sites. Drivers will be refused access to the site for failure to wear personal protective equipment.

WORKPLACE VIOLENCE & HARASSMENT PROGRAM

DEFINITION:

Workplace violence is defined as:

- An attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker; and a
- Statement or behavior that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Violent behavior in the workplace is unacceptable from anyone and Reimar expects that everyone uphold this policy and work together to prevent workplace violence.

REPORTING ACTS OR THREATS OF VIOLENCE:

An employee who:

1. is the victim of violence, or
2. believes they have been threatened with violence, or
3. witnesses an act or threat of violence towards anyone else shall take the following steps:
 - If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.
 - If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager as soon as possible and complete the Reimar Workplace Violence Incident Report Form.

PROCEDURES- FUTURE VIOLENCE:

Employees who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their employment with Reimar shall inform their supervisor by immediately completing a Workplace Violence Incident Report Form so appropriate action may be taken. The supervisor shall inform Reimar President and the local law enforcement officials.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy of the signed order to their supervisor. The supervisor shall provide copies to the Reimar President and local police.

INCIDENT INVESTIGATION:

Acts of violence or threats will be investigated immediately in order to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity.

The employee's Site Superintendent will cause to be initiated an investigation into potential violation of work rules/policies. Simultaneously, the Site Superintendent will refer the matter to local police for their review of potential violation of civil and/or criminal law.

Procedures for investigating incidents of workplace violence include:

- Visiting the scene of an incident as soon as possible.
- Interviewing injured and threatened employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking mitigating action to prevent the incident from recurring. – Recording the findings and mitigating actions taken.

In appropriate circumstances, Reimar will inform the reporting individual of the results of the investigation. To the extent possible, Reimar will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. Reimar will not tolerate retaliation against any employee who reports workplace violence.

MITIGATING MEASURES:

Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- Notification of law enforcement authorities when a potential criminal act has occurred.
- Provision of emergency medical care in the event of any violent act upon an employee.
- Assurance that incidents are handled in accordance with the Workplace Violence Prevention policy.

TRAINING AND INSTRUCTION:

Reimar Safety Coordinator shall be responsible for ensuring that all employees, including managers and supervisors, are provided training and instruction on general workplace security practices. Department Directors shall be responsible for ensuring that all employees, including managers and supervisors, are provided training and instructions on job specific workplace security practices.

Training and instruction shall be provided as follows:

- To all current employees when the policy is first implemented.
- To all newly hired employees, supervisors and managers, or employees given new job assignments for which specific workplace security training for that job assignment has not previously been provided.
- To affected employees whenever management is made aware of a new or previously unrecognized hazard.

Workplace security training and instruction includes, but is not limited to, the following:

- Preventive measures to reduce the threat of workplace violence, including procedures for reporting workplace security hazards.
- Methods to diffuse hostile or threatening situations.
- Explanation of this Workplace Violence Prevention Policy.

In addition, specific instructions shall be provided to all employees regarding workplace security hazards unique to their job assignment.

INCIDENT REPORTING AND INVESTIGATION

All incidents must be reported within **24 hrs.** An "Incident Report Form" will be completed for all incidents. One copy will be forwarded to the Threat Assessment Team for their review and a copy will be filed with Reimar Safety Coordinator.

Each incident will be evaluated by the Threat Assessment Team. The team will discuss the causes of the incident and will make recommendations on how to revise the program to prevent similar incidents from occurring. All revisions of the Program will be put into writing and made available to all employees.

RECORDKEEPING

We will maintain an accurate record of all workplace violence incidents. All incident report forms will be kept for a minimum of 3 year .

Any injury which requires more than first aid, is a lost-time injury, requires modified duty, or causes loss of consciousness, will be recorded on the Form 7. Doctors' reports and supervisors' reports will be kept of each recorded incident, if applicable.

Incidents of abuse, verbal attack, or aggressive behavior which may be threatening to the employee, but not resulting in injury, will be recorded. These records will be evaluated on a regular basis by the Threat Assessment Team.

Minutes of the Threat Assessment Team meetings shall be kept for 3 years.

Records of training program contents, and the sign-in sheets of all attendees, shall be kept for 3 years.

INCIDENT REPORTING AND INVESTIGATION

All incidents must be reported within **Four (4) hours.** An "Incident Report Form" will be

completed for all incidents. One copy will be forwarded to the Threat Assessment Team for their review and a copy will be filed with **the Human Resource/Personnel Department**.

Each incident will be evaluated by the Threat Assessment Team. The team will discuss the causes of the incident and will make recommendations on how to revise the program to prevent similar incidents from occurring. All revisions of the Program will be put into writing and made available to all employees.

RECORD KEEPING

We will maintain an accurate record of all workplace violence incidents. All incident report forms will be kept for a minimum of **3 years**, or for the time specified in the Statute of Limitations for our local jurisdiction.

Any injury which requires more than first aid, is a lost-time injury, requires modified duty, or causes loss of consciousness, will be recorded on the OSHA 200 log. Doctors' reports and supervisors' reports will be kept of each recorded incident, if applicable.

Incidents of abuse, verbal attack, or aggressive behavior which may be threatening to the employee, but not resulting in injury, will be recorded. These records will be evaluated on a regular basis by the Threat Assessment Team.

Minutes of the Threat Assessment Team meetings shall be kept for **three (3) years**.

Records of training program contents, and the sign-in sheets of all attendees, shall be kept for **five (5) years**. Qualifications of the trainers shall be maintained along with the training records.

REIMAR Employee Code of Conduct

Reimar's employees are the foundation of the company. It is with the skill, hard work and professionalism of its employees that Reimar has become a leader in the forming industry. It is essential that these high standards be maintained so that we can remain a viable company in the future.

We require the following of all employees:

- Work in compliance with the provisions of the OHS Act and Regulations, including the owner and/or constructor's site safety rules and regulations.*
- Refrain from using profane or abusive language in the presence of the general public.
- Do not engage in horseplay, fighting, or harassing behavior. *
- Do not engage in the use of intoxicating substances such as alcohol, illegal or prescription drugs (unless used as directed by physician) while at work or prior to arrival at work. *
- Cellular phones, mp3 players and any other personal electronic devices are not permitted on job sites. Devices must be kept in lunch boxes or vehicles and only used during break time.

Enforcement for Code of Conduct Violations

1st Offence:	Verbal Warning
2nd Offence:	Written Warning
3 rd Offence:	Suspension

*denotes offences which may be considered zero tolerance

Reporting to Work

- Supervisors must be notified in advance of any absence from work. Please provide a doctor's note upon your return if you required medical attention.
- Workers must notify supervisor prior to leaving the job site if they must leave before the end of regular work hours.

Enforcement for Absence Without Notification Violations

1st Offence:	One Day Suspension
2nd Offence:	Two Day Suspension
3 rd Offence:	Three Day Suspension

Any criminal behavior – such as theft or assault – will be reported to local law enforcement authorities.