Penco DRYWALL

Health & Safety Policy

January 2, 2018

This document outlines the requirements of the worker in regards to health & safety. This documentation is above and beyond the OH&SA requirements.

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Policies

Introduction

Our Health and Safety Policy has been prepared for your use and reference. It is important for you, the worker, to understand that our company places the health and safety of all employees and subcontractors first and foremost. Success in health and safety will require the cooperation and dedication of all levels of management, our employees and subcontractors, and their employees. As indicated throughout this policy, specific guidelines and policies have been developed to assist you in making the right choices when it comes to your health and safety.

Health and safety violations, by any employee or subcontractor will be viewed as a major breach of our companies' policy and will be grounds for immediate disciplinary action up to and including discharge. The Internal Responsibility System (IRS) enforces a need for all to work together to ensure that health and safety is a primary focus for all employees and subcontractors. As your employer, we do not expect you to work in an unsafe or unhealthy manner at any time. The local, provincial and federal laws, OHSA and all other applicable regulations are the minimum standards for our work, and shall be referred to for specific direction in certain issues and policy.

Working safe is working smart

President's Message

On behalf of our company I would like to take this opportunity to thank those involved with the design and implementation of our health and safety program. Worker health and safety continues to be a fundamental principal at Penco Drywall and dictates the manner in which we do business.

Penco Drywall continues to strive for an accident free workplace. Accidents are not part of our business and are never an acceptable risk. The health and safety of every employee and subcontractor working for our organization is our foremost priority. As such, we regularly review our Health & Safety Policy along with training and our business practices.

Our Health & Safety Policy has been prepared for your use and reference. To be successful in health and safety, we require the cooperation and dedication of all levels of management, supervisors, employees and subcontractors and their employees. This policy has been developed to assist you in making the right choice when it comes to your health and safety.

I would like to take this time to reiterate that any health and safety violation, by any employee or subcontractor, will be viewed as a major breach of our program and will be grounds for immediate disciplinary action up to and including discharge. We hold all employees and subcontractors responsible for engagement in the Internal Responsibility System (IRS), with the expectation that health and safety is a fundamental and primary focus of all. I ask that you read this manual in its entirety. Please raise any questions, concerns or suggestions to your immediate supervisor, Kristin Pierce (H&S Representative) or myself.

Thank you for your cooperation.

02/01/2018

Brad Pierce
Owner & President

Date

Emergency Contact

Police, Fire and Ambulance	911
Poison Control	1-800-268-9017
Ministry of Labour	1-800-268-8013
Ministry of Environment	1-416-314-6790
Penco Drywall	905-799-1487
Brad Pierce – Owner & President	647-289-3427
Kristin Pierce – H&S Representative	416-882-6662
Mike Powell	905-867-8359
Alfredo "Micky" Gonzalez	647-548-6663

Definitions

Every employee and subcontractor should be familiar with the definitions below to assist in their understanding of this manual.

1	Worker	Refers to all employees and subcontractors of our company; includes workers employed by subcontractors performing work under contract to our company
2	Supervisor	Refers to a person who has authority over another worker(s)
3	WHMIS	Refers to the Workplace Hazardous Material Information System
4	MSDS	Refers to a Material Safety Data Sheet
5	PPE	Refers to Personal Protective Equipment
6	MOL	Refers to the Ministry of Labour who enforce health and safety law
7	WSIB	Refers to the Workplace Safety & Insurance Board in Ontario
8	OH&SA	Refers to the most recent version of the Occupational Health & Safety Act
9	LTI	Refers to a Lot Time Injury (personal injury) requiring time off work
10	Employer	Refers to our firm or any subcontractor we may employ under contract
11	Constructor	An employer who is responsible for health and safety of a project
12	Hazards	Refers to a condition or practice with the potential for accidental loss

Responsibilities

Constructors: (sometimes referred to as the General Contractor or Builder) are responsible for the protection of every worker's health and safety on a construction project. They are also responsible to ensure that all employers and subcontractors comply with OH&S legislation and that workers are qualified for the work being performed. It is the constructors' responsibility to ensure that all required documentation is available at the workplace. Constructors also have the same responsibilities as an employer.

Employer: (our company) must also ensure that the health and safety of our employees, subcontractors and their employees is protected at all times. We have the responsibility to implement and maintain a safe and healthy work program. In order to accomplish this we will:

1. Appoint competent supervisors to supervise the work,
2. Provide proper equipment and materials,
3. Ensure all employees and subcontractors use proper protective devices (PPE),
4. Explain the proper use and limitations of PPE,
5. Advise workers of actual and potential safety hazards associated with their work,
6. Provide training in health and safety topics,
7. Update, circulate, and post this Health& Safety Policy at work locations,
8. Discipline any worker that violates our health and safety policies,
9. Post the OH&SA and Regulations for your reference,
10. Have a safety representative in place as required,
11. Develop an Early & Safe Return to Work Policy,
12. Monitor all accident and incident reports, along with any corrective action taken,
13. Encourage the reporting of unsafe acts and/or conditions,
14. Take every reasonable precaution to protect workers from injury and/or illness

Managers and/or Supervisors: (as applicable) must supervise the work in progress and ensure the work is done in compliance with the OH&SA, our company Health & Safety Policy and procedures. In addition, your supervisors will:

1. Supervise your work personally, or
2. In their absence, appoint a competent person to do so,
3. Ensure all workers comply with the OH&SA and Regulation
4. Advise workers of actual and potential safety hazards associated with your work,
5. Provide and/or arrange for training in required health and safety topics,
6. Circulate, post and explain this Health & Safety Policy to their workers,
7. Discipline any worker that violates our Health & Safety Policy or OH&S laws,
8. Have a copy of the OH&SA and Regulations available for reference,
9. Work with the safety representative as required,
10. Implement the program to ensure our company policies are known and followed,
11. Monitor and implement our Early & Safe Return to Worker Policy
12. Perform routine workplace safety inspections,
13. Investigate all accident and incident reports and institute corrective action required,
14. Encourage the immediate reporting of unsafe acts and/or conditions,
15. Ensure that corrective measures or disciplinary action are done in a timely manner,
16. Conduct health and safety toolbox talks,
17. Recognize the efforts of workers demonstrating positive health and safety performance,
18. Ensure that all required task specific safe work procedures are in place,
19. Ensure that PPE is worn and used as required,
20. Ensure that safe and healthy conditions are met in the workplace,
21. Take every reasonable precaution to protect workers from injury and/or illness

Workers and Subcontractor Employers/Workers: are expected to know and understand the basic principles of this policy and OH&S law. You have the right to work in a healthy and safe environment and are expected to comply with the following requirements at all times:

1. Fully read and agree to comply with all OH&S laws and our company safety policy,
2. Each Builder/Project is required to have their own H&S Policy, which has to meet or exceed the OH&S laws. We as a sub-contractor are required to follow the Builder/Project policy.
3. Use and wear the prescribed equipment, materials and protective devices,
4. Know and understand the limitation of PPE,
5. Be aware of actual or potential safety and health hazards associated with your work,
6. Participate in training related to required health and safety related topics,
7. Refer to our health and safety policy as required,
8. Do not violate health and safety policies or OH&S laws at any time,
9. Be aware of your responsibilities under the OH&SA,
10. Support your safety representative as required,
11. Cooperate with our program and assist in implementing our company policies,
12. Comply with Early & Safe Return to Work legislation,
13. Report any accident or incident to your Supervisor immediately (within 10 min),
14. Report unsafe or unhealthy acts and/or conditions to your supervisor,
15. Participate in health and safety meetings and toolbox talks,
16. Always work in a manner that is safe and does not endanger yourself or other workers,
17. Never engage in horseplay or report for work in an unfit manner,
18. Have proper certifications (WHMIS, Fall Protection, etc…).

Visitors: are expected to conduct themselves in an orderly manner. Visitors have the right to a healthy and safe environment throughout the duration of their stay, and are expected to comply with the following requirements at all times:

1. Where required, sign in and sign out each time you visit our company site,
2. Report any accidents immediately (within 10 min) to the person you are visiting or to a senior official from our company, regardless of the severity,
3. Use and wear the prescribed devices required/supplied,
4. Remain with your assigned company escort at all times,
5. Avoid restricted areas unless you have proper authorization to enter such areas,
6. Conduct you visit safely and do not endanger yourself or any workers,
7. Never engage in horseplay or report for your visit in an unfit manner.

Workplace Inspections

Workplace safety inspections are conducted to establish what conditions and practices are acceptable and those that require attention. Either a Safety Representative or third-party consultant conducts these inspections on a periodic basis as required by the OH&SA. The inspections shall be in a checklist format and will include a classification system of hazards for loss potential. In addition to these inspections, our company reserves the right to conduct more frequent inspections of our workplace to ensure that all health and safety requirements are being observed. Inspection reports will be forwarded to senior management for review. All inspections shall be analyzed by senior management annually to ensure that all hazards have been addressed and a plan has been developed to reduce future potential hazards.

A company employee or third-party consultant trained in the inspection process may conduct the safety inspections. The inspection process involves observation and education whereby we identify the issues and then educate our workers as to the required standards. In circumstances where workers violate known health and safety standards, we will have no other alternative but to discipline the worker(s) involved.

Safety inspections should review, as a minimum, the following issues:

1. Equipment condition, operator manuals, operator training and maintenance records,
2. PPE availability and proper use,
3. Administrative materials, (such as WHMIS, Form 82, a copy of the OH&SA posted)
4. Ensuring safe working procedures are being followed,
5. Physical condition of the work areas,
6. Access and egress routes for clear pathways to and from work areas,
7. Hand tools, extension cords, and cord-connected tools condition,
8. General housekeeping and hygiene conditions,
9. The condition of access equipment such as scaffold systems and ladders,

New Site Orientation

The following documentation must be put on every site:

- Penco Drywall Health & Safety Policy
- Form 1000 – Constructor and Employers Engaged in Construction
- MSDS sheets for material supplied
- Accident Report Form
- Emergency Information
- Safety Procedure

Check for the following on site:

- First aid kit
- First Aid certificate(s)
- Best emergency exit strategy
- Workplace Inspection

New Worker Orientation

The following activities must occur during the first week of your working with our company. This will allow you to understand our program, procedures and assist in your safe transition into the workforce.

1. **General Orientation** – A discussion of emergency evacuation procedures, emergency phone numbers and exits in our project. Worker payroll information and certifications to be recorded during the meeting

2. **Safety Policy Orientation** – A discussion and review of our Safety Policy which outlines all required performance objectives and requirements for you work. Each employee or subcontractor is required to review and acknowledge receipt of our Policy. A copy of the Policy may be provided to you directly or will be available on site with your supervisor at all times for your reference. If you are unsure of any operation or task assigned, do not proceed until you are aware of all safety precautions.

3. **Equipment & Skills Orientation** – A discussion of the machinery and tools used in our work and the safety precautions required for use. We will also review what training you have had in the past and record any verification documents for this training. No employee is allowed to operate any machine, device, tool, or other piece of equipment without knowledge and/or previous training in the safe operation of the apparatus.

4. **Workplace/Site Orientation** – Once you arrive at your workplace it is very important that every employee familiarize themselves with their surroundings. Safety hazards that exist or that could present themselves during the course of your work will be outlined by your supervisor.

All new workers must have WHMIS and Fall Protection!

Work Refusal

The right to refuse unsafe work is not only mandated in legislation but is also a required code of conduct within our company. A work refusal, for safety reasons, is viewed by our firm as a positive effort to bring to our attention an issue that could pose a serious safety threat. It allows us to collectively review the circumstances and take the appropriate action to resolve the problem.

If any worker has **reason to believe** that their safety is in jeopardy, they should advise their supervisor immediately of the concerns and cease or not commence the unsafe work duty. The supervisor must notify a member of senior management of any work refusal and provide a description of the circumstances involved. An investigation into the refusal shall be conducted with the worker and supervisor to establish the facts involved. If, after consulting with the above noted participants, the supervisor asks you to return to work and you feel that you have **reasonable grounds** to believe that your safety is still in jeopardy, you should again advise the supervisor of you refusal to work.

At this point the company will make the necessary calls to the MOL. The worker who refused the work will be given alternative work until the MOL inspector arrives. No disciplinary action or other actions will be taken against any employee who has a legitimate concern over their health and safety and exercises their right of refusal.

Copies of all investigation notes and statements will be reviewed. The company will also track all refusals in order to identify any trends or common issues, demanding a larger review. Specific information on work refusals can be found in the OH&SA.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is an essential part of every worker's defense against injury. The following PPE is required:

- **Hard Hats** – A class "B" or "E" hard-hat is to be worn at all times while on a construction project. The shell must be free from cracks, holes, or other defects. The suspension system must fit securely inside of the shell and must also be free from defects. It must be used and worn in accordance with the manufacturer's recommendations. It must meet CSA standards. The hard hat should be adjusted to fit snug on your head reduce or avoid the hard hat following off.
- **Safety Shoes or Boots** – Must have construction Grade 1 toe protection with sole protection in accordance with CSA standard Z195-M1984. The shoe or boot must be fully laced, be in good condition and worn in accordance with the manufacturer's recommendations. If there are tears in the outer shell of the boot or shoe, they must be replaced.
- **Fall Arrest Restraints** – Must be used to satisfy section 26 of the OH&SA.

Recommended PPE's

Insulators:

- **Skin Protection** should be used to avoid excessive material contact, which will help prevent skin irritation.
- A **Breathing Apparatus** is recommended to be worn to prevent inhalation of insulation fibers. There are many different types of breathing apparatuses on the market, non-paper faced masks are recommended. Consult the MSDS regarding recommendations for various insulation products.

Boardman:

- A **Breathing Apparatus** can be worn to prevent inhalation of drywall dust. Consult the MSDS regarding recommendations for various drywall products.

Taper:

- A **Breathing Apparatus** is recommended to be worn when sanding in an effort to reduce the inhalation of drywall compound dust. Consult the MSDS regarding recommendations for various compound products.

Maintenance of Walkways

Access/egress refers to the areas, which lead to and from assigned work areas. They can include hallways, aisles, stairs, runways, ramps, ladders, etc.. At all times, these areas must be kept free and clear of any and all obstructions in order to ensure that in the event of an emergency, evacuations or rescue operations are not hindered or delayed.

In order to achieve this goal the following conditions should be observed:

- Snow, ice or other slippery material should be managed and removed from area;
- Treatments of sand or salt should be used to assist in keeping ice and snow buildups to a minimum;
- Standing water on the floor should be removed or mopped;
- Boxes, garbage, or debris should be removed and/or stored in the proper location;
- Tools and equipment should be stored as close to the work location as possible and should not be stored in an access/egress route;
- Use extreme caution when climbing or descending ladders or stairs when wet conditions are present;
- Runways and ramps should be constructed in a manner that will support all potential loads without displacement. They should also be in good condition without cracks or breaks and be cleated as required;
- Extension cords should run at the edge of a hallway or be suspended from the ceiling area to reduce trip and fall hazards and damage to the cords.

Housekeeping

General rules

1. Work locations, vehicles, buildings, and workstations shall be kept clean and orderly at all times.
2. Floors and platforms shall be kept free of dangerous projections or obstructions, and shall be maintained reasonably free from oil, grease, or water. Where the type of operation produces slippery conditions, the area shall be cleaned immediately, and/or mats, grates, cleats, or other methods shall be used to reduce hazard from slipping.
3. Materials and supplies shall be stored in an orderly manner to prevent their falling or tipping and to eliminate the hazards of tripping and stumbling.
4. Emergency exits, stairways, aisles, permanent roadways, walkways, and material storage areas shall be identified and kept clear at all times.
5. Materials and supplies shall not be stored in walkways, access doors or fire exits, or block access to fire equipment.
6. No clothing shall be allowed behind doors or in the space back of switchboards. No matches or lighters shall be left in clothes placed in lockers or common areas.
7. Waste material and debris shall be removed from work and access areas on a regular basis (at least once a day). Waste material and debris shall not be thrown from one level to another, but be carried down, lowered in containers, or deposited in a disposal chute.

Insulators:

Insulators must put excess material/garbage into used insulation bags ready to be removed from the work site.

Boardman:

Boardmen must pile scrap drywall into the middle of the room(s) and pile usable drywall neatly against the wall until used. Material/tools must not block hallway or path.

Tapers:

Tapers must put tools, materials and used materials in an organized pile(s). If drywall scrap is not removed prior to starting work, please contact the foreman.

Ladder Use

Ladders shall be used in accordance with the manufacturer's recommendations for safe use and load limitations. Ladders shall also be free from defective or loose rungs and side rails, have rungs spaced 12" apart at the centers, have side rails spaced a minimum 12" inches apart, shall be placed on a firm and solid base or footing and be set at an angle so that the base of the ladder is one foot away for every 3' to 4' in height. (Example – a 30' ladder should be a maximum 10' away from the wall and a minimum of 7'6" away from the wall measured from the base.)

Ladders used as a regular means of access shall extent 36" above the landing or floor, shall have a 6" minimum clearance behind every rung, be situated so that the landing areas at the top and bottom of the ladder are completely clear of all obstructions and shall be secured (tied off) at the top and bottom to prevent any movement in the ladder.

The maximum length for a ladder is 16' for trestle ladders or for each of the base and extension sections of an extension ladder, 20' for a step ladder, 30' for a single ladder or an individual section of a ladder, 50' for a 2 section extension ladder and 60' for an extension ladder with more the 2 sections.

Stepladder use requires that the legs be fully extended and the spreader bar locked into place. These ladders should be used for short duration work only as they are not designated for long-term use and are not classed as a work platform. Never stand on the top set of the stepladder or the pail shelf. As noted above, ensure that the ladder is on a firm and level footing and that the base of the ladder is free from all obstructions.

Falls from ladders continue to be one of the most serious accident causes in this industry. Please follow all of the above requirements and refer to *Regulations on Ladders* for any additional requirements or to address any concerns you may have. Never work with a defective ladder.

Prior to starting your work, determine if using a ladder is the best and safest choice to accomplish the work. Remember that ladders are for short duration work only; if you are going to be on the ladder for greater than a 10 minute time period, you should explore alternative options, like a scaffold, for doing the work. Please ensure that you are taking regular breaks and 1 minute rests if you are required to use a ladder for a prolonged period of time (>10mins).

Ensure the area is clear of debris, equipment and other obstructions, both at the top and bottom of the ladder. Set-up and secure the ladder as described prior to your work. If you are using an extension ladder, or any ladder higher than 10', have someone hold the ladder in place until you have secured or tied off the ladder for use. **If you are working on a ladder at 10' or above, you will need to use a fall arrest system** secured to a lifeline, which is secured to an anchor point, for the duration of your work at this height.

It is also recommended that you inspect your ladder each day prior to use to ensure that it is in good condition. Look for cracks in the rungs or side rails and check to make sure that none of the components are loose or damaged. Any defective ladders should be sent for repairs and/or replaced.

Do not work on defective ladders. We also ask that you do not paint ladders, as this tends to hide any possible defects.

When transporting ladders, make sure that they are secured properly, either in or on your vehicle. This will prevent them from being damaged or from falling off your vehicle, which can endanger other traffic or persons.

Stilt Use

Stilts can only be used by certified users; a copy of certification must be on any licensed worker while using the stilts. Stilts can only be used by insulators and tapers on residential job sites. The stilts used must be in compliance with MOL requirements, which state that stilts must be commercially manufactured, made of unpainted metal, have a non-slip surface on the bottom of each base plate, be in good working condition and be suitable for their intended use. The maximum height of stilts is 76 centimeters. Stilts CANNOT be used on scaffold or to climb up or down stairs. All hazards in the working area must be cleared or blocked off according MOL rules. Any existing railings must be extended to match the height of the stilts in use and capable of resisting any load it could be subject to.

Stilts must be maintained according to manufactures specifications and proper replacement parts used.

IF YOU WEIGH MORE THAN 225 LBS YOU ARE NOT ALLOWED TO USE STILTS

First Aid & First Aid Logs

First Aid

It is strongly recommended that all workers enroll in the Emergency First Aid Course. Basic first aid concentrates on breathing, bleeding, and burns.

Bleeding:

If the injured person is bleeding from an external wound, control the bleeding immediately.

- Apply direct pressure to the wound with a clean, preferably lint-free, dressing. Never attempt to remove an impaled object from any wound.
- Lay the injure person down in a comfortable position. Do not let the injured person fall into a state of sleep.
- Elevate the injured body part if possible.

Burns:

- For minor burns, flush area with cool water. Cover the burn area lightly with a clean, lint-free, loose dressing and seek medical attention.
- For serious burns, cover the injured area with clean, damp dressing, and seek medical attention. Do not apply creams, lotions, or ointments.
- Do not prick blisters.
- Do not pull or remove clothing stuck to the burn areas.

Breathing:

If the injured person is not breathing, start artificial respiration immediately. There are various methods, but the most effective is the mouth-to-mouth technique outlined in literature from training agencies.

Cardiopulmonary Resuscitation (CPR):

In addition to restoring breathing, it may be necessary to restore an injured person's heartbeat. This may be done by CPR, for which special training is required. Do not attempt CPR unless you have been trained to do so.

Shock (Non-Electric):

Person suffering from serious injuries may lapse into shock. Signs of shock include drowsiness, paleness disoriented, clammy skin, and weak pulse. Immediate medical attention is required.

- Reassure the injured person that help is coming.
- Place the injured person on back with feet elevated unless injuries make this difficult. Otherwise place injured person in a comfortable position that allows for easiest breathing.
- Loosen clothing around neck, waist, and chest.
- Keep the injured person warm.
- Watch for signs of breathing trouble.

First Aid Kits:

Each project and vehicle shall have a first aid kit. The size and contents will vary (refer to specific regulations) to suit the needs and number of employees on site. Every worker shall know where the closest First Aid Kit is located and who has First Aid & CPR training.

Extreme Temperature (Cold):

The human body senses and compensates for temperature changes. When the body can no longer compensate for these changes, other procedures must be instigated – such as protective clothing, altered work procedures, artificial heat or wind barriers, etc..

Hypothermia results when the body continues to lose heat and the core body temperature drops. Involuntary shivering begin. This is the body's way of attempting to produce more heat and it is usually the first warning sign of hypothermia.

Many cases of exposure have occurred in temperatures well above freezing. How cold the body gets depends on many factors, not just air temperature.

Heat loss from convection (wind-chill) is probably the greatest and most deceptive factor in loss of body heat. When the air is still and the temperature is -1˚C, the body will feel cool. Given the same temperature and a wind of 40km/hr it will feel bitterly cold. In essence, the wind blows away the thin layer of air that acts as an insulator between the skin and the outside air.

If the body has gotten wet either through rain or submersion in water, the likelihood of hypothermia is greatly increased.

The wind chill index is probably the best known and most used of cold-stress indexes. Everyone facing exposure to low temperatures and high wind should consult the chill index.

The dead air space between the warm body and clothing and the outside air is essential. Many layers of relatively light clothing with an outer shell of wind-proof material maintain body temperatures much better than a single heavy outer garment worn over ordinary indoor clothing. Make sure clothing allows some venting of perspiration. Wet skin will freeze more rapidly than dry skin.

Because metal will conduct heat away from the body quite rapidly, be very careful of skin contact with metal objects.

When stranded during a storm in a vehicle, it is better to stay with the vehicle. Be careful of carbon monoxide if the motor is running. The insulation can be taken from vehicle seats and stuffed in clothing. If travel is an area where storms are frequent, emergency supplies should be carried to meet any weather conditions (i.e. Food, blankets, shovel, candles and cell phone when possible). If a worker is traveling into remote areas, someone at the office should be aware of the travel plans.

Extreme Temperature (Heat):

Normal body temperature is 37˚C (98.7˚F). A healthy person acclimatized to his or her environment can maintain a normal temperature by conserving heat in the cold and by dissipating heat when it is hot.

When a person is in poor health or is exposed to extreme heat, maintaining a temperature balance stresses the body. Prolonged exposure can cause heat cramps, heat exhaustion, or heatstroke.

1 **Heat Cramps** are painful muscle spasms of the legs or abdominal muscles. They occur when the muscle is dehydrated due to vigorous exercise.
Treatment:

- Place the injured worker at rest in a cool place
- Give the conscious slightly salted water, and it may be repeated once it ten minutes
- Transport to medical aid

2 **Heat Exhaustion** occurs when excessive sweating causes a depletion of body fluids and when conditions prevent the evaporation of sweat to cool the body. This critical occurrence may cause the internal organs or the brain to shut down to protect them. All workers should be aware of the symptoms of heat exhaustion. The symptoms of

heat exhaustion may include dizziness, fatigue, and slurred speech.
Treatment:

- Place the injured person in a cool place with feet and legs elevated
- Loosen tight clothes
- Remove excessive clothing
- Give conscious injured person in recovery position
- Monitor breathing
- Transport to medical aid

3 **Heat Stroke** occurs when there is prolonged exposure to a very hot environment with poor ventilation or overexposure to the hot sun. Sweating ceases, temperature rises rapidly and can be fatal unless the body temperature can be lowered to near normal. High body temperatures, fatigue, slurred speech, dizziness and hot dry skin indicate heatstroke. In some cases an injured person of heat stroke may begin to shiver. The high internal body temperatures may cause the internal organs and the brain to shut down to protect them against the heat.
Treatment:

- Place person in a cool place
- Remove excess clothing
- Place person in cool bath or sponge with cold water
- Monitor body temperature closely
- Monitor breathing
- Transport to medical aid in a cool conveyance

Log Books are required to record all information related to first aid treatments rendered in the workplace. A record must show the person(s) name, date of injury/treatment, what treatment was rendered, where treatment was rendered, time of injury/treatment, the name of the person who provided the treatment, and the names of any witnesses to the injury. Every time first aid treatment is given, the above information must be recorded in the first aid logbook and be signed off. This allows our firm to follow up on the person's condition and verify that an incident did occur should they require further medical treatment.

Valid **First Aid Certificates** of all trained workers must be posted on a notice board, preferably near the first aid room or in the site office.

The contents of the First Aid Kit shall be inspected a minimum of once every three months (ideally, once every month) to ensure the contents comply with the provincial First Aid Regulations. The inspections shall be recorded on a card that includes the date of inspection and signature of the inspector. This card shall be posted.

Accident Investigation

The process of investigating any accident, illness reports, fires, explosions, or spills is for the sole purpose of establishing the causes of the occurrence and then implementing corrective action to eliminate or reduce the risk of another like occurrence. It is our policy to investigate every personal injury accident that requires medical attention, any reported occupational illness, major equipment or machine damage, and any incident with the potential for serious injury or property destruction, including near misses. One of the reasons why we investigate accidents is that reports may need to be sent to the WSIB or MOL reporting the circumstances surrounding the occurrence. It is impossible to complete the WSIB and MOL forms without a proper accident investigation into the facts of the case.

Our investigations will establish who was involved, what happened, when it happened, where it happened and (why it happened) causes. In most cases, your immediate supervisor is responsible for conducting the investigation and completing the required investigation paperwork. If an injured worker does not report their accident, we will be unable to file the necessary reports on your behalf. This will also cause our company to request an independent investigation from the WSIB into the reason why a report was not received.

Critical or Fatal injury investigations will be conducted with the assistance of one or more members of our senior management team. We may also request assistance from outside specialists in this area to ensure that we are in full compliance with the OH&S reporting requirements. We ask that you respect the serious nature of these types of situations and refrain from interfering with the investigation process. If you are a witness to an occurrence of this nature please identify yourself as such to the person in charge of the scene. Written statements and pictures of any accident scene will be required along with the supervisors/investigators findings. Through your cooperation, we will be able to process the required forms and documents on a priority basis. An action plan will be developed from the conclusions for the investigation.

Senior management shall analyze all investigations annually, resulting in a plan to minimize the risk of future occurrences.

Accident Investigation Steps

Written statements and pictures of any accident scene will be required along with the supervisors/investigators findings. Through your cooperation, we will be able to process the required forms and documents on a priority basis. An action plan will be developed from the conclusion of the investigation.

The steps involved in investigating any accident are as follows:

1. If it involves a personal injury accident, ensure that the injured person is provided with immediate first aid or medical attention as required

2. If it involves an equipment failure, or once the person has been removed from the site begin your investigation by noting the time of day, weather conditions, accident location, person(s) involved, witness to the accident, machines or equipment involved, and what the worker(s) was doing at the time of the accident

3. Establish the injured worker(s) name, address, telephone number, occupation, and number of months or years employed by our company for the report

4. Describe, in writing, the accident scene (or photograph) in detail and proceed to ask questions of all those in the vicinity at the time, including witnesses, and those involved in the incident. Eyewitness accounts should be recorded in writing and the witness should sign their statement once it is finished

5. Questions should be asked in the following sequence, what happened, what else was going on at the time of the accident, who was involved, when did the accident happen, where did the accident happen, what where the possible causes of the accident

6. Remember that the investigation is to establish facts and we do not draw any conclusions during the investigation. We are not investigating to establish blame of any individual(s). If people are interested in what is being recorded, show them

7. Any witness statement should be signed by the person giving the statement and if they would like a copy of their statement, provide one

8. In all cases of serious, critical or fatal injuries, the accident location must be roped off and all workers kept out of the area until the investigation is completed. In this case, the MOL and other emergency personnel will be on scene and the MOL will release the scene once they have finished their investigation. Follow the steps under Section 6.0 - #4 of the Policy Manual for Critical/Fatal injuries and the steps required

9. Once your investigation is complete, file it with our main office immediately and keep a copy for your records. Any additional information required will be requested within 24 hours

10. The Accident Investigation Report (AIR), which follows, should be used for all accident investigations

Accident Categories

The following categories of injuries are for your knowledge as each one has specific recording and reporting information required.

First Aid	Refers to treatment for a minor injury that will not require the attention of a doctor or other qualified medical practitioner. Examples may be a minor cut or scrape.
Medical Aid/Health Care	Refers to an injury that will require a doctor's attention or the attention of another qualified medical practitioner. These injuries may not result in lost time from work but they must be reported to both the WSIB and the MOL with specified time frames.
Lost Time Injury	Refers to an injury that requires medical attention and will result in the injured worker missing one or more days of work beyond the date of injury.
Critical or Fatal Injury	Refers to extreme circumstances where a worker is killed or critically injured. A critical injury (as defined) is an injury that: a) Places life in jeopardy b) Produces unconsciousness c) Results in a substantial loss of blood d) Involves the fracture of a leg or arm e) Involves the amputation of a leg, arm hand or foot f) Causes burns to a major portion of the body g) Causes loss of sight in an eye

If any worker is taken to hospital by ambulance, we will assume the injury to be critical in nature until we have information to substantiate otherwise.

Accident & Hazard Reporting

The following reporting requirements are for your knowledge, as each one has specific recording and reporting information required. Any employee suffering any of the following occurrences (except critical/fatal injuries) must report as follows:

- **First Aid** cases must be immediately reported to your supervisor, or their designate, and they will record the required information in the first aid logbook.
- **Medical Aid/Health Care** cases must be immediately reported to your supervisor, or their designate. They will ensure prompt medical attention and, if required, transportation to a medical facility and initiate an investigation into the causes of the accident. The WSIB and the MOL will be notified by our company as required.
- **Lost Time Injury** cases are very serious, as the injured person will require time off work to recuperate. Immediately report the injury to your supervisor (if able) in order that they can arrange for prompt medical attention, transportation to a medical facility and initiate the investigation into the causes of the accident. The WSIB and the MOL will be notified by our company as required. If you are the injured person, you are required to maintain contact with our company throughout the duration of your recovery.
- **Critical or Fatal Injury** present extremely stressful conditions and must be handled quickly by trained personnel. The MOL must be notified immediately. If you are first on the scene, the following crisis management steps must be followed:

    1 Send someone to notify the supervisor and to call 911;

    2 If qualified to do so, render first aid until help arrives;

    3 Send someone to guide the ambulance to the scene;

    4 Send someone to call our main office to activate our crisis response procedure;

    5 Stay with the injured person until the supervisor or ambulance arrives;

    6 Turn the scene over to the supervisor once they have arrived;

    7 Restrict access to the accident scene, (other than Emergency/MOL);

    8 Rope off the accident area for the accident investigation;

    9 Notify the Safety Representative to have the required WSIB forms filled out.

- **Hazard** reporting requires that all workers immediately report any hazardous situation, including an unsafe acts or conditions to their immediate supervisor. The Supervisor shall investigate and resolve the hazardous condition as required and follow-up with the worker regarding hose steps. Hazard reports should be recorded in writing with the corrective measures also outlined in writing. Record the date and names of those involved and sign the report.

Please ensure reports are reported in a timely manner to your supervisor or one of the following.

• Carlos Loureiro	Supervisor/Foremen	647 321 4453
• Kristin Pierce	Health & Safety Rep	416 882 6662
• Penco Office		905 799 1487

Emergency Procedures

The emergency procedures and response actions will provide order during a normally confusing emergency, including, but not limited to, fire, power failure, gas leak, chemical spill, crime prevention and workplace violence. Prior to a project starting, the emergency contact numbers and direction to the nearest hospital shall be posted. The employees trained in First Aid/CPR shall have their names posted alongside the emergency numbers and hospital routes.

Residential – The worker will exit through the closest exit. Call supervisor and inform him/her of the situation plus let the supervisor know what are the immediate plans are and where he can be reached.

Townhouse Complex – The worker will exit unit through closest exit and proceed to a safe location off the project property. Call supervisor and inform him/her of the situation plus let the supervisor know what are the immediate plans are and where he can be reached.

Commercial - The worker will exit unit through closest exit and proceed to a safe location off the project property. Call supervisor and inform him/her of the situation plus let the supervisor know what are the immediate plans are and where he can be reached.

Emergency Fall Arrest Rescue Plan

If a Fall Arrest System arrests a worker and you are first on the scene, the following crisis management steps must be followed:

Conscious Worker

- Send someone to notify the supervisor/constructor immediately;
- Communicate with the worker; clam the person;
- If accessible and safe to do so, place ladder or use an Elevating Work Platform under the person to allow him/her to climb down safely;
- If qualified to do so, render first aid until help arrives;
- If it is unsafe for you to easily rescue an arrested worker call 911;
- Never risk your safety to rescue a worker, wait for the Fire Department;
- Send someone to guide the Emergency Service to the scene;
- Send someone to call our main office to activate our crisis response;
- Stay with the injured person until the supervisor arrives of the Emergency Services arrives;
- Turn the scene over to the supervisor once they have arrived;
- Restrict access to the accident scene, (other than Emergency personnel/MOL);
- Rope off the accident area for the accident investigation team.

Unconscious Worker

- Send someone to notify the supervisor/constructor immediately;
- Try to communicate with the worker; if they become conscious, keep the worker calm and follow the procedures for a conscious worker;
- If accessible and safe to do so, place ladder or use an Elevating Work Platform under the person to support and remove their Arrest System;
- If qualified to do so, render first aid until help arrives;

- If it is unsafe for you to easily rescue an arrested worker call 911;
- Never risk your safety to rescue a worker, wait for the Fire Department;
- Send someone to guide the Emergency Service to the scene;
- Send someone to call our main office to activate our crisis response;
- Stay with the injured person until the supervisor arrives of the Emergency Services arrives;
- Turn the scene over to the supervisor once they have arrived;
- Restrict access to the accident scene, (other than Emergency personnel/MOL);
- Rope off the accident area for the accident investigation team.

Early & Safe Return to Work

Our company has long supported the concept of providing alternative work options to employees who sustain minor injuries. These work options are commonly referred to as light or modified duties.

Modified duties provide the injured employee with meaningful work while they are recuperating from their injury. For example, if an injured worker sustained an arm injury that did not allow them to use their arm for a few days, the modified duties could be designed to ensure they would not use the injured arm in their temporary position. The injured worker is still active and (may) maintain their full earnings capacity in this temporary position.

Modified duties do not, in any way, jeopardize the injured worker's WSIB claim or benefits, or rights to future benefits. In many cases, modified duties assist in reducing the recuperation time for an injured worker and are one reason why most compensation systems now require a formal plan for ESRTW.

An important part of the ESRTW is communication. The WSIB is Ontario requires the employer and worker contact each other as soon as possible after the injury, and maintain open lines of communication throughout the recovery period. A logbook shall be kept which contains a record of all communication, what was said, and who the communicating parties were. We will strive to support any injured worker in his/her rehabilitation efforts and provide the most appropriate modified work to assist in this process. A competent person or third-party consultant with knowledge of experience in claims management shall be assigned to manage WSIB claim files and to maintain communication with the injured worker.

Substance Abuse

The protection of our workers and those working around us is of extreme importance. The use of illegal drugs, alcohol or misuse of prescription drugs seriously diminishes our ability to provide a safe and healthy working environment. Any person involved in such conduct jeopardizes not only themselves but those working around them. It is for this reason that our policy in this area is very specific and is based on a **ZERO tolerance** position. The use of illegal drugs, alcohol, or misuse of prescription drugs is forbidden and is grounds for immediate discipline up to and including discharge.

We will not, as a rule, test for drugs and/or alcohol use at work. We do however reserve the right to request a drug and/or alcohol blood level test in circumstances where there is evidence of impairment or if an accident has occurred where these substances could have been a contributing factor. Any worker who appears to be under the influence of these substances while at work will be notified of our observations and (if required) be requested to submit to an approved testing facility for testing.

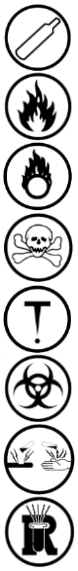
In addition to the above standards we will also provide assistance to any worker who feels that they may have a substance abuse problem. We will make every attempt to put you in contact with the appropriate treatment facilities and professionals to provide you with the assistance you require. All such requests will be held in strict confidence and we will work with you to assist in your recovery.

The OH&SA clearly states that all workers must work in a manner that does not endanger themselves or other workers. The use of the above substances will be viewed as a direct violation of this obligation.

WHMIS Hazard Symbols, Classes and Divisions

Eight hazard symbols are used to depict the WHMIS hazard classes. More than one symbol maybe used when a controlled product (a substance which can be included in one or more of the six WHMIS hazard classes) has more than one hazardous characteristic. For example, acetone is both flammable and is a material which can cause other toxic effects, therefore two symbols are required.

The eight symbols used for the different types of hazardous materials are:



- Class A: Compressed Gas
- Class B: Flammable and Combustible Material
- Class C: Oxidizing Material
- Class D, Division1: Poisonous and Infectious Material - Immediate and Serious Toxic Effects
- Class D, Division2: Poisonous and Infectious Material - Other Toxic Effects
- Class D, Division3: Poisonous and Infectious Material - Biohazardous Infectious Material
- Class E: Corrosive Material
- Class F: Dangerously Reactive Material

Class A: Compressed Gas

This class includes compressed gases, dissolved gases and gases liquefied by compression or refrigeration.

Class A materials:

- Pose an explosion danger because the gas is being held in a container under pressure;
- May cause its container to explode if heated (such as what would happen in a fire);
- May also cause its container to explode if dropped.

When handling Class A materials you should:

- Handle with care, do not drop container;
- Keep container away from potential sources of ignition;
- Store the container in designated areas.

Class B: Flammable and Combustible Material

This class includes solids, liquids and gases capable of catching fire or exploding in the presence of a source of ignition.

Class B materials:

- Will burn and are therefore potential fire hazards.
- May burn at relatively low temperatures; flammable materials catch fire at lower temperatures than combustible materials.
- May burst into flame spontaneously in air or may release a flammable gas on contact with water;
- May cause a fire when exposed to heat, sparks, or flames or as a result of friction;

When handling Class B materials you should:

- Keep the material away from heat sources and other combustible materials;
- Never smoke when working with or near the material;
- Store the containers in designated areas.

Examples: white phosphorus, acetone and butane. *Flammable* liquids such as acetone are more easily ignited than *combustible* liquids such as kerosene.

Class C: Oxidizing Material

This class includes materials which provide oxygen or similar substances and which increase the risk of fire if they come into contact with flammable or combustible materials.

Class C materials:

- Pose a fire and/or explosion risk in the presence of flammable or combustible material;
- May cause fire when they come in contact with combustible materials such as wood;

- May react violently or cause an explosion when they come in contact with combustible materials such as fuels;
- May burn skin and eyes upon contact. When handling Class C materials you should:
- Wear the proper protective equipment, including eye, face, and hand protection and protective clothing;
- Keep the material away from combustible materials;
- Keep the material away from sources of ignition;
- Never smoke when working with or near the material;
- Store the containers in designated areas.

Examples: sodium hypochlorite, perchloric acid, inorganic peroxides.

Class D: Poisonous & Infectious Materials

Class D, Division 1: Poisonous & Infectious Materials – Immediate and Serious Toxic Effects

This division includes materials causing immediate and serious toxic effects. These materials can cause the death of a person exposed to small amounts.

Class D, Division 1 materials:

- Are a potentially fatal poisonous substance;
- May cause permanent damage if inhaled or swallowed or if they enter the body through skin contact;
- May burn eyes or skin upon contact.

When handling Class D, Division 1 materials you should:

- Handle the material with extreme caution;
- Avoid contact with the skin or eyes by wearing the proper protective equipment, including eye, face, and hand protection and protective clothing;
- Avoid inhaling by working in well-ventilated areas and/or wearing respiratory equipment;
- Wash and shower thoroughly after using;
- Store the containers in designated areas.

Examples: sodium cyanide, hydrogen sulphide.

Class D, Division 2: Poisonous & Infectious Materials - Other Toxic Effects

This division includes materials causing immediate eye and/or skin irritation as well as those which can cause long-term effects in a person repeatedly exposed to small amounts.

Class D, Division 2 materials:

- Are poisonous substances that are not immediately dangerous to health;
- May cause death or permanent damage as a result of repeated exposures over time;
- May be a skin or eye irritant;
- May be a sensitizer, which produces a chemical allergy;
- May cause cancer;
- May cause birth defects or sterility.

When handling Class D, Division 2 materials, you should:

- Avoid contact with the skin or eyes by wearing the proper
- Protective equipment, including eye, face, and hand protection and protective clothing;
- Avoid inhaling by working in well-ventilated areas and/or wearing respiratory equipment;
- Store the containers in designated areas.

Examples: acetone (irritant), asbestos (carcinogen), toluene diisocyanate (senzitizer).

Class D, Division 3: Poisonous & Infectious Materials - Biohazardous infectious material

This division includes materials which contain harmful microorganisms.

Class D, Division 3 materials:

- May cause a serious disease resulting in illness or death. When handling Class D, Division 3 materials, you should:
- Take every measure to avoid contamination;
- Handle the material only when fully protected by the proper, designated equipment;
- Handle the material in designated areas where engineering controls are in place to prevent exposure.

Examples: cultures or diagnostic specimens containing salmonella bacteria or the hepatitis B virus.

Class E: Corrosive Material

Class E materials are acid or caustic materials which can destroy the skin and/or eat through metals.

Class E materials:

- Cause severe eye and skin irritation upon contact;
- Cause severe tissue damage with prolonged contact;
- May be harmful if inhaled.

When handling Class E materials, you should:

- Keep containers tightly closed;
- Avoid contact with the skin or eyes by wearing the proper protective equipment, including eye, face, and hand protection and protective clothing;
- Avoid inhaling by working in well-ventilated areas and/or wearing respiratory equipment.

Examples: muriatic acid, lye.

Class F: Dangerously Reactive Material

Class F materials can undergo dangerous reaction if subjected to heat, pressure, shock or allowed to contact water.

Class F materials:

- Are very unstable;
- May react with water to release a toxic or flammable gas;
- May explode as a result of shock, friction or increase in temperature;
- May explode if heated when in a closed container;
- May undergo vigorous polymerization.

When handling Class F materials, you should:

- Keep material away from heat;
- Open containers carefully, do not drop them;
- Store the material in a cool, flame-proof designated area.

Examples: plastic monomers such as butadiene and some cyanide.