

OCCUPATIONAL HEALTH & SAFETY PROGRAM AND PROCEDURES



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PRESIDENT'S MESSAGE

Purpose

To provide a letter to the workers of Khalsa Forming Inc . outlining our position on health, safety, injury prevention and environmental compliance to the staff, clients and public.

Application

On behalf of Khalsa Forming Inc. I would like to express a sincere commitment to the health and safety of all of our workers, subcontractors , suppliers, our clients and the public.

Our management is committed to the prevention of occupational injury and illnesses and the maintenance of a safe and healthy work environment. This strategy includes providing the proper tools, equipment and training for all workers to ensure the success of our commitment.

Our supervisors and workers have the responsibility to report all unsafe and unhealthy conditions. This ensures that all levels of our company are committed to health and safety. Our commitment for protection extends to the worksite, the environment, public property and private information.

It is our intention to review and revise our policies and procedures to meet or exceed legislative requirements and define progressive safety performance initiatives.

PRESIDENT

Date January 08, 2024



HEALTH & SAFETY POLICY STATEMENT

It is the purpose of Khalsa Forming Inc. to establish and maintain a safe and healthy work environment , comply with all Occupational Health and Safety Acts & Regulations , and maintain our equipment and property in a safe condition.

In fulfilling our objectives, Khalsa Forming Inc. will comply above and beyond the Occupational Health & Safety Act & Regulations with acceptable diligence practices. In addition, we will strive to eliminate any foreseeable hazards, which may potentially cause injury or harm to our workers and a commitment to preventing occupational illness and injury in the workplace.

Khalsa Forming Inc.'s management, in co-operation with workers, is responsible for the designs, implementation, and monitoring of our health and safety program. All supervisors and workers will receive training about their respective health and safety responsibilities and will be individually accountable for fulfilling those responsibilities. Supervisors will ensure that safe and healthy work conditions are maintained in his/her assigned work area.

To be effective, safety must be a shared responsibility among all levels in the company – management and employees working at the workplace proactively. To achieve this objective , Khalsa Forming Inc.'s projects, its supervisors and all workers have the obligation and responsibility to work in compliance with our safety policy.

Khalsa Forming Inc. is committed to maintaining open lines of communication between management and its supervisors and/or workers. Every worker shall follow safe work practices and procedures established by the company's Health & Safety Manual and working in compliance with the Occupational Health & Safety Acts and Regulations . All workers must report all unsafe or unhealthy conditions to their supervisors or management as soon as they are observed.

All visitors, contractors and/or sub-contractors will be made aware of Khalsa Forming Inc.'s health and safety rules and shall work in compliance with these requirements as well as the Occupational Health and Safety Act.

PRESIDENT

Date January 08, 2024



HEALTH & SAFETY RESPONSIBILITIES

SCOPE/OBJECTIVES

The objective of this section is to affirm the general health, safety and environmental responsibilities of management, supervisors, employees, contractors, and visitors.

Strong safety performance, like any other company objective, can only be achieved by identifying and setting specific goals, utilizing feedback, and developing control methods to review and improve our health and safety standards.

Khalsa Forming Inc.'s employees, at all levels of performance, are responsible for theirs and others health and safety, and for implementing this safety program.

The Internal Responsibility System (IRS)

The Internal Responsibility System (IRS) is a structure, within an organization, where everyone, regardless of their role within the organization, has direct responsibility for health and safety as an essential part of his or her job.

IRS is based on the principle that people in the workplace are in the best position to recognize health and safety hazards, assess them and develop controls because they have the most knowledge about the equipment, the process and the hazards involved. The basis for the success of the IRS is effective communication among workers, supervisors, and the employer.

Successful application of the IRS within Khalsa Forming Inc. should:

- Establish responsibility-sharing systems.
- Promote a culture of safety and communication.
- Promote safety best practices in the workplace.
- Result in progressively longer intervals between accidents or incidents
- Assist in developing self-reliance within departments.
- Ensure compliance to legislation, policies and procedures.

POLICIES/PROCEDURES

Khalsa Forming Inc.'s management is committed to ensuring a safe working environment for all employees, contractors, suppliers, and visitors. Khalsa Forming Inc. is also dedicated to the prevention of environmental spills and pollution. The following responsibilities are an integral part of each person's job.

MANAGEMENT

Management includes the President, Vice-Presidents, and Managers. Management is responsible for the following items:

MANAGERS

- Develop procedures that define each employee's work responsibilities; establish health, safety



and environmental policies and procedures and ensure they are carried out in the workplace; and provide for the communication and control of hazards to ensure compliance with all relevant government standards and regulations.

- Ensure that all personnel (including management) are provided with the appropriate training in all matters concerning health, safety and environmental issues by way of safety talks and/or meetings.
- Provide personal protective equipment and resources to fulfill Khalsa Forming Inc.'s health, safety and environmental responsibilities.
- Conduct all incidents which result or could result in serious injury or environmental damage are reported immediately. Ensure that all incidents are investigated and, as appropriate, followed by corrective action.
- Conduct the proper administrative systems are in place to promote, monitor, document, communicate and improve our health, safety and environmental programs.
- Conduct and participate in safety and environmental audits, inspections, meetings and follow-up.
- Ensure that all health, safety and environmental documentation are kept on file.
- Provide equipment, materials, and protective devices and ensure they are maintained in good condition and are used as indicated in order to fulfill Khalsa Forming Inc.'s health, safety and environmental responsibilities.
- Perform workplace inspections
- Conduct information sessions (safety talks, staff meetings)
- Conduct incident investigations
- Conduct employee training
- Commending employee and supervisor health and safety performance.
- Correct any substandard acts and conditions
- Performing employee safety observations
- Responsible for Sections 25 & 26 of the OHSA

SUPERVISORS

- A. Supervisors will ensure:
- Employees have received instruction in the proper techniques for tasks to be performed;
 - Have Site Emergency Procedures/Plan in place.
 - Workers are aware of inherent safety and health problems associated with each task;
 - Tasks are performed in accordance with Khalsa Forming Inc.'s health, safety and environmental policies.
 - Take every reasonable precaution for the safety of workers.
 - Tasks shall comply with all federal, provincial and municipal government acts, regulations, standards and codes in respect to health, safety and the environment.
- B. Ensure that workers performing dangerous tasks are directly supervised by a competent worker until the workers can prove that they are competent to safely perform that specific task with minimal or no supervision.

“**competent**”, in relation to a worker, means adequately qualified, suitably trained and with sufficient experience, safety to perform work that is the subject-matter of the relevant provision of this regulation with a minimal degree of supervision. (as per OHSA)

- C. Conduct or appoint a person, to perform daily safety inspections to ensure that safe conditions exist and that safe practices are being followed.



- D. Ensure that all new employees have received their safety orientation prior to beginning any work assignment.
- E. Ensure that employees report all injuries and unsafe conditions or practices.
- F. Investigate and document all incidents and ensure that a corrective/preventative action has taken place.
- G. Participate and conduct in safety meetings (e.g. orientation meeting, site meeting, Joint Health & Safety meetings, etc.), inspections and audits.
- H. Set an example for employees to follow.
- I. Ensure that all personnel are provided with the appropriate training in all matters concerning health, safety and environmental issues by way of safety talks and/or meetings.
- J. Correct any substandard acts and conditions.
- K. Praise Management, supervisors, workers and contractors on Health & Safety performance.
- L. Perform workplace inspections
- M. Conduct information sessions (safety talks, staff meetings)
- N. Conduct incident investigations
- O. Conduct employee training
- P. Commending employee and supervisor health and safety performance.
- Q. Correct any substandard acts and conditions
- R. Performing employee safety observations
- S. Responsible for Sections 27 of the OHSA

EMPLOYEES

- A. All employees will become familiar and comply with all Khalsa Forming Inc.'s rules , signs and work procedures including government regulations (OHSA).
- B. Report accidents, illnesses, incidents or hazardous conditions and behaviour immediately to the supervisor.
- C. Appropriately use personal protective equipment when required.
- D. Perform all tasks in a safe and environmentally friendly manner.
- E. Keep work areas neat, tidy and orderly.
- F. Attend and participate in company safety meetings. (E.g. orientation meeting, site meetings, Joint Health & Safety Committee meetings)
- G. Attend and participate in safety training courses and programs.
- H. Perform and document vehicle/equipment safety inspections.
- I. Accountability of workers actions will be enforced by disciplinary processes (see Disciplinary Action Procedures).
- J. Responsible for Sections 28 of the OHSA.

CONTRACTORS

- A. Comply with all Khalsa Forming Inc.'s Health & Safety policies, including all applicable government (OHSA & regulations), standards and codes.
- B. Participate in all safety activities including safety meetings (E.g. JHSC), inspections, audits and accident investigations.
- C. Report all accidents/incidents to Khalsa Forming Inc's. representative.
- D. Ensure workers are qualified and competent for their tasks.
- E. Provide required personal protective equipment/safety devices.
- F. Ensure all supervisor & workers (if required) are competent worker(s) and have the necessary safety training (E.g. WHMIS, Working at Heights, Transportation of Dangerous Goods) for the work to be performed.



- G. Right to participate in education, right to know the hazardous situations and the right to refuse unsafe working conditions.
- H. Provide qualified workers for work and ensure health & safety.
- I. Ensure all work performed in accordance with governing legislation / regulation / industry standards.
- J. Contractors shall submit the following, prior to starting work:**
 - Copy of company's Health & Safety Policy and Program
 - Copy of WSIB reports
 - WSIB Clearance Certificate.
 - Charges under the OH&S Act and Regulations
 - Accident Reporting and Investigation Policy and Program
 - Health & Safety Training Records (e.g. IAPA, OSSA, IHSA Training, Training with any Unions, & etc.)
 - Worker Training (e.g. WHMIS, Working at Heights, Lifting Devices certification, etc.)
 - Registration Form of Constructors and Employers Engaged in Construction (Ministry of Labour) from Contractors and all sub-contractors.
- K. Accountability of Contractors actions will be enforced by disciplinary Processes (see Disciplinary Action Procedures).



GENERAL REQUIREMENTS

Policy

The safe physical condition of our project and its surroundings is of prime importance. All workers, subcontractors, suppliers and any other visitors to our project must cooperate and make all reasonable efforts to ensure that:

- Safe Work Practices
- Guardrails/handrails
- Floor openings
- Access/egress
- Ladders/ramps
- Scaffold
- Excavations, trenches and caissons
- General cleanliness/housekeeping
- Treatment of ice and snow

Standards meet and/or exceed the minimum requirements specified in the Occupational Health and Safety Act, pertinent regulations and the following site requirements.

Safe Work Practices

Employees will be kept well informed of safe work practices via safety meetings, toolbox talks, safety boards, orientations, etc. to effectively communicate. Suggestions from employees are considered when drafting safe work practices.

Guardrails

Where there is a possibility of a worker falling from one working or walking surface to another, a barrier must be provided (i.e. caution tape, temporary fence, etc.).

Guardrails must be provided around the perimeter of all working and walking surfaces, platforms and roofs where a worker may fall 8 feet (2.4m) or more and must consist of a top rail, intermediate rail and toe-board or be otherwise approved by the Ministry of Labour to meet the criteria for guardrails per the Regulations for Construction Projects. (i.e. safety fence, wire rope, est.).

Guardrails removed temporarily for the purpose of doing work must be replaced in a proper manner immediately after work is completed.

Where removed, a travel restraint, fall restrict or fall arrest system must be used, “**DANGER**” signs posted to prevent access. Guardrails must be replaced prior to leaving the area.

HANDRAILS

Securely fastened handrails must be installed on the open sides of all stairs and guardrails must be installed on any open side of stair landings.

Handrails must be constructed of the same materials (2x4's) required for guardrails and secured in place.

Always ensure that handrails are free of protruding objects such as nails and that wood does not pose



sliver hazards. Furthermore, wood handrails should not protrude into the aisle.

FLOOR COVERINGS

Where it is not possible to provide guardrails around floor openings, they must be covered with securely fastened coverings capable of supporting all loads to which they may be subjected and marked:

“DANGER, FLOOR OPENING, DO NOT REMOVE”.

All floor openings 3 inches or greater in diameter must be protected immediately, each contractor's responsibility.

Access/Egress

Overhead protection or appropriate barricades and pedestrian traffic control measures must be provided where work is being carried out above a means of access/egress or work area.

Access to and egress from work areas that are above or below ground must be appropriate for work being done and maintained in a safe condition. (i.e. ladders, scaffold stairs, ramps and runways, etc.).

Temporary stairs must be used where regular access/egress is required from one level to another and/or tools and materials are being handled manually.

No means of access or egress to units or to the site in general shall be blocked or restricted without prior notification to the Site Supervisor (due to emergency access/egress).

If the Site Supervisor has granted permission, the subcontractor may only block access/egress routes under strict supervision by the subcontractor's supervisor.

Access to roof areas is restricted to authorized workers only. The subcontractor supervisor must evaluate hazards (snow, wind, guardrails, etc.) prior to work.

Ladders/Ramps

In High-rise, ladders will only be used in suite and in confined spaces for access and egress purposes.

Ladders should be set up on a firm level surface. If the base is to rest on soft un-compacted or rough soil, a mudsill must be used.

Ensure ladders are of proper length (extended 3 feet (90 cm) beyond the landing). Landing areas at both ends of the ladder must be clear of debris and materials.

Treatment of Ice and Snow

Accumulations of ice or snow which create slip hazards on access routes and /or work areas will be cleared/treated as soon as practicable. Always exercise caution when walking during inclement weather conditions.

If access to your work area or the work area itself is slippery due to inclement weather conditions, please see the Site Supervisor for Calcium Chloride and/or other materials (e.g. sand), which will be provided

for the treatment of the work surface.

If the conditions are such that the treatment of the surfaces would not be practical, therefore leaving the work area slippery, workers should refrain from working in such areas until they can be made safe.

Fire Protection

Where sparks or open flames may be present, fire extinguishers must be readily accessible in an adequately marked location and properly maintained, regularly inspected and promptly refilled after use.

Employers must ensure that their workers who may be required to use fire extinguishers in emergency situations are trained.

Portable extinguishers are classified according to their capacity for handling specific types of fires. Underwriters Laboratories of Canada 4A40BC rating are the minimum.

Class “A” Extinguishers

For fires of ordinary combustion materials such as wood, paper textiles where a quenching, cooling effect is required.

Class “B” Extinguishers

For flammable liquid and gas lines, such as oil, gasoline, paint and grease 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.

These components or others, submitted as part of a fall prevention plan must be used in accordance with the OHS Act and Regulations for Construction Projects as a minimum.

All components of a fall prevention system must be inspected & logged by a competent person prior to its first use on site and by the worker daily thereafter.

Mechanical components should be inspected and labeled by the manufacturer according to the manufacturer and CSA standards.

HOUSEKEEPING

Objectives:

- To ensure compliance with Occupational Health and Safety Act To ensure avoidance of conditions which may cause a hazard.
- To ensure identification of housekeeping issues through the internal responsibility system

Hazards:

Fatalities and Serious Injuries have been caused by:

- Not listening to concerns of worker's or supervisor's concerns during inspections Allowing workplace to become cluttered
- Not taking on any responsibility for creating a hazard or cleaning up the poor conditions
- Not following up on corrective actions regarding poor housekeeping

RESPONSIBILITIES:

Management:

- Ensure housekeeping is discussed as a priority during training to supervisor and employees
- Ensure the proper storage devices are made available to supervisors and employees in assisting them maintain a clutter free work environment.
- Ensure annual audits are performed to confirm inspections are being completed

Supervisor/Foreperson:

- Ensure employees are reminded to maintain a clutter free workplace
- Ensure employees whom require to store equipment and materials are given the appropriate storage area/components
- It shall be the supervisor's responsibility to maintain the overall jobsite in an orderly fashion, which includes the maintenance of roadways and walkways in satisfactory conditions

Employees:

- It shall be each employee's responsibility to maintain their jobsite in the best- kept environment that conditions allow.
- Each employee shall be responsible to clean up their personal garbage due to their meals etc., which they produce on a daily basis.
- Employee's 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.

Hazardous conditions or poorly kept jobsites or areas must be reported to the Supervisor or lead hand immediately, at which time effective measures to address the conditions must be put in place as soon as practical.

WORKPLACE HAZARDS:

Types of Hazards

- Safety Hazards – debris, garbage, tools, etc., left on the floor
- unsafely Chemical Hazards – improper storage, or left unattended
- Ergonomic Hazards – working in cluttered area and reducing free movement
- Biological Hazards – debris, garbage and other hazards accumulating
- Physical Hazards- improper placement of tools/equipment/debris through movement.



CONTRACTOR/SUBCONTRACTOR PROCEDURE

Prior to commencing any work, all subcontractors shall provide Khalsa Forming Inc's site supervisor with, the following documentation:

- Ministry of Labour approved registration form from trade and each sub-trade.
- Proof of Training – e.g., Working at Heights, WHMIS, Forklift Certificate, Scaffold Assembly, Competent Supervisor and etc.
- WSIB Clearance Certificates

All workers are to work in a manner and with the protective devices, measures and procedures that are prescribed by the Occupational Health and Safety Act and Regulations.

All workers shall wear the equipment, protective devices and/or clothing that are required to be worn.

- A. All workers shall wear safety headwear, boots, and vests at all times, while on project.
- B. Fall protection shall be worn whenever a worker is exposed to a fall of a distance of 3 meters (10 feet) or more.
- C. Eye, respiratory, hearing, and skin protection shall be worn where there is a risk of injury or hazardous.

Clean up shall be attended to by All workers on site, including subcontractor workers. This is everyone's responsibility. It is suggested that clean-up be attended to on a daily basis.

Accident/incident reporting of all injuries, illnesses, & unsafe acts or conditions; cutting incidents; property and equipment damages and losses; shall be reported promptly and accurately to site supervisor to ensure timely investigation and administration.

Site emergencies – in the event of any site emergency, all persons shall notify the site supervisor.

All floor openings shall be covered entirely and secured down. Openings may also be protected by the installation of guardrails, including top rail, mid rail, and toe board. If any guardrails or railings are removed, they shall be reinstalled immediately.

All ladders (extension or step) shall be in good condition, maintained and installed properly.

All workers shall operate extension or step ladder as per manufacture's operating instruction – secure ladder at top & bottom, never stand higher than third step from the top of a step ladder and extension ladder shall be installed three rugs above level working at.

All extension cords shall be in good condition (no cuts, fraying and have a ground prong). All extension cords shall be inserted or connected to a GFCI (Ground Fault Circuit Interrupter).

All workers shall follow Khalsa Forming Inc.'s health and safety policies and procedures.

Failure to comply with the regulations set out in the Occupational Health and Safety Act and Khalsa Forming Inc.'s Health and Safety policy and procedures will result in disciplinary action, where workers will be sent home. A “**Zero Tolerance**” rule is in effect.



WORKPLACE INSPECTIONS

The purpose of this section is to ensure that all areas of the workplace are inspected. This includes any and all office space, shop space, yard, and worksites.

Objective

Our objective is to go above meeting legislative requirements and manufacturing specifications, in regard to the frequency of inspections. The responsibilities of who will carry out the inspection and the frequency of when inspections will take place, are detailed below in the procedures.

Workplace Equipment

Prior to using any equipment, a visual inspection **MUST** be completed by the worker or supervisor, to check for any abnormalities, as per OSHA Regulation 213/91 section 94 (1), (2) - All equipment rated at greater than 10 horsepower shall be inspected by a competent worker to determine whether the workers can handle the rated capacity and to identify any defects or hazardous conditions.

New Equipment:

“New Equipment” includes all new tools, vehicles, machinery, and equipment. As per **OSHA Regulation 213/91 section 93 (3)** All tools, vehicles, machinery, and equipment shall be used in accordance with any operating manuals issued by the manufacturers.

1. All new equipment brought in to the workplace will be inspected prior to use.
2. The Employer and the workers that will use the equipment shall conduct the inspection according to the manufacturer’s recommendations.
3. The pre-use inspection will be documented and maintained in the equipment file.
4. A schedule for regular maintenance inspections shall be determined in consultation with the manufacturer’s directions and added to this program.

Workers Participation

The Company employees are encouraged to take part of the workplace inspection when they can. The worker is to immediately reports any malfunctions or unusual conditions that are observed prior to use and during use of the equipment. If you are unfamiliar with a piece of equipment, contact your supervisor for further instruction. Employees are also encouraged to take part of the discussion that occur during meetings discussing the results of a workplace inspection.

Senior Management

All inspections results shall be reviewed by senior management, to ensure corrective actions to any and all identified deficiencies are prioritized and to provide resources as needed to rectify deficiencies.

Inspections by the Supervisor

1. The Supervisor will complete a daily visual inspection to identify:
 - a) health and safety hazards
 - b) equipment maintenance issues
 - c) hazard control effectiveness
 - d) housekeeping problems



2. A workplace inspection form will be completed to include deficiencies found and corrective action taken.

Inspections by the Health and Safety Representative

The Health and Safety Representative will schedule Monthly workplace inspections. The purpose of which is to identify health and safety hazards, equipment maintenance issues, hazard control effectiveness, training needs and housekeeping issues.

1. Inspections to be completed on a monthly basis.
2. Prepare for inspection by reviewing previous reports.
3. Wear the required PPE.
4. Use Monthly Workplace Inspection Checklist as a guide to ensure a thorough inspection.
5. All substandard or unsatisfactory conditions to be documented using the Workplace Inspection Report.
6. Recognition of good practices and adherence to procedures should also be noted.
7. Suggestions for resolving items noted on the inspection to be documented on the Workplace Inspection Report.
8. Take corrective action immediately when possible/necessary.

Workplace Inspection Reports must be submitted to the Employer once the inspection is complete.

The Employer will review the Workplace Inspection Report and initiate/plan appropriate corrective action where necessary within one week.

Communication of Results

All inspection results will be communicated to all relevant employees via postings around the work place, discussions, or other means to effectively communicate the results and the corrective action that took place.

The Employer will post a copy of the completed Workplace Inspection Report identifying action taken to resolve hazards noted during the inspection.

Copies of the completed Workplace Inspection Report will be:

- a) Posted on the Health and Safety Board
- b) Maintained on file by the Employer
- c) Maintained on file by the worker health and safety representative

RISK MITIGATION PLAN

Task	Potential Hazards	Risk Level (H/M/L)	Controls / Mitigation
Formwork Erection	Falls from height, struck by materials, improper bracing collapse	High	- Use fall protection (harness, guardrails)- Engineer-reviewed drawings- Trained personnel only- Pre-use inspections
Steel/Rebar Installation	Cuts, impalement, musculoskeletal injuries	Medium	- Use rebar caps- PPE (gloves, eye protection)- Ergonomic handling training
Concrete Pouring (Bucket & Pump)	Crushing, hose whipping, splashing of wet concrete (chemical burns), pump failure	High	- Use tag lines for buckets- Trained operator for pump- PPE (rubber gloves, eye protection)- Spotter for signal communication
Form Stripping	Falling materials, strain injuries, collapsing forms	High	- Only after concrete cure time- Stripping sequence per engineer guidance- Hard hats & steel-toe boots
Chipping / Grinding	Silica dust, flying debris, vibration, noise	High	- Use dust control (wet method or vacuum)- Respiratory protection (N95 or P100)- Hearing & eye protection- Regular tool maintenance
Material Handling / Manual Lifting	Sprains, back injury, trips	Medium	- Team lifting, lift plans- Training on proper lifting- Clear access paths
Weather Conditions	Slips (ice/rain), heat stress	High (seasonal)	- Weather monitoring- Salt/grit on surfaces- Shade/rest/water in heat
Working at Heights	Falls, dropped tools	High	- Fall protection plan- Tool tethering- Ladder & scaffold inspections

Task	Potential Hazards	Risk Level (H/M/L)	Controls / Mitigation
Equipment Use (Lifts, Pumps)	Equipment failure, untrained operation	High	- Certified operators- Daily inspections- Lockout/tagout procedures

2. Monitoring & Reporting

- Daily Safety Meetings (Toolbox Talks)
- Weekly Site Inspections
- Incident Reporting Protocols
- Monthly Project Review Meetings
- Risk Register (Updated Weekly)

3. Emergency Preparedness Plan

- First Aid kits on-site with trained first aiders
- Emergency Contact List posted on-site
- Evacuation Plan in case of structural collapse or fire
- Incident Investigation Procedure within 24 hours



REPORTING HAZARDS

PURPOSE

To provide Khalsa Forming Inc.'s employees, appropriate procedures on reporting hazards in the workplace.

SCOPE

This procedure applies to all Khalsa Forming Inc.'s employees, visitors, suppliers and contractors and their employees working on site.

DEFINITIONS

The following are hazardous situations that should be reported using the Hazardous Reporting Procedure:

- Defective tools, equipment or materials
- Fire and explosion hazards
- Environmental conditions (e.g., gases, dusts, smoke, fumes, vapors, etc.)
- High or low temperature exposures
- Inadequate guards or barriers
- Inadequate or excess illumination
- Inadequate or improper protective equipment
- Inadequate ventilation
- Inadequate warning systems
- Noise exposures
- Poor housekeeping
- Overhead Electrical/Power Sources or Power Failures
- Spills & Leaks (e.g. Chemical, waste, etc.)
- Worker medical experience/problem (e.g. epilepsy attack, etc.)
- Unsafe Acts or Unsafe Conditions

PROCEDURE

The following are steps that shall be completed when an employee is confronted with a Hazardous Situation:

Hazard is identified (including one of the hazards listed above as well as others) and is rated as being a **Major, Moderate or Minor** Hazard.

For Major Hazards:

- Immediately communicate the hazard to workers in the immediate area.
- Secure, then leave the area to prevent injury to employees and damage to property.
- Report hazard to supervisor immediately.
- Supervisor shall investigate and isolate hazard within 1 hour of notification.
- Supervisor shall record hazard on a Hazard Report Form and will communicate hazard issue to a designated worker health and safety representative within 1 hour of notification. This representative (or substitute representative) will inform the JHSC of the hazardous situation at the next JHSC meeting.
- The Supervisor, in collaboration with the JHSC, will initiate actions to remediate Major

hazardous situations as early as practicable as and no later than 1 week from the day of discovering the problem.

- It will be the responsibility of the JHSC to monitor the remediation process, to follow up and ensure its success within the given time.
- If Hazardous situation causes property damage (greater than \$500.00) or fire/explosion or chemical spill then an investigation shall be conducted with a Joint Health & Safety Committee member. (See Accident and/or Incident Investigation.)

For Moderate Hazards:

- Immediately communicate the hazard to workers in the immediate area.
- Report hazard to supervisor within 1 hour.
- Supervisor shall investigate hazard within 24 hours of notification.
- Supervisor shall record hazard on a Hazard Report Form and will communicate hazard issue to a designated worker health and safety representative within 24 hours of notification. This representative (or substitute representative) will inform the JHSC of the hazardous situation at the next JHSC meeting.
- The Supervisor, in collaboration with the JHSC, will initiate actions to remediate Moderate hazardous situations as early as practicable as and no later than 2 weeks from the day of discovering the problem.
- It will be the responsibility of the JHSC to monitor the remediation process, to follow up and ensure its success within the given time.
- If Hazardous situation causes property damage (greater than \$500.00) or fire/explosion or chemical spill then an investigation shall be conducted with a Joint Health & Safety Committee member. (See Accident and/or Incident Investigation.)

For Minor Hazards:

- Immediately communicate the hazard to workers in the immediate area.
- Report hazard to supervisor within 24 hours.
- Supervisor shall investigate hazard within 48 hours of notification.
- Supervisor shall record hazard on a Hazard Report Form and will communicate hazard issue to a designated worker health and safety representative within 48 hours of notification.
- This representative (or substitute representative) will inform the JHSC of the hazardous situation at the next JHSC meeting.
- The Supervisor, in collaboration with the JHSC, will initiate actions to remediate Major hazardous situations as early as practicable as and no later than 4 weeks from the day of discovering the problem.
- It will be the responsibility of the JHSC to monitor the remediation process, to follow up and ensure its success within the given time.
- If Hazardous situation causes property damage (greater than \$500.00) or fire/explosion or chemical spill then an investigation shall be conducted with a Joint Health & Safety Committee member. (See Accident and/or Incident Investigation.)

WORKER RIGHTS AND RESPONSIBILITIES

Under the Occupational Health & Safety Act, employers, supervisors and workers share the responsibility of identifying and solving workplace health and safety problems. It is important that all workers, employers, supervisors, members of joint health and safety committees (JHSCs) and health and safety representatives employed at Khalsa Forming Inc. understand their responsibilities and the procedure for a lawful work refusal.

Employee responsibilities include the following:

- Work in compliance with OH&S Acts and Regulations.
- Use personal protective equipment and clothing as directed by the employer.
- Report workplace hazards and dangers to the supervisor or employer.
- Work in a safe manner as required by the employer and use the prescribed safety equipment.
- Tell the supervisor or employer about any missing or defective equipment or protective device that may be dangerous.

The OHS Act gives workers three important rights:

- The **RIGHT TO KNOW** about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
- The **RIGHT TO PARTICIPATE** in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
- The **RIGHT TO REFUSE** work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

The Right to Refuse Unsafe Work:

Any worker of Khalsa Forming Inc. may refuse work if he or she has reasonable grounds for believing that the work is dangerous to their own health and safety or to that of another worker.

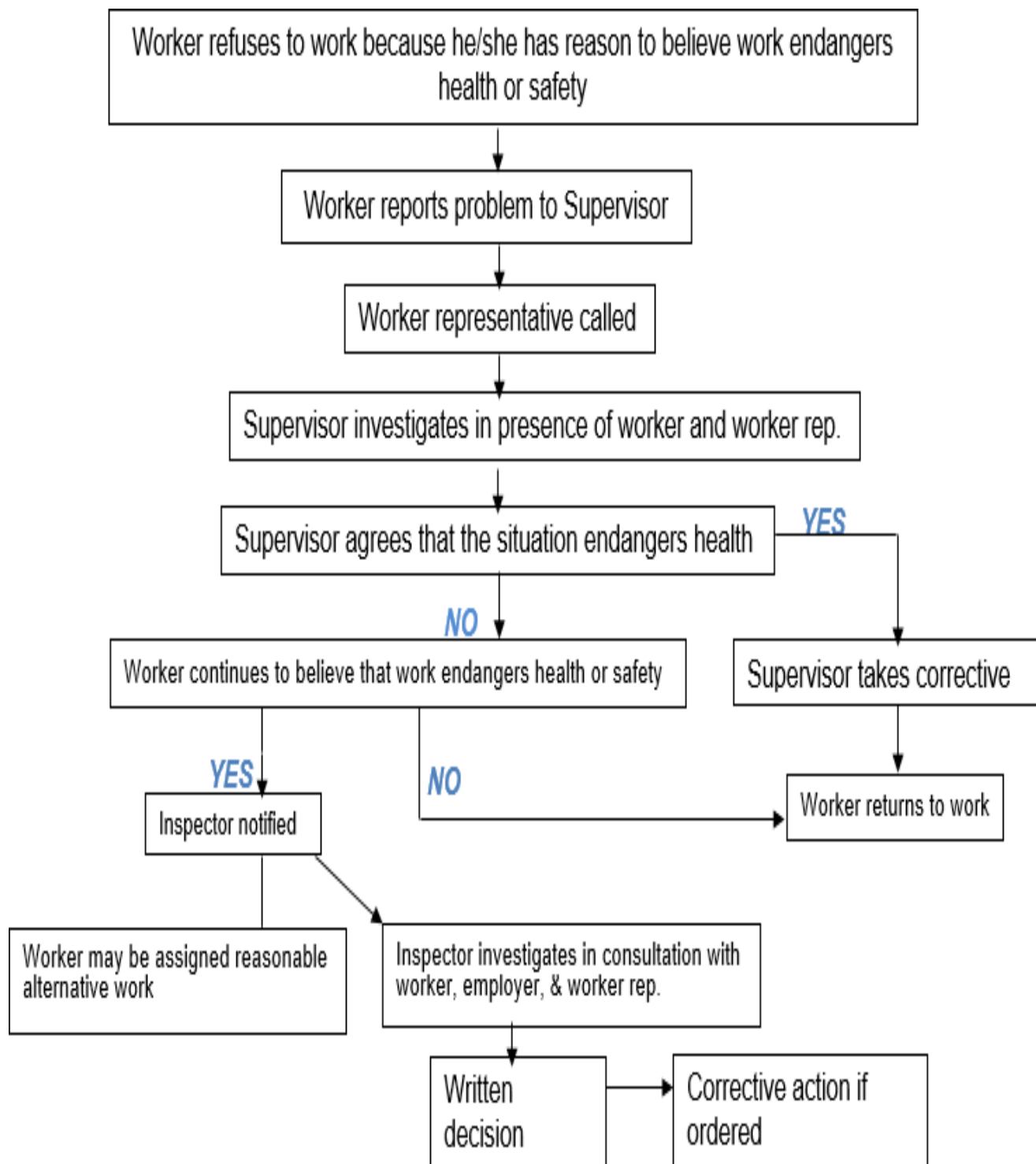
A worker can refuse to work if he or she has reason to believe that:

- any machine, equipment or tool that the worker is using or is told to use is likely to endanger himself or herself or another worker [clause 43(3)(a)]
- the physical condition of the workplace or workstation is likely to endanger himself or herself [clause 43(3)(b)]
- workplace violence is likely to endanger himself or herself [clause 43(3)(b.1)]
- any machine, equipment or tool that the worker is using, or the physical condition of the workplace, contravenes the Act or regulations and is likely to endanger himself or herself or another worker [clause 43(3)(c)].

The Act sets out a specific procedure that must be followed in this situation; the worker must immediately tell their supervisor or a manager that the work is being refused and why.

The following diagram illustrates the steps and stage of the Work Refusal process of Khalsa Forming Inc.

FIGURE 1. WORK REFUSAL PROCESS





ACCIDENT/INCIDENT REPORTING PROCEDURE

SCOPE/OBJECTIVES

Accident/incident reporting of all injuries and illnesses, cutting incidents, property and equipment damages and losses, shall be reported promptly and accurately to the site supervisor to ensure timely investigation and administration.

Reporting of near-misses where the potential exists to cause serious injuries or fatalities and/or damage to equipment, property or the environment will provide management with valuable information, which will permit management to initiate corrective actions before a worker is hurt or loss of production occurs.

POLICIES/PROCEDURES

ACCIDENT/INCIDENT

REPORTS

The accidents/incidents that must be reported and investigated immediately include:

- Critical Injury/Industrial Fatalities
- Lost Time Accidents
- Fires and Explosions
- Property and Equipment Damage
- Near-Misses (that have the potential to be a serious incident)
- Contractor Accidents
- Chemical Spills/Environmental Releases
- Occupational Illness

All minor accidents will be documented using the First Aid Log Form. All accidents/incidents above (2.1) will be investigated using an "Accident/Incident Investigation Form", and WSIB Form 7 when worker obtains health care, requires modified duties at less than regular pay, requires modified duties at regular pay for more than seven calendar days after the date of accident and earns less than regular pay at regular work, which shall be completed with-in 3 calendar days.

For the purpose of the Act and the Regulations, "Critically Injured" means an injury of a serious nature that,

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

EMERGENCY PLAN

INTRODUCTION

Hopefully, Khalsa Forming Inc. will not experience any life-threatening emergencies: however, we must plan for the possibility of such occurrences. Without the presence of a well -defined emergency plan, with explicit chains of responsibility, an emergency can cause confusion and fear, property, and product damage, and at work, injury, or death.

The following plan has been established for Khalsa Forming Inc. in order to decrease the inevitable confusion that occurs in an emergency situation , it is very important that **ALL PERSONS** understand and accept their responsibilities.

Emergency – What is it?

An emergency is any sudden event that requires immediate attention, and which cannot be handled by the normal day-to-day operating procedures followed in our building or on the job site. Perhaps the biggest sources of danger are **explosions** and **fire**. However, it should be kept in mind that other situations, such as **power failure, and medical emergencies** etc. may also qualify as an emergency.

Objectives of an Emergency Response

The objective of an organized emergency plan is to minimize potential consequences of an emergency by:

- reducing employees' confusion and fear
- preventing fatalities and injuries
- reducing damage to buildings, equipment, and product: therefore
- accelerating the employee's return to normal operations



EMERGENCY PROCEDURES



1. Evacuate area and tell co-workers
2. Upon discovery of smoke or fire, immediately call the fire department - 911
3. Co-workers will inform workers, co-workers and home owners that evacuation procedure have been started and to evacuate the surrounding area via telephone
4. Start the evacuation of workers and employees in a safe manner
5. De-energize all equipment and machinery
6. Co-worker shall ensure all areas are evacuated
7. Once all employees have evacuated the area, all employees will report to the assembly point.
8. First Aider shall perform first aid if necessary, to whom it concerns.
9. All employees shall wait for the arrival of emergency services.
10. Upon arrival of the fire department, supervisor shall advise the officer in charge of the location of fire, and all employees shall not imply the emergency services in the duties.
11. After the emergency condition is over, and the fire department declares it is safe to work at the workplace, reset the fire alarm system

Fire / Explosion / Gas Leak

Supervisor

- Initiate evacuation of your area through the nearest or alternate emergency exit, close door behind you.
- Notify the supervisor and workers.
- Obtain list of all workers and report to check point.
- Take roll call
- Identify to site supervisor members "All PRESENT" or names and number of workers missing. If the fire was in your area, provide any other information.
- Await further instruction from the site supervisor or emergency services.

Supervisor

- Call 9-1-1 (or appropriate number for fire) and report fire.
- Give name, the company name, address, major intersections, and entrance to the site and advise that persons will be available outside for direction.

- Remain on the phone until 9-1-1 operator terminates the call, remain near phone.
- Supervisor shall meet emergency services and provide status of situation.

Power Failure

Supervisor

- Supervisors should obtain flashlights, gather workers and accompany to assembly point (if natural light is not adequate)
- Supervisor should initiate investigation to determine extent and cause of power failure
- Supervisor to update and advise workers of power failure and procedures for powering up (E.g. Turning disconnects for major equipment and disconnects off, etc.)
- Stay away from downed power lines and keep others away until emergency services rectify the problems.

Medical Emergency

First Aider

- Stop and take a deep breath
- Assess the scene to determine hazards
- Assess the victim, don barrier devices (gloves, mask)
- Administer first aid
- Take control of the scene, send worker to notify supervisor
- Direct workers to direct ambulance (E.g. if ambulance is necessary, assist to cool area for rest or arrange transport to hospital or clinic)

Supervisor

- Call 9-1-1 (or appropriate number for ambulance) and report injury.
- Give name, the company name, address, major intersections, and entrance to the site and advise that persons will be available outside for direction. Remain on the phone until 9-1-1 operator terminates the call, remain near phone.
- Respond to scene and assess hazards
- Supervisor shall meet emergency services and provide status of situation.



Chemical Spill Response

When a leak or spill of chemicals is detected:

- Immediately notify the supervisor.
- Put on the appropriate protective equipment to prevent personal contamination before entering the area. [i.e. gloves, goggles, face shields, apron, rubber boots]
- Stop the sources of the spill if possible [i.e. closing leaking valve].
- Seal off the area. Only authorized personnel, those who know and understand chemical handling procedures are allowed in the area
- Initiate clean-up of spilled chemicals using absorbent material
- Call in a Spill Response Contractor to assist in clean-up.
- As soon as practicable notify the Metro Toronto Works and the local Ministry of the Environment Office of the spill. If the spill poses a fire hazard call the fire department. Ministry of Environment: Spills Action Centre 416- 965- 9619



EMERGENCY TELEPHONE NUMBERS

FOR IMMEDIATE RESPONSE

dial 9-1-1

Local

Police (Non-Emergency)	1-866-876-5423
.....	905-453-3311
Fire (Non-Emergency)	905-615-3777
Ambulance (Non-Emergency)	905-844-4242
Hospital (Non-Emergency)	905-848-7100

Utilities Department

Enbridge Gas	1-877-362-7434
(emergency)	1-866-763-5427
Mississauga Enersource	905-273-9050
Water	905-791-7800
Alectra Utilities	1-877-963-6900
Spills Centre	905-791-7800
Ontario One Call (Utility Locate)	1 800-400-2255

Senior Management

Office Number	647 -774 -0761
	647 -336 -0675

Government Contacts

Ministry of Labour	416 326-1234
24 Hour Response	1-800-268-6060
Ministry of Environment	416 325-4000

Head Office Address - 5200 Dixie Rd, Unit 109, Mississauga, ON, L4B 1E4

FIRST AID PROCEDURES

PURPOSE

To provide appropriate Emergency Medical Aid to any ill or injured Khalsa Forming Inc.'s employees.

SCOPE

This procedure applies to all Khalsa Forming Inc.'s employees, and contractors.

DEFINITIONS

CPR Cardio-pulmonary resuscitation

First Aid Treatment Treatment for illnesses or injuries that can be administered without the expertise of a medical professional such as a paramedic nurses or doctor.



PROCEDURE

Khalsa Forming Inc. is subject to the Workplace Safety and Insurance Act – First Aid Requirements Regulation 1101 . The specific requirements of this legislation are incorporated into this procedure.

1. Emergency phone numbers for medical emergencies are identified on EMERGENCY SERVICE NUMBERS document . This list is posted on First Aid Kit's or throughout Khalsa Forming Inc.'s facility & vehicles . This list is reviewed and updated by management on an annual basis or whenever the need for a change is identified.
2. There are at least two persons trained as first aid/CPR responders.
3. The first aid box located at each vehicle, which is the primary treatment area for medical emergencies, injuries, and illnesses.
4. A record of all first aid treatment provided is kept in the First Aid Logbook located at all first aid kits. The First Aid/CPR responder is responsible for recording the treatment in the logbook. The information to be recorded must include date, name of person being treated, name of treating person(s) and treatment provided.



5. All medical emergencies are to be reported immediately to the supervisor or foreman responsible for the individual.
6. The Supervisor or Foreman or First Aid individuals shall perform medical aid to the injured employee. Medical Aid shall consist of assessing, cleaning, covering and/or preparing injured employees wound for internal or external purposes.
7. The supervisor is responsible for determining if external emergency medical aid is required and contacting the appropriate external responders. If external medical aid is required, a supervisor (preferred method) or ambulance (alternative method) or taxi will be called ASAP, to transport the injured employee to the Hospital, Doctor's Office or Workers Home.
8. If employee refuses provided transportation, 911 shall be called. All worker(s) who accompany injured worker to Hospital, shall support and calm the injured worker in any way, shape or form. Also, the worker shall hold any important documents and/or information pertaining to the injured worker.
9. For external emergencies, the injured employee shall receive a Functional Abilities Form (FAF) for Hospital Administration purposes.
10. Employee will be instructed to contact supervisor as soon as the employee is discharge from the Hospital.
11. Internally, a Form 7 shall be completed for the injured employee within 7 working days.



RETURN TO WORK PROCEDURE

SCOPE/ OBJECTIVE

Khalsa Forming Inc. is committed to the recovery of employees who have been injured at the workplace and realizes the benefits of a formal early and safe return to work program.

Wherever possible Khalsa Forming Inc. will accommodate temporarily disabled employees by providing appropriate employment within the worker's functional abilities as soon as possible following the injury.

The goal will be to provide modified work that meets the needs of the employee and the organization.

Definitions of Modified Work

Modified Work is any job task, function or combination thereof that a worker who has temporary physical restrictions may perform safely without the risk of re-injury to self or others.

The work must be productive and the result of the work must have value to the worker and the employer.

Early and Safe Return to Work Program

An early and safe return to work program is a process which gives structure and organization to the activity of returning injured workers to the workplace as soon as possible after the injury.

The plan recognizes the employer's responsibility in the effective recovery of injured workers.

Modified Work / Re-Employment Plan

The early and safe return to work plan is a program that is developed individually and will be used to facilitate a worker's gradual transition back to his/her pre-injury job.

The plan will allow an injured worker the opportunity to improve their physical capabilities and the possibility of acquiring additional job skills by performing actual work tasks, as well as restoring the worker's.

Modified work is intended to be transitional in nature, designed primarily for the purpose of facilitating early return to work through gradual re-introduction of duties and/or hours.

The goal of the Modified Work Program is to return the injured worker to the pre-injury job. Injuries exceeding an 8-week period will be reviewed individually and, in most cases, will require an adjudicator to be contacted for further consultation.

Roles and Responsibilities

The program coordinator will run Khalsa Forming Inc.'s modified work program and is responsible for both its overall management and day to day operation.



It is vital that the coordinator communicates with the injured worker as soon as possible after the accident early and regular contact maintains morale and relieves anxieties about future uncertainties.

Responsibilities of the Program Coordinator

- Meet with the injured worker to develop specific goals and objectives compatible with the functional abilities information provided by the attending physician.
- Meet with the employee's supervisor and if necessary a WSIB Ergonomist to review the physical demands analysis of the pre-injury job and develop a modified work plan. This could involve part-time shifts with a plan for a gradual increase in hours, or increasing an injured worker's break frequency, etc.
- Review the modified work plan with the Joint Health and Safety Committee and discuss any concerns they might have with the injured worker and his/her supervisor before Modified Work begins.
- Meet with the employee on the first day back to work and review goals and determine a schedule for progress meetings. Progress meeting intervals will be dependent on the severity of the injury and the physical restrictions placed on the employee and will involve the employees' supervisor.
- Maintain communication with the WSIB claims adjudicator, WSIB Ergonomist, Physician etc.

Procedures

- Complete the WSIB Form 7, submit to WSIB within specified time frame (3 days).
- Review the medical reports and the functional abilities form provided by the attending physician with the worker and the employee's supervisor.
- If return to work is appropriate and modified work is available establish time frame and plan.
- If approved by JHSC and the attending Physician, activate the plan immediately and inform WSIB that there will be no lost time. Khalsa Forming Inc. will ensure that there will be no earnings lost.
- If worker disagrees advise the WSIB immediately and request a decision.
- If worker's return to work is delayed because of severe physical restrictions, then contact the WSIB adjudicator to request additional information about the employee's ability to perform modified work. The WSIB Form 7 will indicate that there will be lost time for the duration indicated on the medical forms and the WSIB will pay for the worker's lost time.

Worker's Responsibilities

- Cooperate in the early and safe return to work program as per legislature.
- Obtain medical approval from treating physician for early and safe return to work plan.
- Maintain constant contact with Program Coordinator when immediate return to work is not feasible. (minimum contact is weekly)
- Ensure that scheduled activities such as physical therapy is continued in conjunction with the early and safe return to work plan.
- Communicate all concerns to program coordinator so that potential problems are openly addressed and resolved.

Supervisor's Responsibilities

- Arrange for injured workers to receive immediate medical attention when necessary.
- Ensure that all the necessary forms are completed and given to the attending Physician
- Arrange for the injured workers' transportation back to workplace.
- Review medical forms with the injured worker and Program Coordinator.
- Assist with physical demands analysis and the development of the modified work plan.
- Provide ongoing support and encouragement to workers on the program.
- Participate in progress meetings with the injured worker and the program coordinator.

Role of the Physician

- It is essential to obtain information from the attending physician regarding the employee's physical condition prior to developing return to modified work plan.
- The physician must complete the functional abilities form promptly and expect the patient to return the form to his/her workplace immediately.
- The Physician must respond on a timely basis to any ongoing requests for functional abilities until successful return to work is achieved.
- The Physician must provide an expected date of complete recovery or probable date of recovery.
- The Physician must provide the employer with information relating to the injured workers' recovery progress during the course of the early and safe return to work program until such time as the injured worker returns to the pre-injury job.

Job Suitability

It is essential to obtain the injured worker's medical restrictions prior to arranging appropriate modified work. The Functional abilities form should be reviewed along with the physical demands analysis to determine suitable modified work. In most cases the worker's regular job will be modified by reducing tasks, hours or combination of both.

Designing Individual Program

A temporary modified work plan involves setting a series of progressive goals within specific time frames. Goals are established by using the employee's medical precautions, physical capabilities, and job demands. The goal may involve gradually

increasing the employee's hours of work, days of work, or job tasks over the duration of the plan. This will allow a disabled employee the ability to readjust to the work, without jeopardizing their own health and/or the health and safety of their co-workers. The tasks or duties used to accomplish the goals are then set out and agreed upon.

Several phases may be required for the purpose of the employment plan. Each phase of the plan should be progressive with clear measurable goals. The final expectation is that the employee returns to his/her pre-injury job. The coordinator, worker, supervisor and the JHSC must agree to all aspects of the plan and ensure that the modified work is compatible with medical information provided by the physician.

The duration of the plan will be dependent on the worker's physical restrictions and physical capabilities. Any injury exceeding an 8-week recovery period will be considered on an individual basis and will require consultation with the WSIB adjudicator.

Once the work plan begins, the coordinator, supervisor and the employee should set up progress meetings where concerns can be addressed and progress monitored. The coordinator will maintain a record of discussion and progress reports.



Return to Work Form

Time: _____ Date: _____

Injured Worker: _____

Present at Meeting: _____

Discussed workers' physical restrictions and possible work duties to be assigned to the worker during the recuperation period.

Manager: _____

Specific Restrictions: _____

Tools: _____

Job Duties: _____

Rest Breaks: _____

Medical Treatment: _____

Miscellaneous Data: _____



PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

To provide appropriate Personal Protective Equipment to qualified employees at Khalsa Forming Inc.

SCOPE

This procedure applies to all Khalsa Forming Inc. employees required to perform work using Personal Protective Equipment.

DEFINITIONS

Foot Protection – CSA certified Grade 1 boots (Green Patch) must be worn at all times by workers. Note: Work boots should be fully laced and tied. Workers must purchase their own foot protection and replace any deteriorated work-boots.

Head Protection - Approved Head Protection (Head Hats) must be worn at all times by workers on construction sites. Workers must purchase their own head protection and replace it if damaged.

Eye & Face Protection - CSA approved glasses with side shields may be worn where the hazard of eye injuries may exist, for example spraying, scraping, etc.

Face shields in combination with safety glasses must be used where there is a possibility of injury to eyes or face.

Dust Masks – Approved NIOSH (N 95 or N 99) Dust Masks must be worn where the hazard of dust may exist, for example cutting materials, mixing materials, drywall dust, cleaning up debris, etc.

Hearing Protection - Approved Hearing Protection (Ear muffs or ear plugs) must be worn where the hazard of hearing loss over time may exist.

Hand Protection - Gloves shall be worn on workers where a hazard to hands may occur, for example using chemicals, mixing chemicals, etc.

Body Protection - Proper protective clothing must be worn at all times, for example long shelved shirts, full length slacks, sun block. Worker shall provide the appropriate body protection.

Fall Protection Equipment - approved harness, lanyard, rope, rope grab, and anchors must be worn by any worker exposed to a fall at or greater than 8 feet high. All Fall Protection Equipment shall be provided by the worker.



MATERIAL HANDLING

Scope

The procedure applies to all managers, supervisors, and employees in our employ or under contract with our firm.

Purpose

The purpose of this procedure is to review the basic principles of material handling in the workplace.

Procedure

Lifting and Carrying: Most lifting accidents are due to improper lifting methods, as well as trying to lift more than an acceptable weight for one worker. All manual lifting should be planned and safe-lifting practices followed:

1. Employees should know their physical limitations and the approximate weight of materials they are trying to lift.
2. Obtain assistance in lifting heavy objects whenever that task may be more than can be safely handled.
3. Before any manual lifting is done, the use of power equipment or mechanical lifting devices such as dollies, trucks or similar devices should be considered and used where and when it is practical.
4. Bulky loads shall be carried in such a way as to permit an obstructed view of the intended path ahead.
5. Ensure a good grip before lifting.
6. Lifting gradually. Lift slowly, smoothly, and without jerking.
7. The back should be kept close to vertical or straight and the lifting done with the leg muscles, which are large and strong.
8. Avoid bending. Do not place object(s) on the floor if they must be picked up later.
9. Avoid twisting your feet, or your hips or shoulders. Leave enough room to shift your feet so as not to twist.
10. Avoid reaching out. Handle heavy objects close to the body. Avoid a long reach out to pick up any object.
11. Do not be tempted at the last moment to swing the load onto the deck or shelf by bending or twisting your back.
12. When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried.
13. Keep in good physical shape. Get proper exercise, maintain a good diet and make sure you are well rested.
14. Avoid lifting more than 22.5 kg (50lbs) alone whenever possible.
15. Employees who perform lifting activities shall be trained formally on lifting mechanical devices or lifting manually.

GHS/ WHMIS 2015

What is GHS?

Globally Harmonized System

What is WHMIS?

Workplace Hazardous Materials Information System











GHSWHMIS is a Canada-wide system to provide employers and workers with information about the hazardous materials they work with on the job, in order to protect their health and safety. It does this by means of:

- Warning labels on containers of hazardous materials
- Separate **safety data sheets** providing further detailed information (known as Safety Data Sheets or SDS)
- Worker training on how to use this information

What is Hazardous Material?

Materials covered under GHS/WHMIS 2015 include three Hazard Group; Health, Physical and Environmental

NOTE: Not all hazards and/or classes have an associated pictogram. When there is no pictogram available, the use of “Signal Words” is necessary.

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

WHMIS Labels:

There are two types of labels;

- a supplier label; and
- a workplace label

Supplier Labels:

Any container of hazardous material brought into a Canadian Workplace must carry a supplier WHMIS label. Following are the components of a supplier label:

1. Product Identifier: The name of the product which may be its common trade name, brand name, code name or code number.
2. Supplier Identifier: The name of the supplier. (A distributor who buys from a supplier and re-sells without repackaging need not be mentioned on the supplier label).
3. SDS Statement: A statement to the effect that a SDS is available for the product. For example: [“SEE SAFETY DATA SHEET”](#).
4. Hazard Symbol: One or more of the eight hazard symbols which apply to the product.
5. Risk Phrases: These are descriptions of the effects which may result from exposure. They give further information about the hazard indicated by the symbol. For example, “dangerous if inhaled.”
6. Precautionary Measures: This section explains how to avoid the risks associated with
7. the product. For example: “wear appropriate eye protection”.
8. First Aid Measures: This section explains how to treat a person who has been
9. overexposed to the product. For example, “wash affected area under running water”.

Workplace Labels:

Workplace labels are used on hazardous materials or their containers, instead of supplier labels, in the following circumstances:

- The material is produced in the workplace for use in the workplace or for export;
- The material is produced in the workplace and intended for sale in Canada and will therefore have a supplier label attached before shipment;
- The material is decanted from a supplier’s labeled container into another container
- after its arrival in the workplace;
- The original supplier label is missing or becomes unreadable.

A workplace label must contain the following information:

1. Product Identifier: the name of the material;
2. Precautionary Measures: how to handle it safely; and
3. SDS Statement: a statement telling the reader that a Safety Data Sheet is available for this material.

Example of Workplace Label:

<p>TOLUENE SUPHONIC ACID 70% LIQUID</p> <p>USE ONLY WITH FACE SHIELD, GOGGLES, RUBBER GLOVES, RUBBER APRON AND RUBBER BOOTS</p> <p>REFER TO MATERIAL SAFETY DATA SHEET FOR FURTHER INFORMATION</p>
--

Safety Data Sheets:

The Data Sheet or SDS is the backup to the label. The label alerts a worker with a brief profile of a hazardous material. The SDS contains detailed information about the product. Safety data sheets are considered current if dated within 3 years.

16 categories of information are required on a SDS.

DS Section & Heading		Specific Information Elements
1	Identification	<ul style="list-style-type: none"> • Product identifier (e.g. Product name) • Other means of identification (e.g. product family, synonyms, etc.) • Recommended use • Restrictions on use • Canadian supplier identifier+ See notes below. <ul style="list-style-type: none"> ○ Name, full address and phone number(s) • Emergency telephone number and any restrictions on the use of that number, if applicable •
2	Hazard identification	<ul style="list-style-type: none"> • Hazard classification (class, category) of substance or mixture or a description of the identified hazard for Physical or Health Hazards Not Otherwise Classified • Label elements: <ul style="list-style-type: none"> ○ Symbol (image) or the name of the symbol (e.g., flame, skull and crossbones) ○ Signal word ○ Hazard statement(s) ○ Precautionary statement(s) • Other hazards which do not result in classification (e.g., molten metal hazard)

3	Composition/ Information on ingredients	<ul style="list-style-type: none"> • When a hazardous product is a material or substance: <ul style="list-style-type: none"> ○ Chemical name ○ Common name and synonyms ○ Chemical Abstract Service (CAS) registry number and any unique identifiers ○ Chemical name of impurities, stabilizing solvents and/or additives* • For each material or substance in a mixture that is classified in a health hazard class**: ○ Chemical name ○ Common name and synonyms ○ CAS registry number and any unique identifiers ○ Concentration <p>NOTE: Confidential business information rules can apply</p>
4	First-aid measures	<ul style="list-style-type: none"> • First-aid measures by route of exposure: <ul style="list-style-type: none"> ○ Inhalation ○ Skin contact ○ Eye contact ○ Ingestion • Most important symptoms and effects (acute or delayed) • Immediate medical attention and special treatment, if necessary
5	Fire-fighting measures	<ul style="list-style-type: none"> • Suitable extinguishing media • Unsuitable extinguishing media • Specific hazards arising from the hazardous product (e.g., hazardous combustion products) • Special protective equipment and precautions for fire- fighters
6	Accidental release measures	<ul style="list-style-type: none"> • Personal precautions, protective equipment and emergency procedures • Methods and materials for containment and cleaning up
7	Handling and storage	<ul style="list-style-type: none"> • Precautions for safe handling • Conditions for safe storage (including incompatible materials)
8	Exposure controls/ Personal protection	<ul style="list-style-type: none"> • Control parameters, including occupational exposure guidelines or biological exposure limits and the source of those values • Appropriate engineering controls • Individual protection measures (e.g. personal protective equipment)
9	Physical and chemical properties	<ul style="list-style-type: none"> • Appearance (physical state, colour, etc.) • Odour • Odour threshold • pH

		<ul style="list-style-type: none"> • Melting point/Freezing point • Initial boiling point/boiling range • Flash point • Evaporation rate • Flammability (solid; gas) • Lower flammable/explosive limit • Upper flammable/explosive limit • Vapour pressure • Vapour density • Relative density • Solubility • Partition coefficient - n-octanol/water • Auto-ignition temperature • Decomposition temperature • Viscosity
10	Stability and reactivity	<ul style="list-style-type: none"> • Reactivity • Chemical stability • Possibility of hazardous reactions • Conditions to avoid (e.g., static discharge, shock, or vibration) • Incompatible materials • Hazardous decomposition products
11	Toxicological information	<p>Concise but complete description of the various toxic health effects and the data used to identify those effects, including:</p> <ul style="list-style-type: none"> • Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact) • Symptoms related to the physical, chemical and toxicological characteristics • Delayed and immediate effects, and chronic effects from short-term and long-term exposure • Numerical measures of toxicity
12	Ecological information***	<ul style="list-style-type: none"> • Ecotoxicity • Persistence and degradability • Bio-accumulative potential • Mobility in soil • Other adverse effects
13	Disposal considerations***	Information on safe handling for disposal and methods of disposal, including any contaminated packaging
14	Transport information***	<ul style="list-style-type: none"> • UN number • UN proper shipping name • Transport hazard class(es) • Packing group • Environmental hazards • Transport in bulk, if applicable • Special precautions

15	Regulatory information***	Safety, health and environmental regulations specific to the product
16	Other information	Date of the latest revision of the SDS

The supplier that must be identified on an SDS is the initial supplier identifier (i.e., the name, address and telephone number of either the Canadian manufacturer or the Canadian importer). There are two exceptions to this requirement. In a situation where a hazardous product is being sold by a distributor, the distributor may replace the name, address and telephone number of the initial supplier with their own contact information. In a situation where an importer imports a hazardous product for use in their own workplace in Canada (i.e., the importer is not selling the hazardous product), the importer may retain the name, address and telephone number of the foreign supplier on the SDS instead of replacing it with their own contact information.

***These impurities and stabilizing products are those that are classified in a health hazard class and contribute to the classification of the material or substance.**

****Each ingredient in the mixture must be listed when it is classified in a health hazard class and is present above the concentration limit that is designated for the hazard class in which it is classified or is present in the mixture at a concentration that results in the mixture being classified in any health hazard class.**

*****Sections 12 to 15 require the headings to be present, but under Canadian regulations, the supplier has the option to not provide information in these sections.**

In addition to these categories, the supplier or employer must include any other hazard

information of which he/she should be aware. Specific instructions and precautionary measures for working with all products will be provided to all employees.

Household products are exempt from WHMIS. However, hazardous household products still contain warning information and symbols. When we use any hazardous products at our sites, then WHMIS applies.

SDSs are required to be accurate at the time of sale. An SDS will be required to be updated when the supplier becomes aware of any "significant new data". The definition of "significant new data" is:

"New data regarding the hazard presented by a hazardous product that changes its classification in a category or subcategory of a hazard class, or result in its classification in another hazard class, or change the ways to protect against the hazard presented by the hazardous product." (Source: Canada Gazette, Part II, Hazardous Products Regulations, Section 5.12 (1))

This definition means that an SDS must be updated when there is new information that changes how the hazardous product is classified, or when there are changes to the way you will handle or store or protect yourself from the hazards of the product.

SDSs will be required to be updated within 90 days of the supplier being aware of the new information. If you purchase a product within this 90-day time period, the supplier must inform you of the significant new data and the date on which it became available in writing.



PROPANE SAFE WORK PRACTICES

Since propane is heavier than air and invisible, it is of special concern when it is used on the jobsite. All installations and use of this product must comply with the legislation set out for its safe use.

1. Suppliers delivering the product or setting up the equipment must be trained in the safe handling of the material.
2. Nylon slings must be used in a “choker” fashion when loading, off-loading or lifting propane tanks.
3. “Lifting lugs” provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank.
4. Tank valves and regulators are to be removed from the tank prior to moving.
5. Crane hooks shall be equipped with a “safety latch”.
6. All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank.
7. Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.
8. Tanks are not to be heated to increase flow.
9. When in use, propane bottles are to be securely held in an upright position.
10. Tanks are not to be hooked up and used without proper regulators.

For further information, see the appropriate current Occupational Health & Safety Legislation.

FALL PROTECTION

Fall arrest is the most common system of fall protection used. A fall arrest system is designed to stop or arrest a fall within a few feet of the worker's original position. A fall arrest system should be used when there is a likelihood of a fall occurring, or where a travel restraint system cannot be implemented which would allow the performance of the work. (see Travel Restraint below)

A typical fall arrest system consists of the following components connected together:

- full body harness
- lanyard with a shock absorber
- rope grab (or triple sliding hitch)
- lifeline
- lifeline anchor

TRAVEL RESTRAINT

A travel restraint system provides fall protection by preventing a worker from reaching the point where a fall could occur, for example a roof-edge.

Although the legal requirements indicate that a safety belt can be used, all workers shall be required to use a full body harness. The basic components of a travel restraint system are identical to those used in a fall arrest system.

The main drawback of a travel restraint system is that, by its very design, it limits a worker's movements and can therefore interfere with the work being done. This results in a requirement to constantly adjust the rope grab or triple sliding hitch to enable the worker access to the work zone, but still restrained from the actual fall point.

One potential solution is the use of a retractable block lifeline, which allows the worker to move the full length of the line but, like a seatbelt in a car, stops and locks at any sudden pull. This action is designed for fall arrest.

In practice, travel restraint systems are not fool-proof because the length of the lifeline is not always adjusted properly. While the retractable block system addresses the need for continuous adjustment, it is possible for a worker who was working at an angle to the anchor point (and falls) to pendulum to a point at right angles to the anchor point with the result that the worker is suspended some distance below the edge making rescue more difficult.

Because of the limitations of travel restraint systems, it is recommended that any person working adjacent to a fall point develop and use a fall arrest system.



COMPONENTS

Safety Belts

Safety belts are not to be worn as part of a fall arrest or travel restraint system. Personnel may wear safety belts as work belts only.

Full Body Harness

A harness distributes fall arrest impact through the thighs and buttocks. Safety belts, on the other hand, transfer the fall arrest force into the mid-section where vital organs are located and can result in severe internal injuries.

Harnesses features:

- adjustable thigh straps
- waist strap, chest strap, or both
- sliding D-ring midway up the back
- buttock strap (to help absorb fall arrest load in a "padded" area of the body.)

The harness shall bear a CSA approval. Older harnesses may not have a CSA approval, while this does not render them unsafe, they are not to be used on our projects.

Lanyards

Lanyards connect the harness directly to an anchor point, or to an intermediate component in the system, such as a rope grab. They are manufactured from either 5/8-inch diameter nylon rope or nylon webbing straps. Lanyards are required to bear a CSA approval.

Available in different lengths, the appropriate length is the shortest length that will allow the worker to perform the work, thus creating the shortest potential fall distance. (Some lanyards are adjustable in length.)

Lanyards should have spliced eyes with thimbles and be fitted with locking snaps or D- clips for attachment to other components. D-clips are preferable to locking snap hooks to reduce the chance of roll-out from rope grabs or anchor points. In some cases, lanyards may be spliced directly to other components.

The length and anchorage of lanyards should limit falls to no more than 5 feet. If possible, the anchor point should be at approximately shoulder height to minimize fall distance. Some lanyards incorporate shock absorbers to help absorb fall arrest loads. These are the standard for all new lanyard purchases. Older lanyards which do not have shock absorbers built in shall have a separate shock absorber incorporated into the system before being used. (see Shock Absorbers)

UNDER NO CIRCUMSTANCES SHALL A KNOT BE TIED IN A LANYARD

If a lanyard is too long, get a shorter one. All connections in the system shall be made with approved connecting hardware.

Shock Absorbers

Shock absorbers are required in all fall protection systems. Typical fall arrest loads may range from 1,200 to 1,500 pounds depending on body weight, fall distance, and the type of components in the system.

Shock absorbers can reduce this force by as much as 50%. Shock absorbers should bear a certification according to one of the organizations noted in H&S-024.

Some shock absorbers are built into the lanyard. Most are made of a webbing material with tear-away stitching designed to gradually absorb fall arrest load. The tear-away type also gives clear indication that fall arrest has occurred and that the system requires replacement. Some models of self-retracting lifelines have built in braking systems which function as shock absorbers.

Rope Grabs

For attaching lanyard to lifeline, mechanical rope grabs have largely replaced the triple sliding hitch and are the acceptable standard for our fall protection systems.

Most rope grabs use a cam-type device that locks onto the line when the lanyard is pulled sharply. Rope grabs bearing certification from one of the organizations listed in H&S-024 are the accepted standard. Carefully follow the manufacturer's installation and/or inspection procedures.

Snap Hooks

Snap hooks are often used to connect various components of the system. Older snap hooks may not have a locking mechanism to prevent roll-out (accidental disengagement). This can occur when a snap hook is in a twisted position, which causes the fall arrest force to be applied to the snap rather than the hook. Any snap hook to be used must have locking mechanism to prevent roll-out. Older, single action, snap hooks are not to be used in any system.

D-Clips

D-clips are also used to connect various components in a fall protection system, including lanyards to rope grabs and lifelines to anchors. They are equally useful for connecting other components, and while not as convenient as snap hooks, they will not open under twisting loads. Most use a link-type arrangement with a knurled nut to open and close the device. When closed, the clip cannot open irrespective of the direction of the forces applied to it.

Vertical Lifelines

Only synthetic fibre rope, such as nylon, polypropylene, or polyester should be used for vertical lifelines. Lifelines should be protected from abrasion where they drape over sharp surfaces or edges.

Vertical lifelines shall be at least 5/8-inch diameter rope made of polypropylene, polyester or other fibers of equal elasticity, durability and resistance to abrasion. Wire ropes are only to be used where flame or heat would cause damage to a fibre rope, it is especially important that a shock absorber be used with wire lifelines, as they are not elastic.

Lifelines shall be long enough to reach the ground (or a safe landing level above the ground and must be knotted to prevent the grab from sliding off the end.)

Although most ropes manufactured now have protection from ultraviolet light, they will gradually degrade over time. Do not leave lifelines exposed to sunlight when not in use. Visually inspect the entire length of a lifeline before use to ensure it is free of abrasions, nicks, cuts, knots (except for the run-off knot). A rope which is found to be damaged shall not be used in a fall protection system.

Horizontal Lifelines

Horizontal lifelines have various applications. For example, lanyards can be attached to a horizontal lifeline for working along roof edges. A horizontal lifeline can also be used to attach a vertical lifeline for doing facade work.

All horizontal lifelines shall be referred to a professional engineer for design, installation, and inspection. Design requires knowledge of fall-arrest loads, anchorage requirements and the importance of control points.

Retractable Block Lifelines

Retractable block lifelines extend as far as their length allows and remain adjustable until there is a sharp tug on the line. Then the block locks and the line will not pay out any further. The force of a fall is enough to lock the block. These are used for travel restraint applications such as along roof perimeters.

Because these are mechanical devices, proper maintenance and inspection is a requirement before use. Care shall be exercised at all times to prevent the entry of foreign materials into the mechanism. Familiarize yourself with the inspection procedures for the particular Retractable Block you are using and maintain an Inspection Log.

Anchorage

In most situations, anchorage for fall protection consists of points on exposed structures where lanyards or lifelines can be securely fastened. Existing buildings may include designed anchorage systems for repair or maintenance work.

In general, vertical lifeline anchors and lanyard attachment points should be able to withstand a load of 10 times the weight of the person wearing the fall protection system.

Fall protection is only as effective as its anchorage. Vertical fall arrest loads can be as high as 1,800 pounds depending on body weight and fall distance. Anchorage must be substantial to withstand such a force.

In practice, anchorage is a matter of judgment. Suitable points would include

- large HVAC units
- large masonry chimneys
- roof structures such as elevator rooms
- pipes more than 10 inches in diameter
- roof anchors in good condition
- concrete or structural steel columns or beams

Do not anchor to stink pipes, scupper drain covers, pipes less than 10 inches in diameter, handrails, roof hatches, fixed ladders or stairs, vent pipes, small air conditioning condensers, shoring jacks, formwork, old masonry, or light structural parapets.

Anchorage is equally or more important when lanyards are tied off directly to the structure. Shock loads from a lanyard alone can be greater than a lanyard-lifeline combination, since the lifeline absorbs considerable energy.

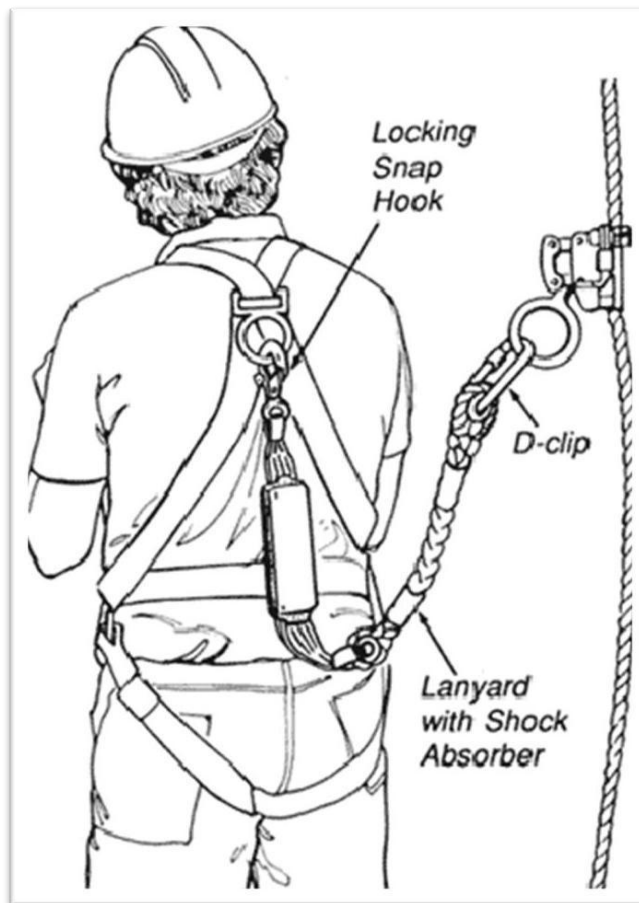
Selection

The effectiveness of the fall protection is determined by the strength of its weakest component. Wherever a Canadian standard exists for the component, it is to be followed. Purchasing from a

reputable, knowledgeable supplier will help ensure that all equipment is reliable.

Guidelines for Use:

Inspect all components prior to installation and use. Check ropes for wear, deterioration, abrasions, nicks and cuts. Check rope grabs for proper function. Check snap rings to ensure closure is secure. Ensure the safety harness is serviceable. Verify that adequate anchorage is present and usable. Periodically verify that all components are not being subjected to excessive stress or wear during the course of the day. If any component is found to be faulty or in need of repair, it shall be tagged “Unsafe - Do Not Use”, removed from the work area and placed in a secure location for repair/replacement (separate from serviceable equipment).



FALL PROTECTION RESCUE PLAN

If a fall arrest situation were to occur despite the supervision and instruction to the site workers to comply with the Khalsa Forming Inc.'s policy and the Health & Safety policy of the Construction Manager/Contractor. In the case of a fall, site foreman, worker or workers, undertaking a rescue of a worker in a fall arrest condition shall:

1. Stop all other production work, including hoisting, loading, and/or off loading, so as not to interfere with the rescue.
2. Remove any equipment, vehicles, material and/or tools from the immediate rescue area, to provide unobstructed access unless, moving this equipment endangers the worker.
3. Never place themselves or other workers in a situation to cause a second fall arrest condition or endanger the Health and Safety of anyone else, carrying out a rescue.
4. Assess their ability to make a successful rescue, without causing further injury to the worker or exasperating the workers' injuries by:
 - actively communicating with the worker to determine the workers injuries, levels of consciousness and ability to assist in the rescue.
 - Designating workers to the fall protection and/or points being used, to ensure the equipment is not tampered with
 - Reviewing all means of access including ladders, mechanical lifting devices, emergency evacuation equipment capable of being hoisted into positions by a crane the possibility not installing a second life line or static line, top gain access to the worker and the risks involved.
 - Calling for outside assistance in the rescue (E.g. Fire department, police and ambulance).
5. If it is determined that attempting a rescue is safe for the workers undertaking the rescue and the worker being rescued, the site supervisor shall:
 - Supervise the work in its entirety without leaving the scene including the anchoring of fall protection systems required for use during the rescue.
 - Control the use of equipment, materials and man power in good conscious and where possible so as to preserve the scene for a formal investigation
 - Follow the directions of the emergency response team, if and when they arrive on site.
 - Make preparations for providing First Aid and other emergency treatment for shock, internal/external bleeding and open wounds, in lieu of ambulatory attendants.

PROCEDURE

Purpose

This procedure outlines the emergency response and rescue plan in the event of an injury or entrapment occurring within a closed staircase formwork and Closed elevator shaft formwork. It ensures that rescue operations are conducted promptly, safely, and in accordance with Canadian Occupational Health and Safety Regulations, specifically the Ontario Construction Projects Regulation (O. Reg. 213/91) and relevant CSA Standards (e.g., Z259 series).

1. Scope

- a. This procedure applies to all workers, supervisors, subcontractors, and emergency responders operating in or around stair and elevator shaft formwork areas on site.

2. Responsibilities

- **Site Supervisor / Foreman**
 - Ensure rescue plan is communicated to all workers.
 - Confirm access points and rescue equipment are functional and accessible.
 - Initiate rescue response and alert emergency services as needed.
- **Designated Rescue Team**
 - Must be trained in confined space and fall protection rescue.
 - Conduct rescue in a safe, timely manner using appropriate PPE and equipment.
 - Report all rescue activity to supervisor and assist with post-incident review.
- **All Workers**
 - Report any injuries or hazards immediately.
 - Follow instructions from rescue personnel and supervisors.
 - Do not attempt unauthorized rescue operations.

3. Rescue Equipment Required On-Site

- Full-body harnesses (CSA-approved)
- Rope rescue kits with self-retracting lifelines (SRLs)
- Mechanical advantage hoist systems (5:1 or 6:1)
- First aid kits and stretchers
- Radios or backup communication devices
- Emergency access tools (e.g., crowbars, cordless saws, access keys)

4. Rescue Procedure Steps

Step 1: Identify and Secure the Area

- Stop all work in the affected area.
- Secure the location to prevent further injury.
- Clear access paths for rescue personnel.

Step 2: Alert the Rescue Team

- Notify the designated on-site rescue team via radio or phone.
- Call 911 or emergency services if needed (depending on severity).

Step 3: Assess the Situation

- Determine if the injured worker is suspended, unconscious, trapped, or immobilized.
- Identify safest and quickest access point (e.g., access door, removable panel, formwork opening).

Step 4: Conduct the Rescue

- Rescue team dons full PPE and uses pre-installed anchor points or temporary anchors.
- Lower a rescuer into the formwork or use a mechanical system to raise the worker.
- Use a stretcher if needed to secure the injured worker.

Step 5: First Aid and EMS Transfer

- Provide first aid treatment on-site.
- Transfer worker to EMS or emergency responders at designated pick-up location.

Step 6: Incident Reporting and Review

- Document incident details and complete internal investigation.
- Review and update the rescue procedure if necessary.
- Conduct a debriefing with all involved personnel.

5. Access and Egress Points

All closed staircase and elevator formwork must include:

- At least one emergency access hatch or panel at each level.
- Clear access paths free from obstruction.
- Adequate lighting or emergency lighting as required.

6. Training Requirements

All designated rescue personnel must be trained in:

- Working at heights (Ontario Working at Heights Certification)
- Confined space awareness
- Use of fall arrest and rope rescue systems
- First aid and CPR
- Mock rescue drills must be conducted every 6 months and after any significant site changes.

7. Communication Protocol

- Emergency Contact List must be posted on site.
- Radios or backup communication (e.g., mobile phones) must be checked daily.
- All workers must know the location of muster points and emergency exits.

8. Review and Revision

This rescue procedure shall be reviewed:

- Every 6 months
- After any incident requiring rescue
- If site conditions or formwork design change



DROPPED PREVENTION PLAN

PURPOSE

The purpose of this Dropped Object Prevention Sample Plan is to establish corporate-wide guidelines for eliminating dropped objects when working at height. This prevention plan is intended to significantly reduce both hazards and serious injury and risks to employees that dropped objects can pose. This plan should help mitigate dropped objects by ensuring that workers are properly trained to secure tools at height and understand correct procedures.

APPLICATION

This Dropped Object Prevention Sample Plan applies to:

- All locations where personnel are employed to perform work at height or where they may be exposed to a dropped object by working below other personnel, tools, equipment and platforms.
- The requirements of this plan must be observed by all personnel involved in working at height or below at height activities.
- This Dropped Object Prevention Sample Plan must be reviewed in any job safety analysis or pre- task planning for activities that require working at height with tools, and in those activities that require working below such activities.
- This plan establishes minimum expectations in order to mitigate the risk of damage to property or personnel done by dropped or falling objects. It is the expectation of . that any tools and materials that could be considered drop hazards are secured with secondary drop systems.

DEFINITIONS

- **Primary Drop System**

Primary Drop Systems are systems which serve as the tool's primary form of drop prevention and typically include the worker's hand placement or grip on the tool. Other forms of primary protection may include main support systems for the tool (such as holstering a tool on the body or the platform a tool may be resting while not in use).

- **Secondary Drop System**

Secondary Drop Systems serve as a backup in the event the primary system fails, and are utilized to prevent damage from a dropped or falling object after it has fallen. Secondary systems may include passive systems such as guardrails with toe-board and mesh netting, screens, floor/hole coverings, and tool canopies that have side protection. They may also include tool restraint systems which are utilized to secure a tool or object to an employee or stationary structure to prevent it from falling (these include pouches and transport buckets with closure systems). Tool arrest systems include tool tethers, which will arrest the fall of the tool and prevent it from striking a lower level and others below.

- **Drop Hazard**

Any tool, material or object that has an opportunity to fall from elevation to a lower level causing potential for damage to property, injury or death.

- **Mitigation**

The elimination or reduction of the frequency, magnitude, or severity of exposure to risks by the minimization of the potential impact of a threat or warning.

- **Anchorage**

A secure point of attachment for tethers, tools and transport buckets with closure systems which is independent of an anchorage used for fall protection for personnel.

- **Attachment Point**

A device designed and utilized to create a connection point on a tool to which the user can connect a tether or lanyard. Examples may include D-Rings.

- **Tool Lanyard/Tether**

An extension made of durable materials that is designed to prevent an object from being dropped. These will typically utilize a connection point on either end of the tether for securing an object to a worker or stationary item.

- **Tool Bucket**

A bucket designed for the purpose of carrying tools and materials. These tool buckets must be capable of being closed and secured in order to prevent the contents of the tool bucket from spilling.

- **Tool Pouch**

A bag or pouch that is designed to secure its contents (nuts, bolts, nails, screws, small hand tools, etc.) from being spilled or dropped. Many tool pouches allow the user to remove a tool for use while preventing it from becoming a drop hazard through use of tethers, retractors, etc.

- **Tool Holster**

A bag or pouch designed to secure single tools or items (hammers, wrenches, levels, radios, bottles, etc.) in order to keep them easily accessible while, in use with other necessary components, helps prevent them from becoming drop hazards.

- **Tool Belt**

A device that is designed to ergonomically support and manage other dropped prevention items such as, lanyards/tethers, pouches, and holsters on the person of the worker.

- **Dropped Object Zone (DOZ)**

An area with potential to be impacted by drop hazards currently present in a work-in-progress above. These Dropped Object Zones are to be secured with barricades to prevent unauthorized

entry. Signage stating the hazard and who to contact for information will be posted at the DOZ as well.

- **Safety Net**

A device installed beneath work-in-progress to catch falling objects or personnel.

- **Tool Canopy**

A structure designed to rest over an area that is capable of withstanding the impact force of dropped objects or tools. It is recommended that tool canopies have side protection if a potential for tool deflection exists.

- **Static Load**

Maximum Static Load, or Tensile Strength, refers to the maximum load an object can withstand before failing. This measurement does not take into account Drop Distance or Velocity.

- **Dynamic Load**

Maximum Dynamic Load refers to the load an object can withstand without failing when dropped from a specified Drop Distance. Maximum Dynamic Load is usually much less than Maximum Static Load due to the dramatic increase in force caused by the velocity of a falling object.

4. RESPONSIBILITIES

- **Management/Supervision is responsible for:**

1. Communicating the expectation that dropped objects will be eliminated and ensuring that this plan and associated procedures are implemented.
2. Coordinating assessments to ensure implementation and effectiveness of the procedure.
3. Ensuring employees have appropriate equipment and materials to implement the procedure effectively.
4. Ensuring workers have necessary opportunity for required training.

- **Health and Safety is responsible for:**

1. Communicating this procedure and supporting information to applicable employees.
2. Conducting assessments to evaluate the procedure's effectiveness.
3. Conducting necessary training with applicable employees.

- **All Employees are responsible for:**

1. Notifying his or her supervisor of any drop hazards within their scope of work.
2. Conducting work only after all drop hazards have been eliminated or property mitigated.
3. Stopping work if hazardous conditions prevent the job from being done safely.
4. Immediately reporting any dropped or fallen objects.
5. Including potential drop hazards in Job Hazard Analyses and Pre-job Planning

5. TRAINING

In many circumstances additional training related specifically to dropped and falling objects will be necessary for employees. Training will be provided to each employee who may create or be exposed to drop hazards during their work. This training shall include:

1. The nature of drop hazards and dropped objects in the workplace
2. Correct procedures and equipment use for drop prevention
3. Purpose and application of applicable Primary and Secondary Drop Systems
4. Proper storage and handling of equipment and materials at height
5. Reporting requirements for incidents and near misses

When there is reason to believe that an employee who has undergone training does not have adequate understanding, standards regarding drop prevention, it will be required that said employee is re-trained. Other circumstances which could necessitate re-training are changes in procedure, changes in drop prevention equipment, etc. Training should be documented.

6. PRIMARY DROP PREVENTION SYSTEMS CRITERIA

- **Tool Attachment Points**

Prior to selecting a tool lanyard, a proper attachment point must be established on the tool. If a tool has a built-in connection point placed by the manufacturer for the purpose of drop prevention, this step is not required. Load rating of the attachment point should be appropriate for the tool's weight.

Examples of CORRECT tool attachment:



- **Tool Lanyards/Tethers**

After establishing an adequate attachment point on a tool, a proper tool tether will then need to be selected which has an appropriate load rating for the tool to be tethered.

Examples of CORRECT tether/lanyard selections for different sized tools



- **Tool Belts**

Upon choosing a proper method for tethering, it becomes necessary to select an appropriate anchor point for the remaining end of the tethering device. For many small tools, connecting to the worker can be the best option. This is only acceptable for tools weighing less than 5 lbs. D-Rings on fall protection harnesses which have been designated by the manufacturer for use as a tool connection point are a good option. Tool Belts designed with tether points are also a good option.



7. SECONDARY DROP SYSTEMS CRITERIA

- **Safety Netting**

In applications where the utilization of safety nets is necessary, nets should be designed with specific sized webbing approved by the manufacturer for use based on the specific task, location and type of tools/materials being used. Forged steel safety hooks or shackles will be used to fasten the net to its supports. Nets should be installed as close as is deemed practicable, but never more than 30 feet below the work in progress. Safety nets shall be hung, maintained and tested in accordance with the manufacturer's instructions as well as the requirements set forth by the Occupational Safety and Health Administration found in CFR 1926.502. Nets designed for use to prevent falling objects shall not be used as fall protection for human beings. These nets may be deployed below fall protection nets in these cases. When falling object nets are used alone, signs will be posted informing employees that "Fall Protection is still required in work areas above placed netting." Inspections of safety netting should occur weekly and defective netting will not be deployed.

- **Toe Boards**

When being used as a secondary drop system, toe boards will be erected along the edge of overhead



work in order to protect employees below. Toe boards will be capable of withstanding a force of at least 50 lbs. in any downward or outward motion. Toe boards will be at least 3 ½ inches tall with no greater than ¼ inch clearance over the working surface.

- **Dropped Object Zones**

Dropped Object Zones are to be clearly marked with barricades or caution/danger tape to restrict access. Only employees directly engaged in the activity conducted overhead will be admitted into a Dropped Object Zone.

- **Guardrail Systems**

If guardrail systems are to be engaged as a secondary drop system, they will need to be inspected to ensure any openings are not large enough for tools or materials to pass through. It is recommended they be enclosed with a small mesh netting or screen to prevent materials from passing through

8. HUMAN PERFORMANCE

- **Housekeeping**

Trash and waste should be kept in appropriate bins which are to be located in convenient locations across the workplace. When at height, these are to be stored in transport buckets with closure systems, pouches, etc. with an ability to be closed and prevent spillage until the material can be properly stored in a waste bin. Employees should “clean as you go” and maintain an orderly work area, resulting in a lower chance for dropped material. Tools and other materials should also be kept in an organized, orderly fashion.

- **Tool and Material Storage**

Where tools or materials are stacked higher than the edge of the toe boards, screening or paneling will be constructed from the working surface to the top of the guardrail or mid-rail. This will be done for a sufficient distance to ensure these objects will not have an opportunity to become drop hazards. Unless guardrails with screening or paneling has been erected, materials should not be stored within four feet of the leading edge. All stacked materials should be stable and self-supporting.

- **Tool and Material Handling**

Positive tool transfer should be utilized by employees. When transferring a tethered tool from one employee to another, “100% tie off” should be engaged. The tool should be tethered to the passing employee. Prior to handing off, the receiving employee should connect their tether to the tool as well. After positive connection has been completed, the passing employee may disconnect their tether from the tool. By utilizing this passing method, the tool never has an opportunity to become a drop hazard.

- **Equipment Inspection**

All drop prevention systems shall be inspected prior to use. Excessively worn or damaged tools or materials must be immediately removed from service and replaced.

- **Discipline**

Failure to implement these procedures or to use necessary drop prevention systems will be considered a failure. safety rules and result in discipline up to removal from the project.

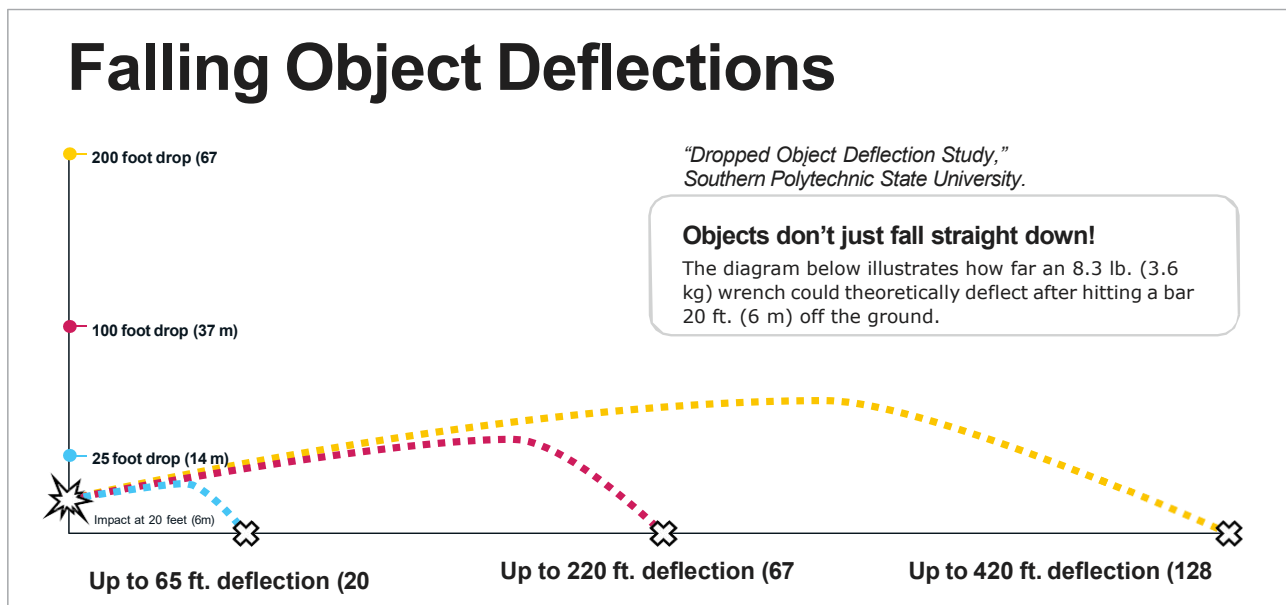
9. SUPPORTING ILLUSTRATIONS

Impact Force Chart

Impact of an 8.3 lb. (3.6 kg) dropped wrench

Drop Height		Speed		Impact Force	
Feet	Meters	MPH	KPH	Lbs.	Newtons
5	1.5	12	19	166	738
10	3	17	27	332	1477
25	7.6	27	43	830	3692
50	15.2	39	63	1660	7384
100	30.5	55	88	3320	14768
200	61	77	124	5540	29536
300	91	95	152	9960	44304
400	122	109	175	13280	59072
500	152	122	196	16600	73840

Tool Deflection Diagram





LADDER SAFETY

INSPECTION

When should you inspect ladders?

- Inspect new ladders promptly upon receipt.
- Inspect ladders before each use.
- Check the condition of ladders that have been dropped or have fallen before using them again.

What should you look for when inspecting any ladder?

- missing or loose steps or rungs (they are loose if you can move them by hand)
- damaged or worn non-slip feet
- loose nails, screws, bolts or nuts
- loose or faulty spreaders, locks, and other metal parts in poor repair
- rot, decay or warped rails in wooden ladders
- cracks and exposed fibreglass in fibreglass ladders
- cracked, split, worn or broken rails, braces, steps or rungs
- sharp edges on rails and rungs
- rough or splintered surfaces
- corrosion, rust, oxidization and excessive wear, especially on treads
- twisted or distorted rails. Check ladders for distortion by sighting along the rails. Using a twisted or bowed ladder is hazardous.
- missing identification labels

What other things should I look for when inspecting stepladders?

- wobble
- loose or bent hinges and hinge spreaders
- broken stop on a hinge spreader

What should you look for when inspecting extension ladders?

- loose, broken or missing extension locks
- defective locks that do not seat properly when ladder is extended
- sufficient lubrication of working parts
- defective cords, chains and ropes
- missing or defective pads or sleeves

What should you do after inspecting any ladder?

- Tag any defective ladders and take them out of service.
- Clean fibreglass ladders every three months. Spray lightly with a clear lacquer or paste wax.
- Protect wooden ladders with a clear sealer or wood preservative.
- Replace worn or frayed ropes on extension ladders.
- Lubricate pulleys on extension ladders regularly.

What are some things you should not do after inspecting ladders?

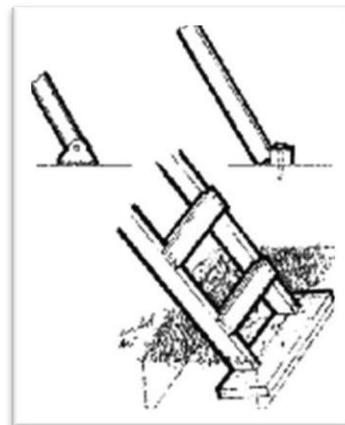
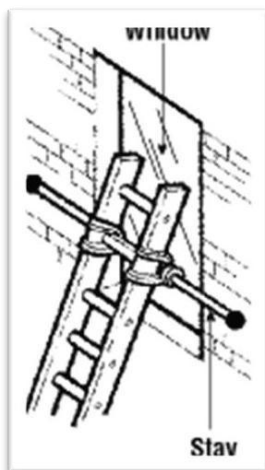
- Do not make temporary or makeshift repairs.
- Do not try to straighten or use bent or bowed ladders.

SAFE USE OF LADDERS

SECURING

How do you secure portable ladders?

- Rest the top of the ladder against a solid surface that can withstand the load.
- Attach a ladder stay across the back of a ladder where a surface cannot stand the load. Extend the stay across a window for firm support against the building walls or window frame.
- Guard or fence off the area around a ladder erected in an area where persons have access.
- Secure the ladder firmly at the top to prevent it from slipping sideways or the foot from slipping outwards.
- Station a person at the foot of a ladder when it is not possible to tie at the top or secure it at the foot. This is effective only for ladders up to 5 m (16 ft.) long.
- Ensure that the person at the foot of the ladder faces the ladder with a hand on each side rail and one foot resting on the bottom rung.
- Attach hooks on top of ladder rails where ladder is to be used at a constant height.
- Do not rest a ladder on any rung. Only the side rails are designed for this purpose.
- Secure the base of a ladder to prevent accidental movement. Securing a ladder at the foot does not prevent a side slip at the top.
- Use ladders equipped with non-slip feet. Otherwise nail a cleat to the floor or anchor the feet or bottom of the side rails.



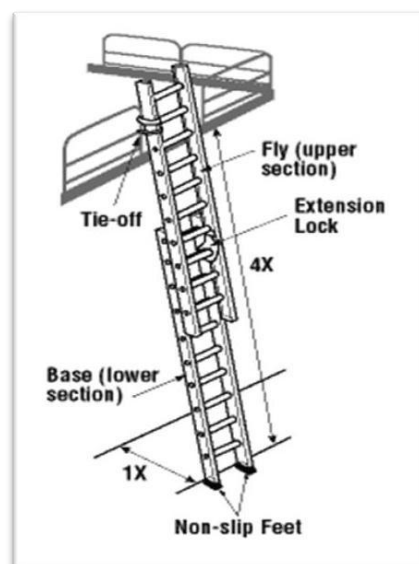
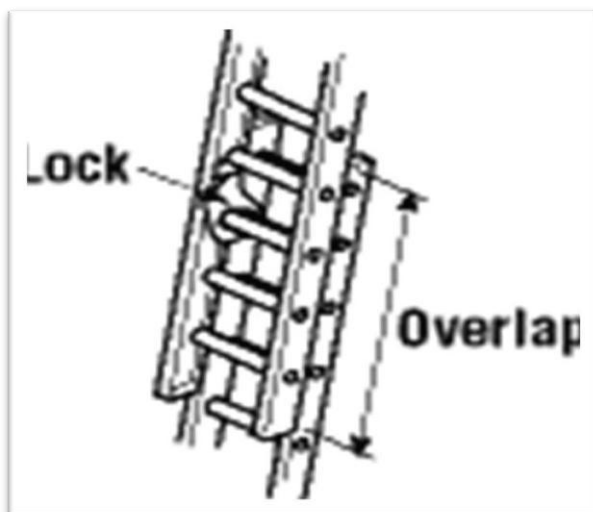
LADDERS – Extension Ladders

What should you do to secure safety when using extension ladders?

- Place ladders on a firm, level surface and ensure the footing is secure.
- Erect extension ladders so that the upper section rests on (e.g., in front of) the bottom section. This means the bottom section "faces" a wall or other supporting surface (see figures below).
- Place the ladder feet so that the horizontal distance between the feet and the top support is 1/4 of the working length of the ladder. The ladder will be leaning at a 75° angle from the ground.
- Raise and lower ladders from the ground. Ensure that locking ladder hooks are secure before climbing.
- Erect ladders so that a minimum of 1 m (3 ft) extends above a landing platform. Tie the top at support points.
- Where a ladder cannot be tied off at the top, station a person at the foot to prevent it from slipping. This method is only effective for ladders up to 5 m (16 ft) long. The person at the foot of the ladder should face the ladder with a hand on each side rail and with one foot resting on the bottom rung.
- Leave all tie-off devices in place until they must be removed before taking the ladder down.
- Maintain the minimum overlap of sections as shown on a ladder label.
- Refer to safety regulations.

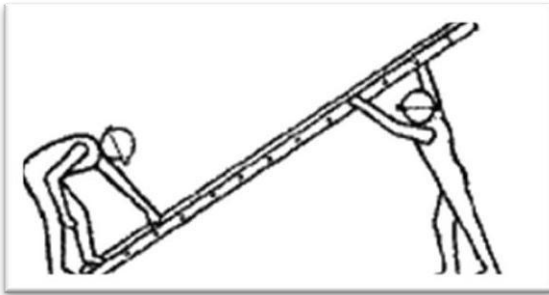
What should you avoid when using extension ladders?

- Do not use ladders near electrical wire.
- Do not set up or take a ladder down when it is extended.
- Do not overextend. Maintain minimum overlap of sections.
- Do not climb higher than the fourth rung from the top of a ladder.
- Do not use ladders on ice, snow or other slippery surfaces without securing ladders' feet.
- Do not extend top section of a ladder from above or by "bouncing" on a ladder.
- Do not leave ladders unattended.



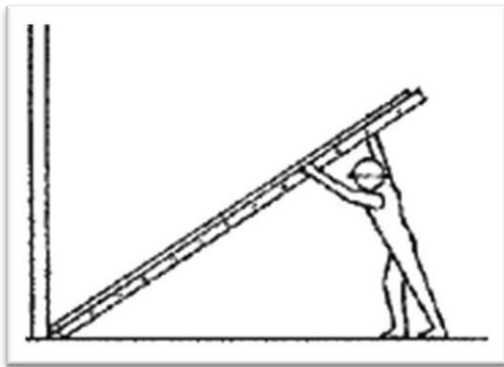
What should you do to avoid overexertion while setting up an extension ladder?

- When setting up an extension ladder, use the following method to avoid straining muscles or losing control of a ladder.
- With ladders weighing more than 25 kg (55 lb), or where conditions complicate the task, have two persons set up a ladder, step by step, as follows:
- Lay a ladder on the ground close to intended location.
- Brace ladder base using helpers' feet.
- Grasp the top rung with both hands, raise the top end over your head and walk toward the base of a ladder. Grasp the centre of the rungs to maintain stability.
- Move the erect ladder to the desired location. Lean it forward against the resting point.



One person can erect a short ladder, step by step as follows:

- Place the bottom of a ladder firmly against the base of a building or stationary object.
- Lift the top of ladder, and pull upwards to raise a ladder to a vertical position.
- Transfer a ladder to its required position when it is erect.
- Keep a ladder upright and close to the body with a firm grip.



The method for lowering any ladder is the reverse procedure of erecting it

LADDERS – Fixed Ladders

When should you inspect fixed ladders?

- Inspect the fixed ladder before each use.
- Inspect fixed ladders periodically, once every three months.
- Report any defect promptly.
- Keep the record of every inspection.

What should you check for when inspecting access ladders?

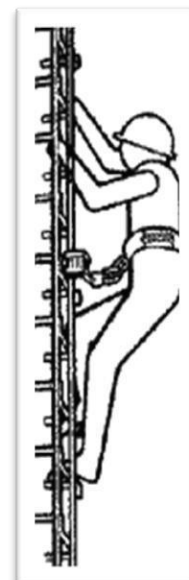
- loose, worn and damaged rungs or side rails
- damaged or a corroded cage
- corroded guard, bolts and rivet heads
- damaged or corroded handrails and brackets on platforms
- broken or loose anchorages
- weakened or damaged rungs on brick or concrete slabs
- defects in climbing devices, including loose or damaged carrier rails or ropes
- slippery surfaces from oil and ice
- clutter obstructing the base of ladder or platform

What should you do when climbing a fixed ladder?

- Wait until the other person has exited before ascending or descending.
- Use the appropriate safety devices (e.g., restraint belt, traveling fixture).
- Maintain three-point contact by keeping two hands and one foot, or two feet and one hand on a ladder always.
- Face ladder and use both hands to grip the rungs firmly.
- Place feet firmly on each rung.
- Wear footwear with heels. Ensure that footwear is in good condition.
- Clean muddy or slippery boot soles before mounting a ladder.
- Rise or lower tools and materials using a hand-line.



NOTE: FIXED LADDERS ARE REGULATED UNDER OH&S ACT AND REGULATIONS FOR INDUSTRIAL ESTABLISHMENTS. FIXED LADDERS ARE MEANT TO PROVIDE ACCESS/EGRESS FOR MAINTENANCE PERSONNEL AND NOT FOR CONSTRUCTION PERSONNEL. IF INJURY OCCURS BY FALLING OFF OF FIXED LADDERS, MOL INSPECTORS COULD ENFORCE FINES FOR FAILURE TO PROVIDE ADEQUATE ACCESS/EGRESS TO/FROM ROOF AREAS SUCH AS PORTABLE LADDERS, TEMPORARY OR PERMANENT STAIRS.



What should you avoid when climbing a fixed ladder?

- Avoid climbing with wet soles
- Do not carry tools or materials in your hand while climbing. Carry small tools in a tool pouch.
- Do not jump from a ladder. Check footing before descending a ladder.
- Do not hurry up or slide down a ladder.

LADDERS - Portable

What should you know about portable ladders before using them?

Falls from portable ladders are a major source of serious injury. Be aware of the hazards and take proper precautions to prevent falling.

What should you do before using a portable ladder?

- Inspect the ladder before and after each use.
- Reject and tag any ladders that have defects. Have faulty ladders repaired or thrown out.
- Use a ladder designed for your task. Consider the strength, type, length and the Canadian Standards Association (CSA) approval.
- Get help when handling a heavy or long ladder.
- Keep ladders away from electrical wires.
- Tie off ladders at the top and secure bottom to prevent them from slipping.
- Set up barricades and warning signs when using a ladder in a doorway or passageway.
- Before mounting a ladder, clean the boot soles if they are muddy or slippery. Avoid climbing with wet soles. Ensure that footwear is in good condition.
- Face the ladder when going up or down and when working from it.
- Keep the centre of your body within the side rails.
- Refer to safety regulations for specific measurement requirements.

What should you avoid when using a portable ladder?

- Do not use a ladder in a horizontal position as a scaffold plank or runway.
- Do not carry objects in your hands while on a ladder. Hoist materials or attach tools to a belt.
- Do not work from top three rungs. The higher a person goes on a ladder, the greater the possibility that the ladder will slip out at the base.
- Do not use items such as a chair, barrel or box as a makeshift ladder.
- Do not use a portable ladder when other equipment is available. Replace a ladder with a fixed stairway or scaffold.
- Do not join two short ladders to make a longer ladder. Side rails are not strong enough to support the extra load.
- Do not paint wooden ladders. Defects may be hidden by the paint. Wood preservatives or clear coatings may be used.

How should you set up the ladder?

- Place the ladder feet 1/4 of the ladder's working length (e.g., foot to top support point) away from the base of the structure (e.g., for every 4 feet high, the base of the ladder should be out 1 ft; that means one horizontal foot from the support point).
- Extend the ladder at least 1 m (3 ft) above the landing platform.
- Place the ladder on a firm, level footing. Use a ladder with slip-resistant feet or secure blocking, or have someone hold the ladder.

- Rest both side rails on the top support and secure ladder to prevent slipping.

What should you know about climbing portable ladders?

- Check for overhead electrical wires before setting up a ladder.
- Clear area around base and top of the ladder of debris, tools and other objects.
- Tie off yourself with a safety harness when working 3 m (10 ft) or more off the ground or when working with both hands.
- Ensure that only one person is on a single- width ladder. Only one person is allowed on each side of a double-width ladder.
- Maintain three-point contact by keeping two hands and one foot, or two feet and one hand on the ladder at all times.
- Grasp the rungs when climbing a ladder, not the side rails. If your foot slips on a ladder, holding onto rungs is easier than holding onto the side rails.
- Wear protective footwear with slip-resistant soles and heels.
- Ensure that all electrical equipment used during ladder work is in good condition and properly grounded.
- Rest frequently to avoid arm fatigue and disorientation when the work requires you to look up and reach above your head.
- Drape your arms over a rung and rest your head against another rung or side rail if you become dizzy or panicky.
- Climb down slowly.

What should you avoid when climbing portable ladders?

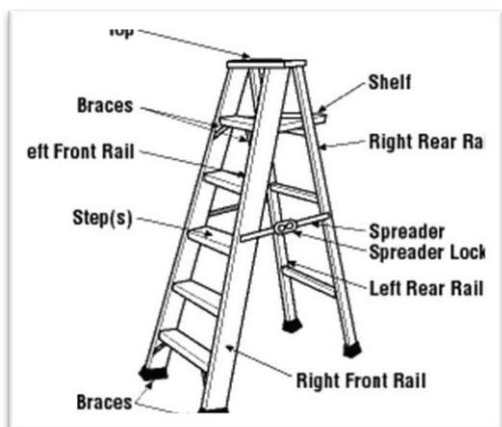
- Do not use a ladder in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Set up suitable barricades or lock the doors shut.
- Do not place a ladder against flexible or moveable surfaces.
- Do not straddle the space between a ladder and another object.
- Do not erect ladders on boxes, carts, tables, scaffold or other unstable surfaces.
- Do not use ladders on ice.
- Do not stand a ladder on any of its rungs. Ladders must rest on both side rails.
- Do not allow anyone to stand under a ladder.
- Do not overreach from a ladder; move as required.
- Do not use any type of ladder near electrical wires.



LADDERS –Step Ladders

What should you do when using a stepladder?

- Use a stepladder that is about 1 m (3 ft) shorter than the highest point you have to reach. This gives a wider, more stable base and places shelf at a convenient working height.
- Open the stepladder spreaders and shelf fully.
- Check stability. Ensure that all ladder feet are on a firm, level and non-slippery surface.
- Place a stepladder at right angles to the work, with either the front or back of the steps facing the work.
- Keep the stepladder close to the work.
- Face the stepladder when climbing up or down. Keep your body centered between side rails. You have climbed too high if your knees are above top of the stepladder or if you cannot maintain a handhold on the ladder.
- Maintain a firm grip. Use both hands when climbing.



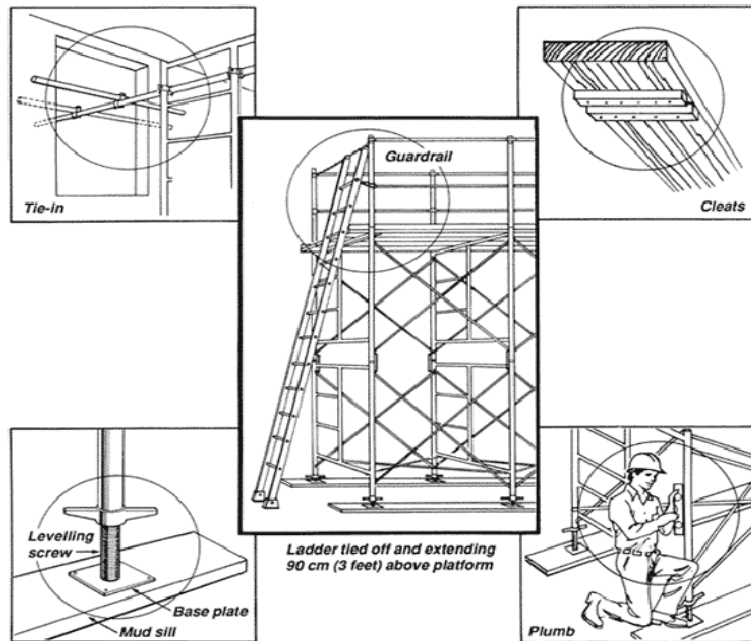
What should you avoid when using a stepladder?

- Do not overreach. Move a stepladder when needed.
- Do not "shift" or "walk" a stepladder when standing on it.
- Avoid pushing or pulling stepladders from the side. Repeated sideways movement can make ladders wobbly since they are weaker or less stable in those directions.
- Do not stand, climb, or sit on the stepladder top or pail shelf.
- Do not overload. Stepladders are meant for one person.
- Do not use a stepladder as a brace or as a support for a work platform or plank.
- Do not climb a stepladder that is leaning against a wall. Use a straight ladder instead.
- Do not use stepladders on slippery surfaces
- Do not use stepladders on soft ground where one leg may sink farther into the ground than others.
- Do not place stepladders on boxes, unstable bases or on scaffolds to gain additional height.
- Do not climb the back of a stepladder.
- Do not push or pull stepladders sideways.
- Do not use ladders in passageways, doorways, driveways or other locations where a person or vehicle can hit it. Set up suitable barriers or lock doors shut.



SCAFFOLD PROCEDURE

- A. The erection and dismantling of scaffolds must be carried out under the supervision of personnel knowledgeable and experienced in such operations. Fall protection will usually be required.
- B. Scaffolds shall have all braces, pins, screwjacks, baseplates and other fittings required by the manufacturer installed as erection proceeds. Scaffold platforms shall be protected by guardrails consisting of a top rail, intermediate rail and toeboard. Where a platform cannot be adequately guarded, a worker on the platform shall use a fall arrest system.
- C. Scaffolds are to be erected and maintained in a reasonably plumb and square condition. Where the base is to rest on soil, 2" X 10" mudsills spanning two or more consecutive feet are to be used. Base plates are to be located centrally on the mudsill and secured in position. Mudsills are to be fully supported by the ground and are not to span voids, ditches, trenches etc.
- D. Prior to assembly, all components are to be inspected for serviceability. Components which are not serviceable are to be tagged and removed from the site.
- E. Scaffolds are to 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 deployed. Where scaffolds cannot be tied in to the building, guy lines shall be used to increase stability.
- F. Scaffolds greater than 15 metres (50 feet) in height must be designed by a professional engineer and constructed in accordance with the design. All variations from the design must be approved in writing by the designing engineer.
- G. Scaffold planks are to be rough sawn full 2" X 10" and permanently identified as No. 1 spruce or better, free of splits, loose knots dry rot or other defect which would reduce weight bearing capacity. Scaffold planks are to be securely fastened to prevent them from sliding. Defective planks are to be removed from the site or so modified that they cannot be incorporated into scaffold platforms. Planks are to overhang their supports by not less than 150 millimetres (6") and not more than 300 millimetres (12") and be so arranged that their span does not exceed 2.1 metres (7 feet).
- H. Manufactured platforms are to be inspected for delamination of veneer planks, hook condition and any other defect which may reduce weight bearing capacity. Defective platforms are to be removed from the site.
- I. Scaffold platforms must be at least 46 centimetres (18 inches) wide and if they are over 2.5 metres (8 feet) high they are to be planked across their full width. Ensure that the platform is maintained free of accumulations of ice, snow, oil grease and other slippery materials. The work platform shall not have any unguarded openings. Access to the platform shall be by stairs, ladder, ramp or runway.

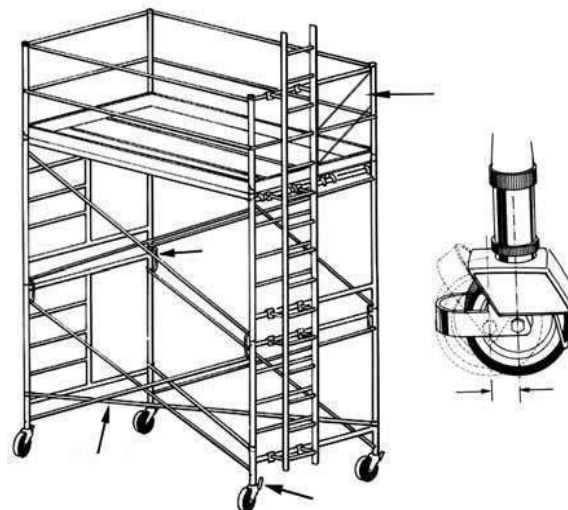


ROLLING SCAFFOLDS

Wheels or castors on rolling scaffolds must be equipped with functional braking devices and be securely pinned to the scaffold frame. The braking devices shall be applied whenever a worker is on the scaffold.

A rolling scaffold is to be used on a level surface. Care shall be taken to ensure that the rolling surface is free of indentations or openings which could cause the scaffold to shift.

No scaffold mounted on wheels or castors that has a scaffold platform more than 2.4 metres (8 feet) above the base shall be moved when a worker is on it unless the worker is wearing a full body harness as part of a fall arrest system attached to a fixed support, and the scaffold is being moved on a firm level surface





POWER TOOLS

1. Read the manual carefully to learn your power tool's applications, limitations and any potential hazards.
2. Ground your tool unless it is double insulated.
3. Do not use power tool in rain, damp or wet locations or in the presence of explosive atmospheres (gaseous fumes, dust or flammable materials).
4. Remove materials or debris that may be ignited by sparks.
5. Keep work area clean and well lit.
6. Do not wear loose clothing or jewelry.
7. Wear a protective hair covering to contain long hair, which may be caught in moving parts.
8. Wear rubber gloves and insulated non-skid footwear outdoors.
9. Keep hands and gloves away from moving parts.
10. Wear safety goggles or glasses with side shields that comply with current safety standards.
11. Hearing protection is a must during extended use of a power tool.
12. Wear a dust mask for dusty operations.
13. Wear other personal protective equipment as required.
14. Keep a fire extinguisher nearby.
15. All bystanders must be kept at a safe distance from the work area to protect themselves and the operator.
16. Provide barriers or shields as necessary to protect others in the work area from sparks and debris.
17. Secure work with a clamp, vise or other practical means of holding work secure. Use both hands to control tool.
18. Do not use a tool or attachment to do a job for which it is not recommended. Do not alter a tool.
19. Non-recommended accessories may be hazardous and shall not be used. Install and maintain accessories as per tool instructions.
20. Do not defeat a guard or other safety device when installing an accessory or attachment.
21. Inspect guards and other parts before use. Check for misalignment, binding of moving parts, improper mounting, broken parts and any other condition that may affect operation.
22. If abnormal noise or vibration occurs the tool must be turned off immediately and the problem corrected before further use of the tool.
23. Check that all adjusting keys and wrenches are removed from the tool before the power is turned on.



24. Prevent body contact with grounded surfaces, such as pipes, radiators, ranges and refrigerators.
25. When making blind or plunge cuts, always check the work area for hidden wires or pipes.
26. Hold your tool by insulated non-metal grasping surfaces.
27. Use a Ground Fault Circuit Interceptor (GFCI) to reduce shock hazards.
28. Do not force a tool to perform at a rate other than for what it was designed. Excessive force causes operator fatigue, increased wear and reduced control.
29. Keep hands away from all cutting edges and moving parts.
30. Never carry tool by its cord or unplug it by yanking cord from the outlet. Pull plug rather than cord to reduce the risk of damage.
31. Keep the cord away from heat, oil, sharp objects, cutting edges and moving parts.
32. Do not overreach. Maintain proper footing and balance at all times. Use extra care when using tool on ladders, roofs, scaffolds, etc.
33. Do not use a tool when you are tired, distracted or under the influence of drugs, alcohol or any medication which decreases control.
34. Unplug tool when it is not in use, before changing accessories or performing recommended maintenance.
35. Maintain tools. Keep handles dry, clean and free from oil and grease. Keep cutting edges sharp and clean. Follow instructions for lubricating and changing accessories.
36. Periodically inspect tool cords and extension cords for damage.
37. When power tools are not in use, store them in the proper storage cases. If equipment does not have a proper storage case, store in an on-site job box with lock, or return to storage crib at the shop.
38. Report any damaged tools immediately so a replacement or repair can take place. Tag the damaged tools with "DO NOT USE".
39. Maintain labels and nameplates.
40. Watch what you are doing and use common sense.

Defective Tools - What to look out for

Inspect all tools prior to use and ensure defective tools are repaired. If a tool is defective in some way, - DO NOT USE IT! Look for problems like:

- a) broken or inoperative guards
- b) insufficient or improper grounding due to damage of double insulated tools - e.g. cracked casings.
- c) no ground wire (broken ground post) on plug or frayed cords.
- d) on/off switch is not in good working order - e.g. jams, releases.
- e) improper grinding wheel speeds or chipped/cracked blades.



HOISTING AND RIGGING

OBJECTIVE

To provide a procedure for all workers for rigging and hoisting operations. This procedure will also outline the safe operation in or about hoisting areas.

PURPOSE

When completing hoisting and rigging tasks, all workers are required to use hoisting & rigging components in accordance with the manufacturer's instructions and in accordance with the Occupational Health & Safety Act and the Regulations.

All hoisting & rigging components shall be inspected and/or maintained as per the manufacturer's specifications.

GUIDELINES FOR HOISTING

1. Determine load weight and proper rigging procedures before rigging a load.
2. All rigging equipment such as hooks, slings, blocks, beams, and hoisting lines must be counted as part of the load.
3. No worker shall operate a hoisting device capable of raising, lowering, or moving material that weighs more than 7,260 kilograms unless the worker is certified as a hoisting engineer.
4. Never exceed the safe working load of slings and other rigging devices, as noted on equipment.
5. All equipment must be kept up to standard. Use of defective hardware / tackle is not permitted under any circumstances.
6. Keep wire rope out of distance from damaging factors such as cutting and welding operations.
7. Rigged loads must be properly fastened to prevent the load from loosening or coming apart.
8. Never wrap a wire rope sling around a hook. The tight radius will damage the sling.
9. Hoisting hooks must be equipped with safety catches and should be loaded at the middle of the hook.
10. Use taglines to guide heavy or awkward loads.
11. Stand clear when loads are being lifted or lowered and when slings are being pulled out from under a load.
12. Avoid hoisting in high winds, poor visibility, and other limiting factors.
13. Always look for overhead obstructions and power lines.
14. Keep rigging, load, and hoisting equipment at least ten (10) feet away from overhead power lines.



15. Communication between crane operator and signal person must always be clear and concise. The signal person must be a supervisor or a competent, trained person (hand signals for hoisting operations) appointed by the supervisor.
16. Hoisting devices shall have a permanent record of all inspections, tests, repairs, modifications and maintenance of the hoisting device kept with the equipment.

GUIDELINES FOR RIGGING

1. A competent and properly trained person shall be involved in rigging devices.
2. Each rigger shall be sure they are in the clear before they give the “all ready” signal to the signal person. When you have positioned the sling or choker release it before giving the “all ready” signal.
3. If it is not possible to release the sling or choker before giving the “all clear” signal, be sure that your hands are clear of all pinch points.
4. Inspect ropes, slings, and chokers and other rigging devices regularly and before each use. Discharge or repair items that are found in poor condition.
5. Watch for the roll or swing of the load. Since it is almost impossible to position the load in the center of the hook, there will almost always be a swing or a roll. Anticipate the swing or roll of the load and work away from it.
6. Never place yourself between material, equipment, or any stationary object while placing a load.
7. Check the area where the load is to be set and remove debris and obstructions that may cause the load to tip or cause damage.
8. Never stand under a load and keep out from under the boom as much as possible.
9. Be sure to keep hands, feet and other body parts clear when lowering or setting a load. Set load down easy and slowly to prevent any mishaps.
10. Identify the signal person by the use of a vest or other distinguishing clothing.
11. Use tag lines to control the loads. Refer to the Construction Regulations for additional information and requirements.

References: IHSA & Occupational Health and Safety Act



FORKLIFT PROCEDURES

SCOPE/OBJECTIVE

The Forklift Truck Procedure ensures that prior to performing work with machinery or equipment; employees are informed of Safe Operating procedures with the Forklift Truck.

Purpose

The purpose of this procedure is to review the basic principles of working with a Forklift Truck and the general rules that must be followed prior to operating a Forklift Truck.

Competency of operators

A person must not operate mobile equipment unless the person;

- a) has received adequate instruction in the safe use of the equipment,
- b) has demonstrated to a qualified supervisor or instructor competency in operating the equipment,
- c) is familiar with the operating instructions for the equipment and has been authorized to operate the equipment.

Operator requirements for operating the forklift truck

- Know the recommended load limit of the forklift and never exceed it.
- Know how to assess the weight of the load to be lifted
- Do a visual and operational check of the forklift at the start of the shift.
- Check for adequate overhead clearance before raising the load.
- Operate a forklift smoothly when stopping, starting, lifting and tilting.
- Know the blind spots of the lift truck with and without a load.
- Keep pedestrians away from a forklift in operation.
- Stop when anyone crosses the route being travelled.
- Operate only as fast as conditions safely permit.
- Remain alert and prepare for the unexpected.
- Note anything that affects the normal operation of the forklift and tell the supervisor immediately.
- Keep hands, arms, head, feet and legs inside the confines of a moving forklift.
- Stay in the truck in case of overturn.
- Report any collisions, damage or near-miss accidents to a supervisor immediately.

Operational Safety Checks

- Do not use engine-powered forklifts in poorly ventilated areas.
- Always be on the lookout for pedestrians.
- Do not allow any person to ride on the forks.
- Ensure that the lifting loads are secured and that the load is stable before lifting or driving off.
- Be careful of ceiling clearance or overhead obstructions when raising the mast.
- Do not lift a load with the mast tilted forward.
- Always put the heavy end of the load against the load backrest.
- Never travel with the load elevated as it restricts vision.
- When approaching a blind corner, use horn and drive slowly.
- Always have someone guide you if a load restricts your vision.
- Slow down when changing direction or on wet or greasy surfaces.
- Do not travel with forks raised or reach mechanism extended.
- Avoid harsh braking, especially when carrying a load.
- Do not attempt to turn on an incline or sloping surface.
- Do not leave forks elevated when forklift is unattended.
- Do not dismount from a forklift while the engine is running unless the transmission is in park position and the parking brake is effectively engaged.
- When stopping the forklift:
 - Park on even ground and lower the forks to the ground.
 - Shift the gear selector to park position and apply the parking brake.
 - Turn off the ignition and remove the keys.



EXCAVATION & TRENCHING PROCEDURE

OBJECTIVE

Whenever the project requires digging, trenching or excavations workers are required to monitor and ensure the integrity of the hole, its walls and the soil around the excavation

SCOPE

This procedure applies to any site has any trenching or excavating as part of the work on the project. All workers, management, representatives and subcontractors must abide by these procedures when these issues arise at a Khalsa Forming Inc. workplace.

PURPOSE

1. All cut backs or sloping of trenches or excavation walls shall be done in accordance with the Construction Regulations taking into account the soil type.
2. Soil type shall be determined by visual and physical examination of the soil. Documentation as to the type of soil determined should be kept on site. If there are more than 2 types of soil encountered, the soil type shall be classified using the highest number determined.
3. Gas, electrical and other services shall be accurately located, marked, and documented prior to digging the excavation.
4. Pipes, conduits, and cables in an excavation shall be supported to prevent their failure or breakage.
5. Excavations where workers will be present must be kept free of water accumulation.
6. There must be a clear distance of 18 inches between an excavation wall and another wall, formwork or masonry.
7. Loose rock or debris that may slide or fall shall be stripped from the walls.
8. No work shall be performed unless a secondary worker is stationed above ground in close proximity to the trench.
9. Where trench boxes or shoring is not in use, an emergency locate line, running to the work area in the trench, is recommended.
10. A 1 metre level area at the top of the trench wall shall be kept free and clear of equipment and materials at all times.

No person shall operate or locate a machine or other equipment in a manner that could affect the stability of an excavation wall.

BACKGROUND

FATALITIES

A significant number of deaths and injuries in sewer and watermain work are directly related to trenching. Trenching fatalities are mainly caused by cave-ins. Death occurs by suffocation or crushing when a worker is buried by falling soil. Over half of all powerline contacts involve buried cable. Before excavating, the gas, electrical, and other services in the area must be accurately located and marked. If the service poses a hazard, it must be shut off and disconnected.

INJURIES

The following are the main causes of lost-time injuries in the sewer and watermain industry:

Material falling into the trench

- Slips and falls as workers climb on and off equipment
- Unloading pipe
- Handling and placing frames and covers for manholes and catch basins
- Handling and placing pipe and other materials
- Being struck by moving equipment
- Falls as workers climb in or out of an excavation
- Falling over equipment or excavated material
- Falling into the trench
- Exposure to toxic, irritating, or flammable gases.

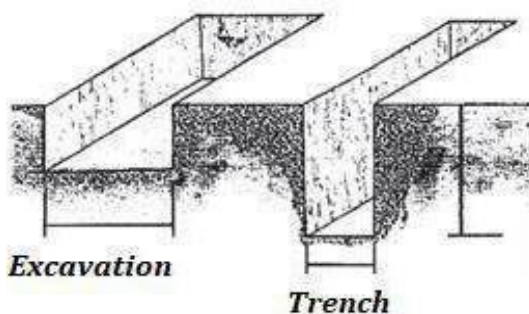
Many of these injuries are directly related to trenching.

REGULATIONS

Supervisors and workers in the sewer and watermain industry must be familiar with the “Excavations” section of the Construction Regulation. It is important to understand, for instance, the terms “trench” and “excavation.” An excavation is a hole left in the ground as the result of removing material. A trench is an excavation in which the depth exceeds the width.

The “Excavations” section of the Construction Regulation identifies the various types of soils and specifies the type of shoring and timbering to be used for each. It also spells out the requirements for trench support systems that must be designed by a professional engineer.

Difference between Excavation and Trench:



Soil types

The type of soil determines the strength and stability of trench walls. Identifying soil types requires knowledge, skill, and experience. Even hard soil may contain faults in seams or layers that make it unstable when excavated. The foreman or supervisor must be knowledgeable about soil types found on a project and plan protection accordingly. This knowledge must include an awareness that soil types and conditions can change over very short distances. It is not unusual for soil to change completely within 50 metres or for soil to become saturated with moisture over even smaller distances. The Construction Regulation sets out four soil types.

Soil Type 1

It is hard to drive a pick into Type 1 soil. Hence, it is often described as “hard ground to dig”. In fact, the material is so hard, it is close to rock. When excavated, the sides of the excavation appear smooth and shiny. The sides will remain vertical with no water released from the trench wall.

If exposed to sunlight for several days, the walls of Type 1 soil will lose their shiny appearance but remain intact without cracking and crumbling. If exposed to rain or wet weather, Type 1 soil may break down along the edges of the excavation. Typical Type 1 soils include “hardpan,” consolidated clay, and some glacial tills.

Soil Type 2

A pick can be driven into Type 2 soil relatively easily. It can easily be excavated by a backhoe or hand-excavated with some difficulty. In Type 2 soil, the sides of a trench will remain vertical for a short period of time (perhaps several hours) with no apparent tension cracks. However, if the walls are left exposed to air and sunlight, tension cracks will appear as the soil starts to dry. The soil will begin cracking and splaying into the trench. Typical Type 2 soils are silty clay and less dense tills.

Soil Type 3

Much of the Type 3 soil encountered in construction is previously excavated material. Type 3 soil can be excavated without difficulty using a hydraulic backhoe. When dry, Type 3 soil will flow through fingers and form a conical pile on the ground. Dry Type 3 soil will not stand vertically, and the sides of the excavation will cave in to a natural slope of about 1 to 1 depending on moisture.

Wet Type 3 soil will yield water when vibrated by hand. When wet, this soil will stand vertically for a short period. It dries quickly, however, with the vibration during excavation causing chunks or solid slabs to slide into the trench. All backfilled, previously excavated or previously disturbed material should be treated as Type 3. Other typical Type 3 soil includes sand, granular materials, and silty or wet clays.

Soil Type 4

Type 4 soil can be excavated with no difficulty using a hydraulic backhoe. The material will flow very easily and must be supported and contained to be excavated to any significant depth. With its high moisture content, Type 4 soil is very sensitive to vibration and other disturbances which cause the material to flow.

Typical Type 4 material includes muskeg or other organic deposits with high moisture content, quicksand, silty clays with high moisture content, and leta clays. Leta clays are very sensitive to disturbance of any kind.

Moisture content

The amount of moisture in the soil has a great effect on soil strength. Once a trench is dug, the sides of the open excavation are exposed to the air. Moisture content of the soil begins to change almost immediately and the strength of the walls may be affected. The longer an excavation is open to the air, the greater the risk of a cave-in.

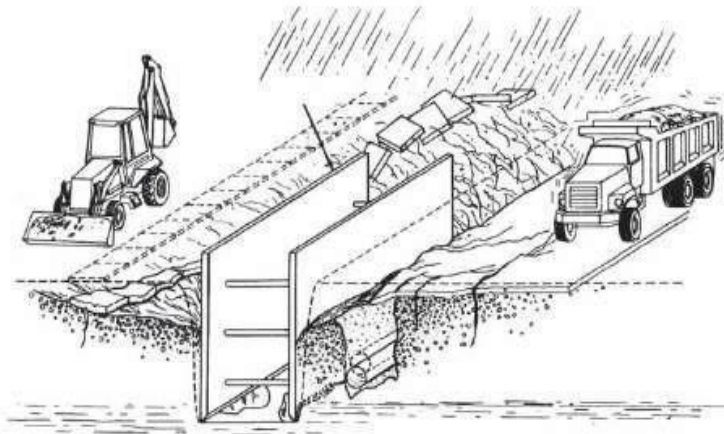
Causes of Cave-Ins

Soil properties often vary widely from the top to the bottom and along the length of a trench. Many factors such as cracks, water, vibration, weather, and previous excavation can affect trench stability. Time is also a critical factor. Some trenches will remain open for a long period, then suddenly collapse for no apparent reason. The main factors affecting trench stability are soil type, moisture, vibration, surcharge, previous excavation, existing foundations, and weather.

Protection Against Cave-Ins

There are three basic methods of protecting workers against trench cave-ins:

- sloping
- trench boxes
- Shoring

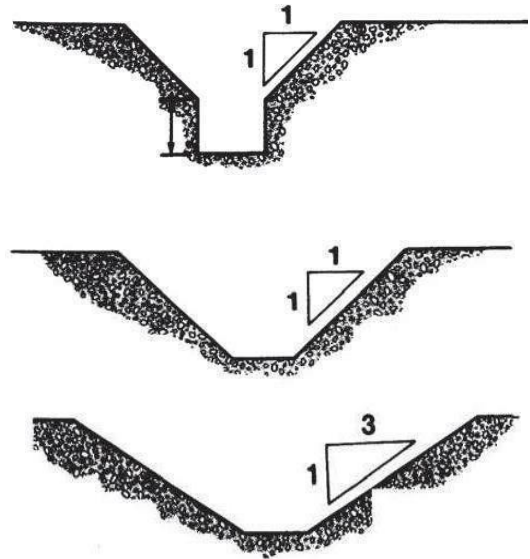


Most fatal cave-ins occur on small jobs of short duration such as service connections and excavations for drains and wells. Too often people think that these jobs are not hazardous enough to require safeguards against collapse. Unless the walls are solid rock, never enter a trench deeper than 1.2 metres (4 feet) if it is not properly sloped, shored, or protected by a trench box.

Sloping

One way to ensure that a trench will not collapse is to slope the walls. Where space and other requirements permit sloping, the angle of slope depends on soil conditions.

- For Type 1 and 2 soils, cut trench walls back at an angle of 1 to 1 (45 degrees). That's one meter back for each meter up. Walls should be sloped to within 1.2 meters (4 feet) of the trench bottom.
- For Type 3 soil, cut walls back at a gradient of 1 to 1 from the trench bottom.
- For Type 4 soil, slope the walls at 1 to 3. That's 3 meters back every 1 meter up from the trench bottom. Although sloping can reduce the risk of a cave-in, the angle must be sufficient to prevent spoil not only from sliding back but also from exerting too much pressure on the trench wall.



Sloping is commonly used with shoring or trench boxes to cut back any soil above the protected zone. It is also good practice to cut a bench at the top of the shoring or trench.

If sloping is to be used above a trench box, the top portion of the cut should first be sloped 1 to 1. Then the box should be lowered into the trench.

Trench Boxes

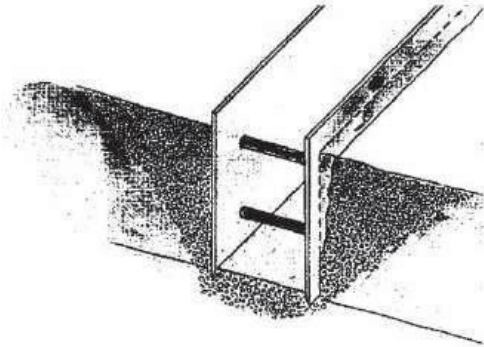
Trench boxes are not usually intended to shore up or otherwise support trench walls. They are meant to protect workers in case of a cave-in. They are capable of supporting trench walls if the space between the box and the trench wall is backfilled and compacted. Design drawings and specifications for trench boxes must be signed and sealed by the professional engineer who designed the system and must be kept on site by the constructor. Boxes are normally placed in an excavated but unshored trench and used to protect personnel.



A properly designed trench box is capable of withstanding the maximum lateral load expected at a given depth in a particular soil condition. Trenches near utilities, streets, and buildings may require a shoring system. As long as workers are in the trench they should remain inside the box and leave only when the box is being moved. A ladder must be set up in the trench box at all times. Excavation should be done so that the space between the trench box and the excavation is minimized.

The two reasons for this are

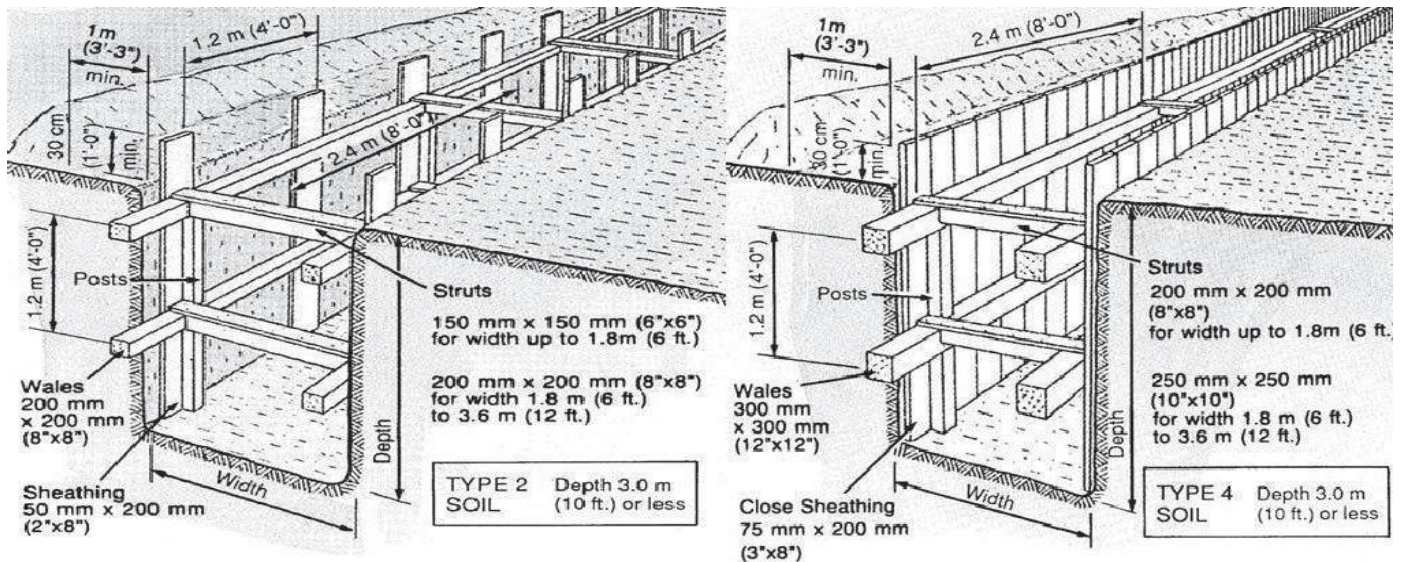
- 1) allowing closer access to the top of the box
- 2) limiting soil movement in case of a cave-in.



Shoring

Shoring is a system which “shores” up or supports trench walls to prevent movement of soil, underground utilities, roadways, and foundations.

Shoring should not be confused with trench boxes. A trench box provides worker safety but gives little or no support to trench walls or existing structures such as foundations and manholes. The two types of shoring most commonly used are timber and hydraulic. Both consist of posts, wales, struts, and sheathing.



Hydraulic shoring” refers to prefabricated strut and/or wale systems in aluminum or steel. Strictly speaking, these may not operate hydraulically. Some are air-operated or manually jacked. Design drawings and specifications for prefabricated shoring systems must be kept on site. One major advantage of hydraulic shoring over some applications of timber shoring is safety during installation. Workers do not have to enter the trench to install the system. Installation can be done from the top of the trench. Most hydraulic systems are:

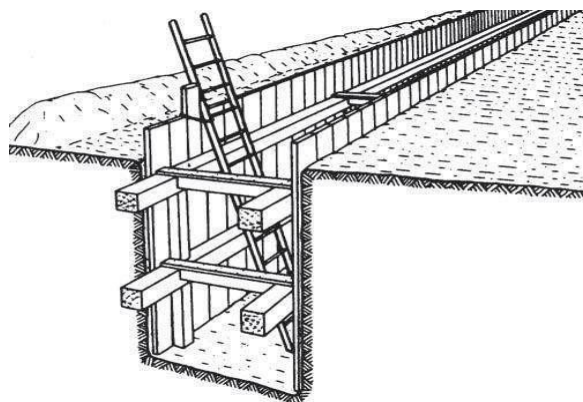
- Light enough to be installed by one worker
- Gauge-regulated to ensure even distribution of pressure along the trench line
- Able to “pre-load” trench walls, thereby using the soil's natural cohesion to prevent movement.
- Easily adapted to suit various trench depths and widths.

Wherever possible, shoring should be installed as excavation proceeds. If there is a delay between digging and shoring, no one must be allowed to enter the unprotected trench. All shoring should be installed from the top down and removed from the bottom up.

Access/Egress

Whether protected by sloping, boxes, or shoring, trenches must be provided with ladders so that workers can enter and exit safely. Ladders must: be placed within the area protected by the shoring or trench box be securely tied off at the top extend above the shoring or box by at least 1 metre (3 feet) be inspected regularly for damage.

- Ladders should be placed as close as possible to the area where personnel are working and never more than 7.5 metres (25 feet) away. Anyone climbing up or down must always face the ladder and maintain 3-point contact.
- This means that two hands and one foot or two feet and one hand must be on the ladder at all times.
- Maintaining 3-point contact also means hands must be free for climbing. Tools and materials should not be carried up or down ladders.



Pumps, small compactors, and other equipment should be lifted and lowered by methods that prevent injury from overexertion and falling objects.

References: IHSA - Occupational Health and Safety Act



Hot Work Procedures

Policy

This policy was developed to ensure that the Hot Work will be managed and proper actions are taken to prevent loss due to fire caused by Hot Work (cutting, soldering & welding, explosion or any other activity that involves an open flame).

All affected employees and contractors will receive instruction as to the expectations of them to ensure compliance with this policy.

Scope

The provisions set out in this policy apply to any work done on site using a welder, torch, or any other facsimile and is to be strictly adhered to by all parties. The use of a Hot Work Permit when that hot work takes place away from the designated hot work areas is mandatory.

Who Can Perform Hot Work

Hot work can be performed by certified welders. All certified welders shall be trained in hot work procedures.

Personal Protective Equipment (PPE)

- Eye - All employees perform any types of welding operation shall be protected by suitable eye protection.
- Skin - Welders and other employees exposed to radiation shall have their skin protected from UV rays.
- Head - Welding helmets and hand shields shall be free of leaks, openings, and highly reflective surfaces.

Protective Measures

Suitable fire extinguishing equipment shall be immediately available in the work area and shall be maintained in a state of readiness for instant use.

Local exhaust ventilation shall consist of freely movable hoods intended to be placed by the welder or burner as close as practicable to the work. This system shall be of sufficient capacity and so arranged as to remove fumes and smoke at the source and keep the concentration of them in the breathing zone within safe limits.

Emergency Measures

1. Evacuate area and tell supervisor
2. Start the evacuation of employees in a safe manner
3. De-energize all equipment and machinery
4. Supervisor shall ensure all areas are evacuated
5. Once all employees have evacuated the area, all employees will report to the check point for a head count of employees.
6. First Aider shall perform first aid if necessary, to whom it concerns.
7. All employees shall wait for the arrival of emergency services.
8. Upon arrival of the fire department, Emergency Commander shall advise the officer in charge of the location of fire, and all employees shall not disturb the emergency services in their duties.
9. After the emergency condition is over, and the fire department declares it is safe to re-enter the facility, reset the fire alarm system



Hot Work Permit

Date of Issue: _____

Name of Employees: _____

Description of work to be performed:

Location of work: _____

Pre-Operation Inspection - Mark with "yes", "no", or "N/A"

	Fire sprinklers are available and system is functioning
	Floor and surfaces are clean of flammables and combustibles within 20 ft.
	All Hot work equipment is in good condition.
	A fully charged Fire Extinguisher is available in the immediate area.
	A fire watch is required.
	Employees are aware of the method used to contact Fire Department.

The location where this work is to take place has been examined before the start of Hot Work operations and all appropriate precautions have been taken.

Hot Work Permit Approved By _____

Name (Signature)

Date

Post Hot Work Inspection

The work area and adjacent areas to which sparks and heat might have spread (including floor levels above and below and on opposite side of walls) were inspected 60 minutes after Hot Work ceased and were found to be fire safe.

Upon completion of the Hot Work, the employees must return the Hot Work permit to the authorizing supervisor



HEAT STRESS POLICY STATEMENT

Khalsa Forming Inc. recognizes the potential problems caused by high temperatures in the work environment. To reduce the potential for heat-related illness, Khalsa Forming Inc. has developed the following heat stress policy.

This policy requires the full cooperation of all members of Khalsa Forming Inc.'s team : Senior management , the Joint Health and Safety Committee , supervisors , workers , and subcontractors.

Employees are asked to cooperate fully with this policy. All employees of Khalsa Forming Inc. will be trained to recognize the signs and symptoms of heat stress — in themselves, as well as in other employees . Employees experiencing symptoms of heat stress must report to their supervisors and immediately obtain proper medical attention.

During days when heat stress procedures are in place, all employees will follow the contingency plans: extra water will be available and workers will be encouraged to drink it, even if workers are not thirsty. Heat disorders table will be posted in all trailers and workers will be encouraged to review it. The heat stress disorders table includes: heat cramps, heat exhaustion, and heat stroke disorders, including their causes, signs & symptoms, and treatment will be reviewed with workers on site. A thermometer will be available at entrance areas of all site trailers for workers to check weather temperatures and take steps their companies have set and decide on what action to take.

In order to monitor the effectiveness of this policy , Khalsa Forming Inc. will perform an annual review . The heat stress policy will be evaluated , improvements will be made, and acknowledgement will be given to those who make significant contributions to its success.

PRESIDENT

January 08, 2024 Date



Heat Stress Procedure

Purpose

The Heat Stress Policy is a guideline to prevent personnel from experiencing the effects of heat stress or heat stroke due to exposure to high temperatures. The purpose of this policy is to reduce the risk of illness, injury or fatality to all Khalsa Forming Inc.'s employees, and trade partners.

Authority

The Ontario Ministry of Labour, for compliance purposes, recommends the Threshold Limit Values (TLV'S) for heat stress and heat strain published by the American Conference of Governmental Industrial Hygienists (ACGIH). These values are based in preventing unacclimated workers' core temperatures from rising above 38 degrees C.

Responsibilities

Supervisors have the primary responsibility for the implementation of the Heat Stress Policy in their work area. The supervisor has ultimate responsibility for the safety of the employees. This includes evaluation of the weather conditions, providing ready access to drinking water, ensuring workers are familiar with the signs and symptoms of heat related disorder, allowing for acclimatization of workers in hot environments, and adoption of work rest regimes.

Employees have the primary responsibility for working in accordance with the provisions of this policy.

Background

The human body regulates high temperatures by two primary mechanisms: blood flow and sweating. Blood is circulating to the skin, increasing the skin temperature and allowing the body to give off excess heat through the skin.

Sweating occurs when the body senses that the heat loss due to increased blood circulation is not enough to cool the body. Evaporation of the sweat cools the skin and eliminates large quantities of heat from the body. If the body is unable to release excess heat, it will store it. When this happens, the body's core temperature rises and the heart rate increases.

If the body continues to store heat, the person may begin to have difficulty concentrating, may become irritable and lose the desire to drink. The next stage is often fainting which would signal a medical emergency.

Listed in table 1 are the common heat disorders with the accompanying symptoms and appropriate first aid measures. (This table will be posted in all site trailers).

Table 1: Heat Disorders

DISORDER	CAUSE	SIGN & SYMPTOMS	TREATMENT
Heat cramps	Heavy sweating Loss of salt	-Painful spasms of arms, legs and abdomen -sudden onset - Hot, moist skin	Drink water Massage cramps Rest
Heat Exhaustion	Dehydration Non-acclimatization	-Heavy sweating -Intense thirst -Pale, moist, cool skin -Rapid pulse -Fatigue, weakness -Fainting, collapse	-Move to shade or an air conditioned space -Rest, lying down, legs elevated -Loosen clothes -Drink water
Heat Stroke	-Excessive exposure to hot environments -Body's system of temperature regulation fails -Body's temperature rises to critical levels	-High body temperature -Lack of sweating -Hot, red, dry skin -Rapid pulse -Chills -Difficulty breathing -Disoriented -Weakness -Unconsciousness	MEDICAL EMERGENCY! Call for emergency help Immerse person in water Massage body with ice

In all cases, provide first aid if qualified, call for assistance, inform management as soon as possible and IF IN DOUBT CALL 911.

Controls of Heat Stress

The following guidelines should be followed to prevent heat-related disorders

1. **Engineering Controls:** Control measures include opening windows or using fans to create air flow. Outdoor work areas need to have a shaded area accessible to the employees, such as garage and basement areas. Also, shaded areas can be created using tarps or canopies or shaded tree areas. All site trailers have air conditioning and are available to all workers for breaks and to cool their bodies down. The air-conditioned trailer is referred to as the “cooling station”.
2. **Acclimatization:** Employees need to adapt to new temperatures. This adaptation period is usually 5 days. New employees and employees returning from an absence of two weeks or more should have a 3-5-day period of acclimatization. This period should begin with 50% of the normal work load the first day and gradually build up to 100% on the last day.
3. **Work Conditions:** Check weather conditions frequently during the day and adjust the work schedule. It might be appropriate to change the actual hours of work to minimize working during the heat of the summer months. Heavy work should be scheduled for the cooler hours of the day. Non-essential tasks should be postponed when there is an alert issued.

The site supervisor and/or the health and safety representative of each site will check the temperature at the site at the beginning of each work day. The temperature will be observed by thermometers available at each site and temperature readings will be recorded (in log books, agendas, inspection reports, etc.).

Temperature readings will be performed at:

7:30 am	12:00 pm
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If at any point the air temperature exceeds 30 (by Environment Canada) and the humidex exceeds 40 degrees Celsius and/or there is a heat wave (three or more days of temperatures of 32 degrees or more) the following steps will be taken:

- a) Extra water will be available for workers located at each site trailer and workers will be encouraged to drink it even if they are not thirsty.
 - b) Workers will be encouraged to take more frequent breaks in cooler areas, such as the “cooling station” located at each site trailer.
 - c) Workers will be encouraged to review posted heat disorders table located at the site trailer. The heat disorders table includes heat cramps, heat exhaustion, and heat stroke and their causes, signs & symptoms, and treatment.
 - d) Workers will be encouraged to work in a “buddy-system” in order for workers to watch out for each other and maintain constant communication.
4. **Work/Rest Cycles:** Heavy and less critical work activities should be rescheduled. Tasks should be rotated among workers. Employees should be allowed sufficient breaks in a cool area to avoid heat strain and promote recovery. Shade may be available in garage and basement areas on site. Also, all site trailers have air conditioning available to all workers for breaks. The air-conditioned trailer is referred to as the “cooling station”.

5. **Personal Protective Equipment:** During work in hot environments, workers should use the lightest weight or breathable protective garments that give adequate protection. This may include wearing light colored – loose fitted –shirts. It is strongly recommended that workers use sun block with adequate protection.
6. **Fluid Intake:** Plenty of potable drinking water is available at all site trailers. It is recommended that workers drink 8 oz. of liquid every 20 minutes. If at any point the air temperature exceeds 30 (by Environment Canada) and the humidex exceeds 40 degrees Celsius and/or there is a heat wave (three or more days of temperatures of 32 degrees or more) extra water will be available and workers will be encouraged to drink it.

This is the criteria for managing heat stress induced by hot weather:

- Humidex reaching or exceeding 35 degrees Celsius
- Environment Canada Humidex advisory (Air temperature exceeding 30 degrees Celsius and Humidex exceeding 40 degrees Celsius)
- Environment Canada weather reports
- Heat wave (three or more days of temperatures of 32 degrees or more)

** Hot weather plans should be in place between May 1 and Sep. 30 of each year. **

For further information, please contact:

- Infrastructure Health Safety Association of Ontario at (416) 674-2726.
- WSIB web: <http://www.wsib.ca/wsib/website.nsf/Public/PreventHeatStress>
- MOL web: http://www.labour.gov.on.ca/english/hs/pubs/gi_heat.php



COLD STRESS POLICY PROCEDURE

1. Purpose

This procedure outlines the measures to prevent and manage cold stress–related hazards in the workplace. It ensures compliance with the **Ontario Occupational Health & Safety Act (OHSA)** by protecting workers from cold-related illnesses and injuries, such as hypothermia, frostbite, and trench foot, through engineering, administrative, and personal protective controls.

2. Scope

This procedure applies to all workers, contractors, and supervisors performing outdoor work or work in cold environments under the responsibility of **KHALSA FORMING INC.**

3. Legislative / Regulatory Authority

This procedure is developed in accordance with:

- **OHSA**, R.S.O. 1990, c. O.1, section 25(2)(h)
- **OHSA**, section 27 – Supervisor duties
- Ontario’s “Working Outdoors” Safety Guidelines
- Guideline No. 33: Working in Extreme Temperature Conditions
- Ministry of Labour, Immigration, Training and Skills Development (MLITSD) best practices

4. Definitions

Term	Definition
Cold Stress	A condition in which the body can no longer maintain a normal temperature.
Hypothermia	A drop in core body temperature below 35°C. Can be life-threatening.
Frostbite	Freezing of body tissue due to exposure. Typically affects fingers, toes, ears, and nose.
Trench Foot	Injury to feet from prolonged exposure to wet and cold conditions.
Wind Chill	The “feels like” temperature that combines wind speed and air temperature.
Action Threshold	Environmental conditions at which additional controls are implemented.

5. Responsibilities

Employer / Management

- Provide training, insulated shelters, appropriate PPE, and heating equipment.
- Ensure this procedure is implemented and reviewed annually or after incidents.

Supervisors

- Monitor environmental conditions and workers’ physical status.



VIOLENCE & HARASSMENT POLICY STATEMENT

The management of Khalsa Forming Inc. is committed to the prevention of workplace violence and harassment and providing a work environment in which all individuals are treated with respect and dignity.

We will take the necessary steps reasonable to protect our workers from workplace violence and harassment from all sources.

Violent behaviour and harassment are unacceptable in the workplace and will not be tolerated. Everyone on all levels is expected to uphold this policy and will be held accountable by Senior Management.

Khalsa Forming Inc . will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence and harassment in the workplace.

Managers and supervisors will adhere to this policy and the supporting program. They will be responsible for ensuring that measures and procedures are followed by workers and that workers have the information that they need to protect themselves.

Our workplace violence program includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance, and a process for workers to report incidents or raise concerns.

Workers are also encouraged to report any incidents of workplace violence and harassment. Management will investigate and deal with all concerns, complaints, or incidents of workplace violence and harassment in a timely and fair manner while respecting workers' privacy to the extent possible.

Nothing in this policy or program prevents or discourages a worker from filing an application with the Ontario Human Rights tribunal on a matter related to the Ontario Human Rights Code within one year of the last alleged incident.

A worker also retains the right to exercise any other legal avenues available.

Sincerely,

PRESIDENT

January 08, 2024, Date



WORKPLACE VIOLENCE & HARASSMENT POLICY

The management of Khalsa Forming Inc is dedicated to providing a harassment-free work environment in which all individuals feel safe and are treated with respect.

Management is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence and harassment from all sources.

Workplace violence and harassment is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment, including:

- **Threatening behavior** - such as shaking fists, destroying property or throwing objects.
- **Verbal or written threats** - any expression of an intent to inflict harm.
- **Harassment** - any behavior that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.
- **Verbal abuse** - swearing, insults or condescending language.
- **Physical attacks** - hitting, shoving, pushing or kicking.

Rumors, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents, sexual assault, arson and murder are all examples of workplace violence.

Workplace violence and harassment is not limited to incidents that occur within a traditional workplace. It also includes activities or events that happen outside of normal business hours or off business premises but are linked to the workplace and employment.

Work-related violence can occur at off-site business-related functions (conferences, trade shows), at social events related to work, in clients' homes or away from work but resulting from work (a threatening telephone call to your home from a client).

Harassment covers a wide range of offensive behaviour. It is commonly understood as behaviour intended to disturb or upset. In the legal sense, it is behaviour which is found threatening or disturbing.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace -- a comment or conduct that is known or ought reasonably to be known to be unwelcome. Some types of behaviors that may be workplace harassment include:

- Bullying
- Teasing and making sexual jokes
- Intimidating or offensive jokes or innuendos
- Displaying or circulating offensive pictures or materials
- Unnecessary physical contact, including unwanted touching
- Unwanted actions conducted electronically (e.g. by text, phone, email or social media posts).
- Verbal threats



Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code. As per the Ontario's Human Rights Code:

Harassment in employment:

5 (2) Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status or handicap. [1981, c.53, s.4(2).]

Workplace sexual harassment is a form of discrimination and bullying. Sexual harassment is any type of discrimination based on sex. It is unwelcome conduct of a sexual nature that causes harm to a single victim or more.

Sexual harassment:

7 (2) Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by his or her employer or agent of the employer or by another employee. R.S.O. 1990, c. H.19, s. 7 (2); 2012, c. 7, s. 6 (2).

Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

There is a workplace violence and harassment program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. There will be no negative consequences for reports made in good faith.

In the event that a worker feels that they are experiencing workplace violence and or workplace harassment, they may report this immediately to their supervisor. All reports of workplace violence will be anonymous; only the person reporting violence and supervisor will be aware of the occurrence.

All reports of workplace harassment will be anonymous; only the person reporting and supervisor will be aware of the occurrence. No reprisals will be made against reporting employees. We encourage reporting of all incidents of harassment at Khalsa Forming Inc.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Management pledges to investigate and deal with all incidents and complaints of workplace violence and harassment in a fair and timely manner, respecting the privacy of all concerned as much as possible.



Workers are encouraged to report any incidents of workplace harassment. In the event that a worker feels that they are experiencing workplace harassment they may report this immediately to their supervisor.

- No reprisals will be made against reporting employees. We encourage reporting of all incidents of violence at Khalsa Forming Inc.'s projects.
- Khalsa Forming Inc, will ensure this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.
- This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.
- Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident.
- A worker also retains the right to exercise any other legal avenues that may be available to them



DRUG AND ALCOHOL POLICY STATEMENT

Khalsa Forming Inc. is a drug and alcohol -free workplace. The use of or being under the influence of illegal drugs and /or alcohol is inconsistent with the behavior expected of employees. The use of illegal drugs and alcohol and misuse of prescribed and over the counter drugs subject 's employees and visitors to unacceptable safety risks that undermine the Company's ability to operate safely, effectively and efficiently.

The use, possession, distribution or sale of controlled substances such as drugs or alcohol, being under the influence of such controlled substances (drugs and alcohol) or testing positive for alcohol or any drug including, but not limited to, inactive components or metabolites associated with the use of such drugs is strictly prohibited while on duty, while on Khalsa Forming Inc.'s premises or work sites or while operating the Company 's equipment or vehicles.

Our Company participates in post-offer, random and post-accident drug and alcohol testing. If injured on the job you will be expected to participate in a drug and alcohol test immediately following the injury.

All Employees have the responsibility to report to work capable of performing their tasks productively and safely and remain Fit for Work throughout their workday or shift and when on scheduled call.

Disciplinary Action will be taken to all those found to be unfit for work due to being under the influence of drugs and/or alcohol.

PRESIDENT

January 08, 2024, Date



DRUG AND ALCOHOL POLICY

Purpose and Objectives

The purpose of the Policy is to communicate to employees , Khalsa Forming Inc.'s position on Drug and Alcohol use and its effects on the workplace . Khalsa Forming Inc. is committed to providing and maintaining a safe and healthy work environment . This commitment includes the health and safety of employees , contractors , Company customers and clients, and the community at large.

Khalsa Forming Inc. recognizes that the use of Drugs and/or Alcohol can limit an employee 's ability to perform in a safe and productive manner in the workplace and can pose a serious threat to the health and safety of him or herself and others . This is especially the case where the majority of employees are operating equipment which , if handled improperly, can lead to serious injuries, if not death.

The objective of the Policy is to ensure that safeguards are in place to promote a safe and healthy work environment and to minimize the risk of impaired performance and injuries or accidents as a result of Drug and/or Alcohol use. In addition, the objective of the Policy is to ensure that any Drug and/or Alcohol testing that is carried out under the Policy is done in a fair and neutral manner with respect for employee privacy and confidentiality.

Khalsa Forming Inc. strives to work with the Union to actively promote and encourage early diagnosis and treatment of employees who may suffer from a Drug and/or Alcohol disability and assist them towards full rehabilitation . Khalsa Forming Inc. respects the importance of employees' rights to privacy and confidentiality . Where an employee suffers from a disability under the Ontario Human Rights Code (the "Code"), Khalsa Forming Inc. will make reasonable efforts to accommodate that Employee , in accordance with its obligations at law.

Scope

The Policy applies to all employees and all levels of management.

Employee Responsibilities

Employees are required to comply with the Policy and the standards and principles outlined herein. Khalsa Forming Inc. reserves the right to discipline employees , up to and including termination, for failure to comply with the Policy.

- A. Use, possession, distribution, cultivation, offering or sale of Drugs and/or Alcohol or illicit Drug and/or Alcohol paraphernalia , on Khalsa Forming Inc.'s premises or during the course of Operations, is strictly prohibited.
- B. Employees are required to report to work Fit for Duty. This includes remaining Fit for Duty and in compliance with the Policy while on call.
- C. Employees are required to perform their jobs in a safe and lawful manner and in accordance with the provisions of the Policy, the Collective Agreement, and any and all other policies, procedures, or relevant legislation applicable to Employees.
- D. Employees who suspect they have a Drug and/or Alcohol dependency or emerging issue related to Drugs and/or Alcohol are encouraged to seek medical and/or professional advice and follow recommended treatment promptly before job performance is affected or violations of the Policy



occur. Employees are encouraged to consult their supervisors, human resource staff, in the event they have concerns about their own Drug and/or Alcohol use.

- E. Employees are expected to responsibly use prescribed and over-the-counter medications. Where the use of a prescribed or over-the-counter medication could inhibit an individual's ability to carry out the duties of his or her position safely, employees must advise management immediately. In such circumstances management, will endeavor to accommodate employees accordingly.
- F. Khalsa Forming Inc. is committed to working with the Union and employees to ensure early diagnosis, treatment and rehabilitation in cases of Drug and/or Alcohol related disabilities . Employees are expected to adhere to work related limitations that may be imposed to appropriately accommodate him or her and to ensure the safety , health and welfare of the individual as well as other employees and the work environment.
- G. Where there are grounds to believe that an employee may not be Fit for Duty, while on Khalsa Forming Inc.'s premises or during the course of Operations, management may remove the individual from their duties . The employee will be given an opportunity to explain why they appear unfit for work in a private and safe area . Depending on the circumstances , an employee may be subject to discipline , up to and including termination, if there is a breach of the Policy.
- H. Where one employee suspects that a co-worker may not be Fit for Duty, he or she must report such suspicions to his or her supervisor or a member of management immediately.

Management Responsibilities

- A. Management is responsible for administering the Policy consistently, and for resolving questions of interpretation in areas where the Policy may be ambiguous or silent, with due regard for the fair treatment of employees. Management will update the Policy where necessary to respond to the evolving needs of Khalsa Forming Inc. and developments in the law.
- B. Management will provide training in an effort that all supervisors and human resources staff are trained to recognize signs of Drug and/or Alcohol abuse or misuse and identification of situations where an employee may not be Fit for Duty.
- C. Management is required to ensure the confidentiality and privacy of all employees is respected in accordance with Khalsa Forming Inc.'s obligations at law.
- D. Management will ensure that all Employees who suffer from a Drug and/or Alcohol related disability are appropriately accommodated , consistent with Khalsa Forming Inc.'s obligations at law.
- E. No employee with a Drug and/or Alcohol related disability will be disciplined or terminated solely for requesting help in overcoming their disability.



Alcohol & Drug Testing

Khalsa Forming Inc. believes that the best prospect for long term success is a mutually responsible approach towards Drug and Alcohol testing involving the Union , employees and Khalsa Forming Inc.

Khalsa Forming Inc. may require, at its discretion, that employees occupying or performing Safety Sensitive Positions undergo Drug and/or Alcohol testing, with the employee 's consent , to assess whether the individual was impaired or under the influence of Drugs and/or Alcohol in the following circumstances.

- i. Where there is reasonable cause to believe that the employee is under the influence or impaired by Drugs and/or Alcohol on Khalsa Forming Inc.'s premises or during the course of Operations . Testing for reasonable cause shall occur no more than four hours from the time the decision was made to test.
- ii. Where an incident/accident or near miss has occurred and there is reasonable cause to suspect that an employee's Alcohol and/or Drug use may have been a contributing factor in the incident by reason of the occurrence itself, observations and surrounding circumstances. Testing following an incident or near miss shall be conducted as soon as possible from the time the incident took place.
- iii. As part of a return-to-work program or last chance agreement negotiated with the Union and employee as a result of an Employee having been found to be under the influence or impaired by Drugs and/or Alcohol or who suffers from a Drug and/or Alcohol disability. This may include random Alcohol testing. This may also include random Alcohol and/or Drug testing where an employee suffers from a Drug and/or Alcohol related disability . This provision does not place any obligation on Khalsa Forming Inc. to enter into such an agreement.

Employees may also be required to submit to additional Drug and/or Alcohol testing over and above what is provided for in the Policy as part of a contractual condition with certain customers or clients. This testing will be considered voluntary.

Employees who refuse testing will not be allowed to work for that customer or client.

Drug and/or Alcohol Testing will be undertaken with stringent controls to ensure accuracy and employee privacy and confidentiality is respected.

Where necessary, test results will be discussed with the employee and an investigation will take place to confirm the employee's impairment. In order to ensure accuracy and safeguard employee privacy and confidentiality, Khalsa Forming Inc. will retain the services of a qualified and experienced third party to be engaged throughout the testing process.

Where any employee refuses to undergo Drug/and or Alcohol testing, as requested in circumstances (i) through (iii), Khalsa Forming Inc . may take such refusal into consideration in determining the appropriate course of action with respect to such Employee, which could include discipline, discharge or other measures.



Work Rules

An employee is strictly prohibited:

- While on Khalsa Forming Inc.'s property or at a Khalsa Forming Inc. worksite, to use, consume, possess, distribute, sell or transfer:
 - Alcohol (unless contained in sealed (unopened) packaging, and secured in vehicle for transfer to home or official Khalsa Forming Inc.-sanctioned event), or
 - Drugs other than those permitted by this policy as described below, or
 - Drug paraphernalia, or
 - Any product or device that could tamper with any sample for an alcohol or drug test;
- From reporting to work or performing work:
 - With an alcohol level equal to or in excess of 0.04 grams per 210 litres of breath,
 - With a drug level equal to or in excess of the concentrations for the drugs set out in the table below, or
 - While the employee's ability to safely perform his or her duties is adversely affected because of the use of a prescription or non-prescription drug;

Drug Concentrations in Urine		
Drug or class of drugs	Screening concentration equal to or in excess of ng/ml*	Confirmation concentration equal to or in excess of ng/ml*
Marijuana metabolites	50	15
Cocaine metabolites	300	150
Opiate metabolites	2,000	2,000
Phencyclidine	25	25
Amphetamines	1,000	500

Table 2 - *ng/ml - Nanograms per millilitre

- From refusing to:
 - Comply with a request to confirm he or she is in compliance with this policy when a supervisor or manager has reasonable grounds to believe the employee may not be in compliance, or
 - Comply with a request to submit to an alcohol or drug test:
- When a supervisor or manager has reasonable grounds to believe the employee may not be in compliance with the policy and the employee cannot confirm compliance without a test;

- Following an incident or near miss if a supervisor or manager present at the workplace has reasonable grounds to believe that the employee was involved in the incident or near miss and there is no objective evidence to believe that the use of alcohol or drugs did not contribute to the cause of the incident or near miss;
- When applying for or transferring into a safety-sensitive position;
- As periodically required by Khalsa Forming Inc. throughout the time the employee is working in a safety-sensitive position; and
- When the employee has previously tested positive and is returning to work after an assessment by a substance abuse expert;
- From tampering with a sample for an alcohol or drug test; and
- From operating or driving any Khalsa Forming Inc. or personal vehicle or chauffeuring any customer , guest or employee while under the influence of alcohol , drugs or any controlled substance that would inhibit impaired driving conditions.

This work rule permits the possession or use of prescription and non-prescription drugs under the following conditions:

- Any prescription drug in the employee's possession or used by the employee is prescribed to the employee, and
- The employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician or pharmacist or the manufacturer of the drug, and
- The use of the prescription or non-prescription drug does not adversely affect the employee's ability to safely perform his or her duties, and
- The employee has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug. No information collected about an employee under this policy will be disclosed to any person, unless the employee has given consent or the supervisor or manager in possession of the information is legally required to disclose it.



DISCIPLINARY ACTION POLICY

While on the work site, employees are expected to conduct themselves in a manner that promotes the safety and welfare of themselves and all employees. Disciplinary action will be taken against any employee who commits an act of workplace violence in breach of the company's policies and procedures or acts contrary to the acts, laws or regulations in this Province.

The discipline for committing an act of workplace violence and harassment will be based on the degree of hazard caused by the infraction. For the most part, a four-step policy will be in effect. However, if the situation is of a serious nature such as one where serious injury may have been or would have been caused, the violator will be automatically removed from the workplace. (see Discipline Notification Form)

Employees must follow company and legislative standards in order to maintain a safe and healthy work environment. Disciplinary actions may be necessary to deal with non-compliance. Immediate termination may be enforced where an action was deemed to be malicious, illegal or of such a nature as to warrant termination.

The general discipline procedure of Khalsa Forming Inc. follows:

First Offence: Verbal Warning

- The worker will be given a verbal warning.
- The worker is to be advised that the next infraction will result in a written warning.
- The warning is to be documented and kept in the employee's personnel file.

Second Offence: Written Warning

- The worker will be given a written warning.
- The written warning will include notification that the next infraction will result in
- A 3-day suspension from work without pay.
- A copy of the written warning is to be documented and kept in the employee's
- personnel file.

Third Offence: Suspension

- The worker will be dismissed for the remainder of the day and an additional 2-day suspension without pay.
- The suspension will be confirmed in writing.
- The suspension confirmation will include notification that the next infraction will
- result in immediate and permanent dismissal.
- A copy of the suspension confirmation is to be documented and kept in the
- employee's personnel file.

Fourth Offence: Dismissal

- The worker will be dismissed immediately.
- The dismissal will be confirmed in writing.
- A copy of the dismissal will be kept in the employee's personnel file.



A Guide to Good Conduct:

While on the work site, employees are expected to conduct themselves in a manner that promotes the safety and welfare of all employees. Management expects suitable, orderly work habits and the protection of employees and company property. Employees not working in this manner will be subject to disciplinary action.

Acts of Misconduct:

The following acts are considered serious infractions and will result in disciplinary action that may include immediate dismissal and well as legal or police action:

- Being in the possession of or under the influence of alcohol or illegal drugs while at work
- Possessing or using any gun or firearm, illegal knife or other illegal weapon on company property
- Failure to wear personal protective equipment in a designated area or as required for a specific task
- Creating unsafe or unsanitary conditions
- Disregard for the safety of oneself or another
- Failure to report an injury or incident or a hazard
- Showing disrespect for a supervisor, co-worker or customer
- Refusing or failing to follow the instructions of a supervisor
- Smoking in a prohibited area
- Fighting, theft, horseplay, boisterous conduct, sleeping or unauthorized absence from the workplace
- Damaging or defacing company property
- Tardiness or absence from work without calling in prior to the start of the work day.
- repeatedly asking co-workers out socially, and not taking “no” for an answer
- demanding hugs
- making unnecessary physical contact, including unwanted touching
- using rude or insulting language, calling people derogatory names
- making comments about a person’s physical characteristics
- posting or sharing inappropriate/offensive pictures, drawings, cartoons, graffiti, or (including online)



NEW EMPLOYEE FORM

Employee Name: _____

Position: _____

PART 1 - ADMINISTRATIVE SECTION	
<input type="checkbox"/>	Safety Training Certificates
<input type="checkbox"/>	Standards of Conduct
<input type="checkbox"/>	Job Description (includes Hours Worked)
<input type="checkbox"/>	Company Policies and Benefits
PART 2 - WORK SITE SAFETY SECTION	
<input type="checkbox"/>	Review of Required Safety Training
<input type="checkbox"/>	Personal Protective Equipment
<input type="checkbox"/>	Injury/Incident Hazard Reporting Procedures
<input type="checkbox"/>	JHSC
<input type="checkbox"/>	Return to Work Program
<input type="checkbox"/>	First Aid Location
<input type="checkbox"/>	OHSA Training
<input type="checkbox"/>	Review of Hazards (SOP)
<input type="checkbox"/>	Emergency Procedures
<input type="checkbox"/>	Fire Extinguisher Locations
<input type="checkbox"/>	WHMIS & SDS Location
<input type="checkbox"/>	Safety Manual Location
<p>This certifies that I have received Khalsa Forming Inc.'s Training . I have agreed to abide by Khalsa Forming Inc.'s Health and Safety rules and procedures and understand that failure to do so may result in disciplinary action or discharge from employment.</p>	
Employee Signature:	Manager Signature:
Employee Start Date:	Date of Orientation:

Attachments: Copies of Safety Training

Certificates New Workers

Comments/Evaluation:



Worker Acknowledgement of Safety Policy

I, _____, have received, reviewed and understand this Health and Safety Policy. I further agree that I will act in full compliance with this Policy and Khalsa Forming Inc.'s Health and Safety program . I also agree to ensure that any other workers which I supervise or engage to perform will receive a copy of this Policy and will abide by all applicable provisions of the Occupational Health and Safety Act and its Regulations.

Dated this _____ day of _____, 20__.

(Employee Signature)

.....

I, _____, have received, reviewed and understand this Health and Safety Policy. I further agree that I will act in full compliance with this Policy and Khalsa Forming Inc.'s Health and Safety program . I also agree to ensure that any other workers which I supervise or engage to perform will receive a copy of this Policy and will abide by all applicable provisions of the Occupational Health and Safety Act and its Regulations.

Dated this _____ day of _____, 20__.

(Employee Signature)



APPENDIX

Appendix A: Discipline Notification

First Warning

Second Warning

Third Warning

Copies to: Employee, Contractor and Employer

Name:

Location:

Date of offence:

Time of offence:

Area of Occurrence:

The worker was advised verbally and in writing of the unsafe act(s) or conditions described below, and was instructed to correct the situation immediately.

Khalsa Forming Inc.:

Please Print

Signature

Date

Employee:

Please Print

Signature

Date

Note: Failure of the worker to act safely will lead to further discipline up to and including removal from the workplace.



Appendix B: Supervisor's Injury/Illness/Incident Investigation Report

Company: Khalsa Forming Inc.		Department		Firm Number:	
Address		Date of Occurrence		Time	Date Reported
PERSONAL INJURY			PROPERTY DAMAGE		
Injured's Name		Date Employed		Property Damaged	
Occupation		# Years on Job		Estimated Costs	Actual Costs
Nature of Injury		Part of Body Injured		Nature of Damage	
Did Employee Seek Medical Attention Yes <input type="checkbox"/> No <input type="checkbox"/>					
Where					
Lost Time Accident Yes <input type="checkbox"/> No <input type="checkbox"/>				Object, Equipment, or Substance Inflicting Damage	
Object, Equipment, or Substance Inflicting Injury					
Person With Most Control of Object, Equipment, or Substance				Person with Most Control of Object, Equipment, or Substance	
DESCRIPTION	Describe Clearly How The Accident Occurred: Attach Accident Diagram For All Motor Vehicle Accidents.				
ANALYSIS	What Acts, Failures To Act, and/or Conditions Contributed Most Directly to This Accident?				
ANALYSIS	What Are the Basic or Fundamental Reasons For the Existence of These Acts and/or Conditions?				
LOSS SEVERITY POTENTIAL			PROBABLE RECURRENCE RATE		
Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor <input type="checkbox"/>			Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> Rare <input type="checkbox"/>		
PREVENTION	What action has or will be taken to prevent recurrence?				
PREVENTION	Follow up Required: Yes <input type="checkbox"/> No <input type="checkbox"/>				
PREVENTION	Follow up Action Completed: Yes <input type="checkbox"/> No <input type="checkbox"/> Signature: _____				Date: _____
PREVENTION	Comments:				



Appendix D: Toolbox Talk

Toolbox Talk _____ Time: _____ Date: _____

location: _____

Topics: _____

Attendance:

Name	Signature	Company
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
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30.		



Appendix E: Alcohol and Drug Policy and Procedure Sign-Off Sheet

By signing this, I _____
confirm that I have read Khalsa Forming Inc.'s Alcohol and Drug Policy and Procedures manual. I also attest that I have read them completely and thoroughly, understand them to the fullest extent, and agree to abide by the guidelines they establish. If at any time I am unclear about a policy or have a question, I will consult my supervisor/manager.

Employee

DATE



Appendix F: Violence/Harassment Complaint Form

Contact information of Complainant:	
Date of Incident:	Address of Incident:
Name:	
Telephone number:	Job Title/Position:
Home Address:	
Contact information of the Alleged Offender (If available):	
Name:	
Telephone number:	Job Title/Position:
Home Address:	
Contact information of Witness(es) (If available):	
Name:	
Telephone number:	Job Title/Position:
Home Address:	

Details of the Workplace Violence/Harassment Complaint:

Please describe in as much detail as possible the violence/or harassment incident(s), including:.

- A. the names of the parties involved;
- B. any additional witnesses to the incident(s);
- C. the location(s), date(s) and time(s) of the incident(s);
- D. details about the incident(s) (behaviour and/or words used);
- E. any additional details. (Attach additional pages if required)

Relevant Documents/Evidence:

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach these, and they are relevant to your complaint, please list the documents below

Name	Address	Telephone Number	Email Address

If someone else has relevant documents, please note in the following table.

Name	Address	Telephone Number	Email Address

Signature:_____

Date:_____



Appendix G: Workplace Inspection Recording Form

Inspection Location(s): _____ Time of Inspection: _____

Department/Area: _____ Date of Inspection: _____

								FOR FOLLOW UP			
<i>Item (and location of item)</i>	<i>Hazard Observed</i>	<i>Hazard Class</i>	<i>Repeat Item</i>		<i>Recommended Action</i>	<i>By</i>		<i>Action Taken</i>	<i>Complete</i>	<i>Authorized Signature</i>	
			<i>Yes</i>	<i>No</i>		<i>Whom</i>	<i>When</i>				

Hazard Classification

Class A: A condition or practice likely to cause permanent disability or loss of life or body part, and/or extensive loss of structure, equipment or material.

Class B: A condition or practice likely to cause serious injury or illness (resulting in temporary disability) or property damage that is disruptive, but less severe than Class “A”.

Class C: A condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage



Appendix H: Job Hazard Analysis Form

Page 1 of 2

Contractor/Trade	Khalsa FORMING INC.	Combined Consequence/Probability Table									
Work Activity/Task		Consequence					Probability				
Location Within Project		Severity Rating	People	Assets	Environment	Repetition	1	2	3	4	
Project #							Has Occurred Within the Industry	Has Occurred Within the Company	Has Occurred Several Times Within the Industry	Has Occurred Several Times Within the Company	
Project Name		0	Zero Injury	Zero Damage	Zero Effect	Zero Impact	0	0	0	0	
Prepared By: Name: Title:		1	Slight Injury	Slight Damage	Slight Effect	Slight Impact	1	2	3	4	
		2	Minor Injury	Minor Damage	Minor Effect	Minor Impact	2	4	6	8	
<p>Note: Any task that has a risk score of 6 or higher is classed as a critical task and requires to have a detailed step by step safe working procedure in place.</p> <p>Any task that still has a score of 6 or higher after the controls are in place requires the risk matrix to be completed once again, for the task to be approved the risk score has to be below 6.</p>		3	Major Injury	local Damage	Local Effect	Considerable Impact	3	6	9	12	
		4	Single Fatality	Major Damage	Major Effect	National Impact	4	8	12	16	
		5	Multiple Fatalities	Extensive Damage	Extensive Effect	International Impact	5	10	15	20	



Job Hazard Analysis Form
Page 2 of 2

Job Steps/ Tasks	Hazard	Risk	Risk Rating	Controls	Residual Risk Rating

COMMENTS:



Appendix I: HSE PRE`-QUALIFICATION SUMMARY –

This form is to be provided to a potential contractor/vendor for completion. Existing contractors/vendors in the Khalsa system may also use this form to communicate HSE related changes and updates to change their standing.

Subcontractor: _____ Contract: _____

Location / Site: _____

Part 1: Health & Safety Lead								
							YES	NO
Do you have a qualified person responsible for health and safety within your company? If yes, please fill out the following information.							<input type="checkbox"/>	<input type="checkbox"/>
Name: _____ Title: _____								
Email: _____ Contact #: _____								
Years of experience: _____ Designation: _____								
What percentage of their duties are HSE related? 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100% <input type="checkbox"/>								
Part 2: COR/WCB or WSIB Information								
Do you have a current COR/SECOR Certificate? If yes, please provide a copy.							<input type="checkbox"/>	<input type="checkbox"/>
Do you have a current WCB/WSIB Clearance Letter? Please provide a copy.							<input type="checkbox"/>	<input type="checkbox"/>
Do you have the last 3 years of WCB/WSIB Rate Statements? Please provide a copy.							<input type="checkbox"/>	<input type="checkbox"/>
<i>Please fill in the information below for the last 3 consecutive years.</i>								
			20____			20____	20____	
Industry Rate								
Contractor Rate								
% Discount (If applicable)								
% Surcharge (If applicable)								
Part 3: Incident Information								
<i>Please fill in the information below for the last 3 consecutive years.</i>								
<i>For any FT and LT incidents, please provide a summary on a separate document.</i>								
Year	Hours	FT	LT	MT	RW	TRIR	LTIR	
20____								
20____								
20____								
FT – Fatalities, LTI – Lost Time, MT – Medical Treatment, RW – Restricted Work								
Total Recordable Injury Rate (TRIR) = LT + MT + RW x 200,000 / Hours								
(Lost Time Injury Rate) LTIR = LT x 200,000 / Hours								

Part 4: Convictions & Fines								
							YES	NO
Have you received any convictions or fines within the last 5 years?							<input type="checkbox"/>	<input type="checkbox"/>
Year: _____ Type: _____ Province: _____ Details:								
Year: _____ Type: _____ Province: _____ Details:								
Year: _____ Type: _____ Province: _____ Details:								
<i>If your organization has had more than 3 convictions and/or fines, please provide details on a separate document.</i>								
Part 5: Orientation Program								
Do you have a formal orientation program? If yes, please provide a copy.							<input type="checkbox"/>	<input type="checkbox"/>
<i>Please check off all topics covered in your formal orientation program.</i>								
	YES	NO	N/A		YES	NO	N/A	
Emergency Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Company Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Injury Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Life Saving Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Right and Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trenching & Excavation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WHMIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs and Barricades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rigging & Crane Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladder Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preventative Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fall Protection Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safe Limits of Approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confined Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Defective Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Joint Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Violence & Harassment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Progressive Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazard Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Part 6: Health & Safety Program								
							YES	NO
Does your company have a written health and safety program? If yes, please provide a copy. If yes, does it include the following elements?							<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A		YES	NO	N/A	
Corporate HSE Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incident Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Modified Work Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazard Assessment Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safe Work Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Company Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safe Job Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Progressive Discipline Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspections and Audits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Violence and Harassment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rights & Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol & Drug Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training & Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subcontractor Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Joint Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statistics and Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Documents must be submitted with this form

Document:	Document Attached		
	Yes	No	N/A
Resumes of proposed HSE representatives			
Current COR or any other similar certification, if applicable			
Current WCB/WSIB Clearance Letter			
WCB/WSIB Rate Statements for last 3 years			
High Level Description of Recordable Incidents			
List of topics discussed at Orientation			
Copy of Company Health & Safety Program			

Identify the person within your company that can be contacted regarding any issues with this prequalification form.

Name: _____

Position: _____

Contact _____

Telephone Number: _____

Email _____

Address: _____



Appendix J: ADDENDUM TO ADD SUPERVISOR(S)

To add Foreperson or other Supervisors reporting directly to those named in the Declaration of Competent Supervision.

This may be executed by a person Appointed in the Declaration of Competent Supervision as a person to whom the Appointed Supervisor is “Delegating” a portion of their duties.

The person making the Delegation is accountable to ensure that the person appointed to the role is a “competent person” and is familiar with the requirements of the Health & Safety Program as it applies to the Project.

I, _____ an appointed Supervisor for _____
Print Name Print Employer Name

hereby affirm that, _____ is a “competent person” and is assigned
Print name of person being added

supervisory duties on construction site Job # _____, effective _____
mm/dd/yyyy

New Supervisors Contact information is as follows:

Cell #: _____, Email Address: _____



Appendix K: WEEKLY INSPECTION

Subcontractor Name: Khalsa Forming Inc. Project Name: _____ Date: _____

Performed by: _____ Signature: _____

Personal Protective Equipment

- 1. Hard Hats (at all times)
- 2. Safety Footwear (at all times)
- 3. Eye Protection (at all times)
- 4. Hand Protection (at all times)
- 5. Proper Clothing incl. hi-visibility (at all times)
- 6. Hearing Protection (as required)
- 7. Fall Protection (as required)

Housekeeping

- 1. Storage area neat/tidy
- 2. Debris removed daily
- 3. Personnel routes kept clear
- 4. Material stacked safety
- 5. Nails removed/bent in scrap lumber

Ladders/Stairs

- 1. Stair treads/handrails complete
- 2. Stairs clear of debris
- 3. Proper ladders selected
- 4. Ladders in good condition
- 5. Ladder used correctly
- 6. Access ladders secured

Railing/Floor Covers

- 1. All edges adequately guarded
- 2. Floor openings protected
- 3. Covers marked and secured

Scaffolds

- 1. Assembled by competent worker
- 2. Inspected daily/tagged
- 3. Secured to structure (as required)

Electrical

- 1. Temporary lighting adequate
- 2. GFCI's used
- 3. Panel boards in good repair
- 4. Cords, plus in good repair

Tools

- 1. Tools in good repair/properly stored
- 2. Guards installed/functioning
- 3. Cords/plugs in good condition

Fire Protection

- 1. Fire extinguishers readily available
- 2. Hot work operations controlled
- 3. Flammable materials stored properly

General Site Protection

- 1. Signs posted as appropriate
- 2. Barricade tape used as appropriate
- 3. Safety fence used as appropriate
- 4. Hazard areas marked/protected
- 5. Protruding hazards protected

First Aid

- 1. First Aid kit available
- 2. First Aid attendant available/posted
- 3. First Aid records maintained

Program/Communication

- 1. All workers have onsite orientation
- 2. Daily equipment inspection performed
- 3. Weekly Toolbox Safety Talk performed
- 4. Safety information posted
- 5. Safety Data Sheets available
- 6. PSA's used consistently

Additional Items

Mark boxes: OK (✓) Deficient (X) Not Applicable (N)

Comments: _____



Appendix L: WEEKLY SUMMARY

Company Name: _____ **Project Name:** _____

Date Submitted: _____ **Week Ending:** _____

Days on the Project: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Check and submit the following:

Pre-Job Safety Assessment or equivalent

Submitted: _____

Weekly Toolbox Safety Talk

Number of Orientations Conducted: _____

_____ Weekly Subcontractor Safety Inspections

Equipment Inspections (heavy equipment, suspended work platforms, scissor lifts, etc.)

Number of Total Personnel on Site (including management, staff and workers): _____

Person hours worked this week (average # of personnel daily x 40 hours): _____

Name (s) of First Aiders: _____

Names of Supervisors (Foreperson) on Site:

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

Number of Disciplinary Actions:

Warnings: _____

Suspensions: _____

Number of Incidents:

Lost Time: _____

Medical Treatment: _____

Restricted Work: _____

First Aid: _____

Near Miss: _____

Damage: _____

Comments: _____

Form Completed By: _____