



**TAPLEN CONSTRUCTION INC.**

**SAFETY AND LOSS  
PREVENTION HANDBOOK**

*OUR GOAL IS ZERO ACCIDENTS*

*Revised: March, 2011  
Rev. 003*

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**PROJECT INFORMATION**

**PROJECT:**

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**PROJECT ADDRESS:**

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**PHONE NUMBER:**

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**SUPERINTENDENT:**

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**SUPERINTENDENT'S PHONE NUMBER:**

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***BY EACH EMERGENCY PHONE IS AN EMERGENCY NUMBER LISTING. ENSURE THAT YOU KNOW WHERE THE NEAREST PROJECT PHONE IS LOCATED***



## **Corporate Health and Safety Policy Statement**

**May 2011**

Taplen Construction Inc. is committed to preventing the accidental loss of any of its resources, including employees and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents, or personal injury/illness.

We recognize that the responsibility for health and safety are shared. All employees will be equally responsible for minimizing accidents within our facilities and on our work sites. Safe work practices and job procedures will be clearly defined in the company's Health and Safety Manual for all employees to follow.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors, employees, and contractors.

All management activities will comply with company safety requirements as they relate to planning, operation and maintenance of facilities, work sites, and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

I trust that all of you will join me in a personal commitment to make safety a way of life.

A handwritten signature in black ink, appearing to read "Michael E. Assal".

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*Michael E. Assal, President*

## **1. SAFETY ORIENTATION**

The objective of the safety orientation program is to provide you with consistent safety information, education and training sufficient for you to develop and acquire the knowledge and awareness to protect yourself and others from injury.

### **Prior to beginning work, you will be briefed on the following:**

- the contents of and the need to be familiar with the contents of this handbook;
- TCI's commitment to safety and emphasis on working with a safety-first attitude;
- location of workplace facilities such as the first aid station, fire extinguishers, emergency exits, emergency contact phone numbers and toilets;
- workplace specific hazardous materials or substances and proper handling procedures (see WHMIS);
- the name of the Health and Safety Representative on the project;
- special emphasis on accident prevention, emergency procedures in case of accident, TCI's Return to Work and violence and harassment policies.

### **Your Safety Orientation may also consist of review of the following:**

Part 1: Taplen Safety & Loss Prevention Handbook

Part 2: General safety orientation

Part 3: Completion of New Worker Safety Orientation Checklist (attachment)

## **2. PERFORMANCE REQUIREMENTS FOR THE EMPLOYER, SITE PROJECT MANAGER, SITE SUPERINTENDENT, HEALTH & SAFETY REPRESENTATIVE, HEALTH & SAFETY COMMITTEE, WORKERS & CONTRACTORS / TRADE CONTRACTORS**

### **2.1 Employer**

It is the responsibility of the Employer to consider safety as well as production in all planning and to provide and maintain a safe, healthy work environment for all employees. TCI management will be accountable in all aspects of accident or incident investigation and will ensure all remedial steps are taken.

#### **2.1.1 TCI Employer shall perform the following tasks:**

(E – Employer, PM – Project Manager, SS – Site Superintendent)

- provide notice to the Ministry of Labour and keep a copy of the Act and regulations available; (E)
- establish and manage a Safety Committee at each location where there are more than 20 workers; (PM)
- ensure a Safety Representative is selected by the workers on site for projects that have between 5 and 20 workers; (PM + SS)
- establish written emergency procedures and post them where all workers can see them; (E + PM + SS)
- make arrangements for fire protection and ensure that workers who may be required to respond are trained; (PM + SS)
- provide a telephone or other system that can be used in an emergency; (PM + SS)
- not permit anyone under the age of 16 on the site; (SS)
- make arrangements for the provision of toilet and clean up facilities before work begins, keep the facilities clean and ensure supplies are available; (PM + SS)

- provide equipment, materials and protective devices in good condition and ensure these items are used properly and in a safe manner; (E + PM + SS)
- provide information, instruction and supervision to employees to protect the health and safety of the worker; (PM + SS)
- appoint a competent Supervisor; (E + PM)
- identify and inform workers of any hazards in the workplace; (PM + SS)
- take all reasonable precautions for the protection of workers; (PM + SS)
- respond in writing, within 21 days to any health and safety recommendations submitted by a site Safety Committee or site Safety Representative; (E + PM + SS)
- post the latest edition of TCI's health and safety policy in a visible workplace location; (SS)
- maintain TCI's Health and Safety Program, Policies and Procedures and ensure its implementation; (E)
- record the minutes of site Safety Committee meetings and post them prominently for workers to access on site. (PM + SS)

## **2.2 Site Project Manager (when applicable)**

It is the responsibility of the Site Project Manager to implement, enforce and provide support to the Safety Program at the project level.

For each project and before the start of work, the Project Manager, and the Site Superintendent, will develop a Site Specific Safety Plan that takes into account access/egress, traffic control, material handling, storage, sanitation and all other site-specific safety issues. Some of the areas to cover include emergency response plans, fire protection and resources required.

The Project Manager will inspect all sites under his control weekly or bi-weekly (as required by job conditions) to check that project safety measures are undertaken and inspect the project for unsafe conditions or work methods. The Project Manager will accompany the Site Superintendent on a walk-through of the project weekly or bi-weekly. Any findings or instructions to undertake measures are to be recorded in the Daily Site Log.

Review of Sub-contractors Safety Policy is required by the Project Manager.

## **2.3 Site Superintendent**

The Project Superintendent shall be responsible for the following tasks:

- collect current and valid (within 3 yrs) MSDS sheets for all materials used on site by TCI and all subcontractors. MSDS sheets will be kept on file at the main office and at the site by the Site Superintendent;
- assist the Project Manager in developing and implementing the Site Specific Safety Program and orient all Supervisors and Sub-Contractors with the Site Specific Safety Program before they begin work;
- perform a weekly site safety inspection and record the inspection in the TCI Weekly Inspection Report. It is his/her duty to ensure the safety of the public and site security. He/she shall also identify site-specific hazards and develop suitable procedures for safe work and training as required for these hazards.;
- proper maintaining on-site safety documentation and reports; respond to Ministry of Labour orders and keep them properly filed;

- immediately report to the Project Manager of any MOL inspections and forward any orders to the Head Office.
- shall co-ordinate all safety functions associated with the project;
- shall ensure workers work in a manner and with the protective devices, measures and procedures required by the Occupational Health & Safety Act;
- shall ensure workers use or wear equipment, protective devices or clothing that TCI requires;
- will advise workers of any potential or actual danger of which he/she is aware;
- have a current first aid certificate;
- shall ensure workers have access to TCI's written Safety and Loss Prevention Handbook;
- shall ensure every precaution reasonable in the circumstances is taken for the protection of an employee;
- act as the site Health & Safety Representative on projects where there are 4 or less workers;
- accompany official government inspectors who visit the site as a Management Representative from TCI and provide any requested information or documentation.
- provide orientation for all new members of the work force. He/she shall also be responsible for the implementation of the Safety Plan at the crew level;
- oversee job box safety talks on a weekly basis;
- shall be responsible to inspect safety equipment and tools on a regular basis and ensure they are properly maintained;
- will ensure daily housekeeping is maintained
- shall review MSDSs, minutes of Safety Meetings, Ministry of Labour orders and Safety directives with his/her crew.

All Site Superintendents and Workers must be familiar with:

- the Ontario Occupational Health and Safety Act
- the Regulations for Construction Projects
- Procedures in the event of an emergency
- Procedures for refusal to work where health and safety are in danger

In the event of a site safety incident, the Site Superintendent will do the following:

1. Secure the area of the incident to ensure the threat of additional injury to others is prevented.
2. Call emergency services (i.e. Ambulance, Fire Department, Police) if required.
3. Provide first aid to an injured worker if safe to do so and only move the worker if it safety for the responder, will not worsen the injury or there is an immediate threat to life.
4. Once the injured worker, if any, has been stabilized and/or under the care of emergency responders, immediately contacts the Project Manager or Employer to inform them of the incident.
5. Document the area of the incident with photographs.
6. Fill in the Site Safety Incident Report form in full and capture as much details as possible. Forward the Site Safety Incident Report form to the Main Office.
7. Assist in all accident/incident investigations.

## **2.4 Health & Safety Representative**

On projects where the number of workers regularly exceeds five but is not more than 20, TCI shall select a Health & Safety Representative, who will not hold managerial functions.

### **2.4.1 The Health & Safety Representative shall:**

- have a current first aid certificate;
- be familiar with the requirements of the Occupational Health & Safety Act and regulations for Construction Projects as well as with TCI's Health & Safety Policy;
- responsibilities shall include the inspection of work areas on a weekly basis to identify any hazards and make written recommendations to his Supervisor or the Superintendent;
- shall assist in the development of a Site-Specific Program for the project, where feasible, and shall assist in its implementation;
- shall attend all Health & Safety Meetings on site and assist in any accident investigation;
- will receive the full cooperation and respect of both TCI management and the workforce.

The Health and Safety Representative shall tour the site at least once daily and report any observed hazards to the Superintendent for immediate action.

## **2.5 Health & Safety Committee**

Where a project lasts three months or more and where 20 or more workers are regularly employed, TCI will establish a Joint Health & Safety Committee (JHSC). For construction projects expected to last three months or longer and employ 50 or more workers over the course of the project, the Joint Health & Safety Committee will establish a Worker Trades Committee.

The JHSC will meet weekly or bi-weekly to review and coordinate safety issues for the site and post the minutes in a location accessible to all workers

To further assist in promoting job safety, TCI management and their workers will provide their full cooperation to any member of the Joint Health & Safety Committees or Worker Trades Committees on projects where they may be established.

## **2.6 Workers**

All workers shall work safely and adhere to the Health and Safety Program and Safety Policy as well as work within the guidelines of the Ontario Health and Safety Act and Construction Regulations.

Any worker shall immediately report a hazardous or unsafe condition to his/her supervisor or TCI Superintendent.

Workers shall be responsible to ensure their own work area is kept clean and free of hazards.

Workers shall inspect their personal protective equipment before every use and report any defect or damage to his/her Supervisor before use.

All workers shall use or wear the equipment, protective devices and clothing that their Employer and TCI requires.

Any worker shall report any contravention of the Occupational Health & Safety Act to his/her Supervisor for immediate action.

Workers shall not remove or make ineffective, any protective device without providing an adequate temporary protective device, and will immediately replace the original protective device when the work has been completed.

No worker shall engage in any pranks, contests, feats of strength or unnecessary running.

All workers shall adhere to the TCI Workplace Violence and Harassment Policies.

## **2.7 Sub-contractor / Trade Contractor**

Sub-contractors are treated as workers and must undertake the same requirements as set out in TCI's Safety Policy.

**All Sub-contractor employees are required to comply with their own Safety Policies & Procedures and those of TCI while on a TCI project site.**

TCI reserves the right to direct and order any sub-contractor employee to undertake actions or measures to ensure the safety of the site. Non-compliance of the workers may result in their expulsion from site and permanent exclusion.

## **2.8 Health & Safety Officer/ Health & Safety Coordinator**

The Health & Safety Officer and/or Health & Safety Coordinator shall:

- monthly site inspections
- Return to Work case management, etc.

## **2.9 Responsibilities of:**

### **2.9.1 Responsibilities of Senior Management**

Senior Management shall ensure:

- compliance with the requirements outline within this procedure;
- ensure adequate resources are provided to support the Hazard Assessment procedure;
- assess the effectiveness of this procedure

### **2.9.2 Responsibilities of the Project Manager**

The Project Manager shall ensure:

- compliance to the requirements outlined within this procedure at the project/department level;
- workers are properly trained;
- that required control measures are implemented in a timely manner;
- all applicable Hazard Assessment information is reviewed with project/department personnel as required.

### **2.9.3 Responsibilities of the Workers**

All workers shall:

- comply with the requirements outlined within this procedure;
- attend training as required;
- report all hazards to their supervisor.

### **2.9.4 Responsibilities of the JHSC/ Work Safety Representative**

The JHSC/Representative shall:

- inspect workplaces for actual and potential hazards on a regular basis;
- identify unresolved hazard-related issues;
- recommend control measures as necessary;
- work cooperatively with the company to resolve hazardous assessment related issues.

### **2.9.5 Responsibilities of the Health & Safety Officer/Coordinator**

The Health & Safety Officer/Coordinator shall;

- support the administration, implementation and continual evaluation of the Hazard Assessment Procedure;
- ensure the adequacy of instruction and training;
- ensure that required control measures are implemented in a timely manner.

### **2.9.6 Responsibilities of Sub-contractors**

All sub-contractors conducting work on behalf of TCI shall;

- ensure compliance with the requirements outlined within this procedure;
- ensure that contractor personnel are adequately trained and instructed.

## **3.0 WORPLACE HAZARDS**

### **3.1 Purpose**

The procedure is designed to establish a system for workers, contractors and third parties to identify, evaluate and control hazards so they may be adequately controlled prior to the occurrence of an accident/incident.

### **3.2 Scope**

The Hazardous Situation Reporting procedure applies to all persons considered employees of TCI, sub-contractors and third parties conducting work on behalf of TCI. This procedure is designed to identify and address workplace hazards.

### **3.3 Hazard Definition**

A circumstance or situation which has the potential to result in an incident.

### **3.5 STANDARD**

#### **3.5.1 Hazards**

Hazards can be identified, labelled, controlled or eliminated and they can be tracked over time to determine whether they contribute to injury or illness. Addressing hazardous situations will control the hazard before an injury, illness or property damage occurs. Because of the range and complexity of hazards in the workplace, recognition must be an ongoing concern of all workplace parties at all times.

There are various categories into which hazards can be placed, such as:

- machinery and equipment hazards include sharp edges, pinch points, entanglement, contact with energy sources and hot surfaces;
- material hazards include the weight, shape, flammability, corrosiveness and toxicity of a specific material;
- the hazards of physical work environments include housekeeping, noise, lighting, air quality and excessive heat or cold;
- hazards associated with people and the tasks they do include becoming overly fatigued or stressed and a job task may require reaching beyond the normal capacity of the worker's body, or adopting an awkward posture;
- organisational factors include policies and procedures, maintenance schedules, type of training and shift work schedules.

When incidents occur, it is often because a number of factors from different hazard sources have acted in combination. This is why, in hazard recognition, it is wise to consider not only the hazard but the circumstances which allow the hazard to exist.

There are three fundamental steps in Hazard Assessment. Hazard Recognition is the first step and can be defined as an awareness of hazardous conditions or situations: the second step involves the Evaluation of the Hazard, and the third step is the identification of Hazard Control measures. All three steps are dependent upon each other.

#### **3.5.2 Hazard Recognition**

No single best method can be recommended for hazard recognition, instead a variety of methods are implemented including the following:

- a review of Material Safety Data Sheets (MSDS) must be conducted before an unfamiliar substance is used. Chemical substances present different hazards depending on their use.
- Daily Field Report is a means of identifying hazards on an on-going basis.

#### **3.5.3 Hazard Control**

Once hazards are recognised, controls can be developed. The ideal procedure is to eliminate the hazard; however, where the nature of the process is such that elimination is not possible, three main types of controls, Administrative, Engineering and Personal Protective Equipment, are to be considered. In addition, Work Behaviours and the reduction of Human Error can contribute substantially to hazard control.

### **3.5.4 Administrative Controls**

Health and safety procedures, safe work practices, training, work scheduling, job rotation, pre-use inspections are all examples of Administrative Controls.

### **3.5.5 Engineering Controls**

**Source** controls include all engineering controls at the point of hazard generation.

Examples are wet grinding, machine cooling and grounding, exhaust mufflers, scrubbers and local exhaust fans. Source controls eliminate hazard generation or contain hazards in close proximity to the source.

**Path** controls include devices that intervene in the path between the source and the operator. Examples are shields, machine guards, dust and smoke extractors, welding shields and general ventilation.

### **3.5.6 Personal Protective Equipment**

Control at the worker should be considered as the last choice of Hazard Control, where administrative and engineering controls are not fully effective. Personal protective equipment is designed to prevent injury or illness by preventing exposure.

### **3.5.7 Work Behaviours and Human Errors**

Hazard Controls are not limited to physical condition hazards. In addition, personal factors and job factors must also be considered.

Clear job instructions, properly operated and regularly maintained equipment, well designed material handling and storage procedures effectively reduce hazards. Exceeding specific design limits (e.g. not operating the equipment at proper speed, temperature or load limits) may lead to equipment failure and consequent hazards.

### **3.5.8 Monthly Hazard Assessment**

When workplace situations change, so will the hazards. The value of maintaining an ongoing hazard assessment program is to ensure that both new hazards and changes to existing hazards are identified and addressed. TCI will review the Daily Field Report and Weekly Site Safety Inspection to conduct a monthly site safety inspection.

Copies of completed monthly site safety inspection documentation shall be retained by the H&S Manager/Coordinator

## **4.0 SUBSTANCE ABUSE POLICY**

To ensure a safe and productive work environment while on working time or while on company property or in company vehicles, workers are prohibited from:

- unlawfully manufacturing, distributing, dispensing, processing or using alcohol or controlled substance or misusing or abusing prescribed or over-the-counter drugs;
- having present in their bodies during work hours detectable levels of illegal drugs or alcohol;
- violating any law relating to drugs or alcohol;
- failure to comply with the substance abuse policy will result in immediate disciplinary action and/or termination of employment.

## **5.0 SAFETY STANDARDS - ENFORCEMENT/DISCIPLINE**

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

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

- On first offence, worker will be given a written or a verbal warning.
- On second offence, workers employment will be terminated.

When dealing with subcontractors, the supervisor will be authorised to instruct their foreman/manager to discipline and/or remove the individual who have been identified as refusing to comply. If the individual refuses to leave site as ordered, the site superintendent shall call the police to remove the person and immediately notify TCI management.

## **6.0 SAFETY COMMUNICATION SYSTEMS**

This communication system is established to advise you on health and safety issues, regulations, programs and responsibilities related to your job.

This communication system consists of:

- Safety Orientation
- Tailgate Safety Meetings
- Project Safety Committee Meetings and Minutes
- Safety/Communication board located in Site Office Trailer.

## **7.0 EMERGENCY RESPONSE PLAN/CONTACT LIST**

An Emergency Response Plan/Contact List shall be prepared by the Project Manager/Superintendent. This plan and list shall be posted in the site office and at all means of access and egress.

The Emergency Response Plan and Contact List shall clearly contain the following:

- Location of access routes that must be kept clear.
- Location of first aid stations.
- Location of nearest telephone and telephone numbers for ambulance, closest hospital and/or treatment facility and fastest route, fire department, and police.
- Location of fire extinguishers.
- Provision for training of all workers in the Emergency Response Plan.
- Assembly areas and reporting stations.
- Training program for emergency response team.

## **8.0 HOUSEKEEPING, STORAGE AND TOOL MAINTENANCE**

All workers are required to share the responsibility of good housekeeping by his/her personal work habits. Workers are responsible to see that his/her work area is kept clean and free from slipping and tripping hazards.

Tools and equipment should be handled as follows:

- Materials and equipment should be stored, moved, piled and transported in a manner that will not endanger workers.
- All compressed gas cylinders (oxygen and acetylene) must be stored as per regulations.

- Concrete pipes should be stored end to end whenever possible and each pipe shall be adequately wedged to prevent movement. In no case shall pipes be stacked on top of one another.
- Waste material and debris shall not be stored in areas of access and egress. Waste material and debris should not be thrown from one level to another but carried down.
- Material to be lifted by crane or other hoisting device shall not be stored under overhead power lines.

It is TCI's responsibility to supply and maintain shop tools and other power equipment in good repair. It is the worker's responsibility to use such tools properly and to report any defect to the supervisor to ensure repair is initiated and proper tagging of defective tools is carried out.

## **9.0 FIRE/EXPLOSION PREVENTION**

### **9.1 Fire**

Precautions shall be taken at all times to prevent the outbreak of fire in the workplace. Fire extinguishers must be readily accessible, properly maintained, regularly inspected and promptly refilled after use. Workers who may be required to use fire protection equipment must be trained. In addition to being familiar with the operation and location of all fire fighting equipment, you should be aware of the various categories of fire extinguishing equipment. Prevention and protection go hand-in-hand. There are some basic items you should know about fire prevention which include:

- Where fire extinguishers are located.
- The types and capabilities of these fire extinguishers.
- The proper operation.
- A monthly check of fire extinguishers
- The emergency evacuation routes and assembly areas.
- Ensuring evacuation routes are kept clear at all times.
- Store safely flammables and compressed gases
- Post warning signs as required.

All Sub Contractors must provide their own fire extinguisher for hot works e.g cutting, grinding and welding and must have it immediately next to where the work is being performed.

**YOU MUST KNOW THE EMERGENCY RESPONSE PROCEDURES YOU ARE TO FOLLOW IN THE EVENT OF A FIRE.**

### **9.2 Explosives**

At the end of a shift on any project, the unused portion of both caps and powder must be returned to the magazine for overnight storage. It is the responsibility of the licensed blaster to ensure this is done. Empty cartons must be disposed of correctly. Government regulations governing the use of explosives must be followed. No blasting operations will be carried out during the period of an electrical storm or the periods just before and after. All blasting will be done by a worker who holds the proper certification.

### **9.3 Propane/Winter Heating**

All TCI workers using propane equipment will be trained in the safe procedures. This includes the proper use and correct storage, handling of propane cylinders and equipment.

## **10.0 PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment is designated to provide an effective barrier between you and potentially dangerous objects, substances and processes. It is the duty of each worker to inspect the equipment prior to each use and to ensure it is not damaged and functioning for its intended use.

When operations and/or policies dictate the use of personal protective equipment, the use of such equipment will be mandatory.

Basic personal protective equipment may include, but is not limited to the following:

- **HARD HATS** - CSA/ANSI approved hard hats will be worn at all times.
- **FOOTWEAR** - CSA/ANSI approved footwear will be worn on all projects at all times, when local legislation dictates. In geographical areas where industry practices permit, other appropriate footwear will be worn.
- **FALL ARREST EQUIPMENT** - When there is no other form of protection from falling, employees shall wear approved fall arrest equipment. See Section 15 FALL PREVENTION & PROTECTION for more detail on usage. Periodic inspection of the fall arrest equipment will also be conducted by the Safety Officer/Coordinator.
- **RESPIRATORY PROTECTIVE EQUIPMENT** - The proper type must be worn when performing any operation where an oxygen deficiency may exist, or where air circulation is not sufficient to prevent inhaling of harmful amounts of dust, toxic fumes, mist or vapours.
- **EYE AND FACE PROTECTION** - CSA/ANSI approved safety glasses with side shields or goggles must be worn whenever the nature of the job presents an eye hazard, such as drilling, using power tools, or posted job areas and equipment. When grinding, a face shield must be worn in addition to the eye protection.
- **HEARING PROTECTION** - CSA/ANSI approved hearing protection must be worn when the sound level in the work area exceeds the permissible occupational exposure limit.
- **HAND PROTECTION** - Appropriate gloves must be worn when handling rough, sharp, hot, caustics, acids, solvents, concrete or chemicals.

**IF IN DOUBT AS TO THE TYPE OF CLOTHING OR LEVEL OF PROTECTIVE EQUIPMENT REQUIRED, CONTACT YOUR SUPERVISOR BEFORE PROCEEDING. IN CERTAIN INSTANCES SOME PPE MAY NOT BE REQUIRED, ONLY IF INSTRUCTED BY TCI SUPERVISOR.**

**11. MATERIALS HANDLING/ LIFTING**

All materials/equipment should first be evaluated for reach and capacity (load) during site planning. Wherever necessary, you should employ dollies or another device as necessary when lifting heavy materials/equipment. The use of pallets should be considered where surface conditions allow. Rolling scaffolds should be used to provide access to transport tools and materials. Rolling frame scaffolds with a few tube-and-clamp components may be useful for moving heavy objects such as motors or drives where other devices such as forklifts are not available.

When lifting, take the following precautions:

- You should know your physical limitations and the approximate weight of the materials you are trying to lift. Get help when a lifting task may be more than you can safely handle.
- Leg muscles are stronger than back muscles. Lift with your legs, not your back. Bend knees, keep back straight and avoid twisting.
- Plan before you lift - consider weight, size, shape, path of travel, and set down location. Get help if necessary.
- Protect your hands and fingers from rough edges, sharp corners, and metal straps. Keep hands and fingers out of pinch points between the load and other objects. Use gloves or hand patches as required when handling sharp, rough, heavy or hot materials

**12. SCAFFOLDS**

You shall verify that the scaffold is safe and meets all regulatory requirements.

Prior to using a scaffold check that:

- the base of the scaffold is sound, level and in adjustment - sills, screw jacks, bases;
- the legs are plumb and that all braces are installed;
- all locking devices are secured;
- all ties are in place, secured, properly installed and in good condition;
- the working platform meets regulatory requirements.

Structural components of the scaffold that are bent, damaged or severely rusted should not be used. Defective planks should be removed from the site so they cannot be used for platform material. You shall immediately report any visible defects in the scaffolding to your Supervisor.

When working from scaffolding, you shall:

- use 3-point contact to climb up a scaffold. This means two hands and one foot or two feet and one hand at all times;
- climb the scaffolding using the proper means and never climb on the braces;
- maintain good housekeeping practices in all work areas;
- check that suitable means of raising and lowering equipment and materials are used;
- immediately replace any guardrails temporarily removed for the purpose; of hoisting equipment or materials.

In addition to the foregoing, you shall **never**:

- remove any structural part of the scaffold without first checking with your Supervisor;
- place a load on the scaffold greater than its design capacity;
- rest on or place equipment or material on the guard rails;
- undermine the base of the scaffold.

When working with rolling scaffolds, you shall:

- secure or remove all materials and equipment from the platform before moving the scaffold;
- apply the caster brakes at all times when the scaffold is stationary;
- have sufficient help available when moving a rolling scaffold;
- be alert for hazards such as holes or openings in the floor, overhead obstructions, slopes and debris.

**ALL SCAFFOLDS WILL BE ERECTED AND MAINTAINED IN ACCORDANCE  
WITH THE MANUFACTURER'S SPECIFICATIONS.**

**13. POWER ELEVATING WORK PLATFORMS**

When utilizing a powered elevating work platform you must ensure:

- They are engineered and tested to meet National Standards of Canada
- Devices are checked each day before use.
- The Owner keeps a log of all inspections, tests, repairs, modifications and maintenance.
- They are given oral and written instructions before using the platform.  
for the first time. Instruction must include items to be checked daily before use.
- Operator must wear a harness and be tied off at all times.

**14. SUSPENDED ACCESS EQUIPMENT**

Training in the proper selection, rigging, operation and maintenance of equipment is essential. The use of fall-arrest systems must be a major part of instruction. A TCI worker on, or getting off, suspended access equipment must wear a full body harness connected to a fall-arrest system. Safety belts are not allowed with this equipment. The basic rule is that there must be two independent means of support for each worker on suspended access equipment. There must be one lifeline for each worker on suspended access equipment. Each lifeline must be securely anchored to an independent support so that failure of the equipment will not cause failure of the lifeline.

**14.1 Rigging**

Trades people who are not professional riggers must none-the-less rig loads at times on the job. Carpenters, for instance, are often involved not only in handling but in hoisting and landing material. When in doubt about rigging, TCI workers will consult an experienced rigger or a professional engineer.

**NEVER LEAVE AN OPENING UNATTENDED AND REPORT UNSAFE  
CONDITIONS TO YOUR SUPERVISOR.**

## **15.0 FALL PREVENTION AND PROTECTION**

### **15.1 Fall Arrest Systems**

TCI Construction Inc. requires that unless a safety net or travel-restraint system is being used, an approved fall-arrest system must be worn if a worker may fall:

- more than 10 feet
- into operating machinery
- into water or other liquids
- into or onto hazardous substances or objects

A fall arrest system consists of:

- full body harness
- lanyard
- rope grab
- lifeline
- adequate lifeline anchor

### **15.2 Lifelines**

All vertical lifelines must be:

- In compliance with the construction regulation and applicable CSA standards
- Used by one worker at a time
- Free of any defects
- Secured to a solid object capable of supporting the weight of a small car

### **15.3 Rope-Grabbing Devices**

If using a vertical lifeline, you must be attached to the lanyard of a safety harness and must use a mechanical rope grab that meets CSA Standard. If a fall happens, the lanyard, lifeline or rope grab should not be held onto.

### **15.4 Ladders**

Ladders will be checked for defects prior to use. Any scrap of material will be removed from the base and top of the ladder. The ladder will be secured at the base and top against accidental movement.

TCI workers utilizing ladders will:

- Ensure the ladder is set on a firm, level surface.
- Take caution that only one person is on the ladder at a time.
- Check for overhead power lines or any electrical hazards.
- Keep boots clean of any debris that may cause slippage.
- Wear a safety harness if working 10 feet or more above the ground or floor.
- Inspect ladders on a regular basis for any defects and for structural rigidity.

### **15.5 Guardrails**

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

## **16.0 COMPRESSED GAS CYLINDERS**

The following rules apply when working with compressed gas cylinders:

- Secure cylinders in the upright position.
- Replace caps when not in use.
- Keep full and empty cylinders separate.
- Oxygen and fuel gas cylinders must be stored at least 20 feet apart.
- Do not smoke near cylinders.
- Cylinders need to be stored in an acceptable cage as per regulations.

## **17.0 CRANES AND HOISTS**

- Cranes and hoists shall be operated only by authorized personnel.
- Keep clear of swinging cabs of cranes.
- Use a tag line on all loads that may swing while being hoisted and lowered.
- Cranes and hoists must be operated with caution when near power lines. Do not take any equipment within 7 m. (25 ft.) of energized lines. If in doubt consult your Supervisor.
- Do not touch the crane or load while it is in motion.
- Do not ride the headache ball, hook or load on any crane.
- Operators are expected to know and work within the rated capacities of their crane or hoist.
- Operators shall go through the start up and shut down procedures as described by the equipment checklist and as instructed by the Supervisor.
- Crane operators must be fully aware of the crane operating procedures. No equipment shall be operated without a thorough Supervisor briefing.

## **18.0 VEHICLES AND EQUIPMENT**

The following rules apply while working with and around vehicles and equipment:

- Operation of equipment without authority will result in termination.
- Do not ride on running boards or stand up in moving vehicles.
- The driver shall not remain in the cab of a truck when it is being loaded or unloaded from overhead by a crane.
- Vehicles and equipment shall be operated lawfully and safely at all times.
- All vehicles and equipment must be shut down for refuelling or cleaning.
- Repair procedures shall be followed as specified by the maintenance department.
- When vehicles or equipment are stuck or broken down, their removal will be performed under the direction of a Supervisor.
- Safety and repair requirements of your machine are to be reported to your immediate Supervisor.
- Removal of **LOCK OUTS** or **DO NOT OPERATE** tags without proper authority is prohibited and may result in termination.

## **19.0 CHAINSaws**

Chainsaws can be very dangerous and must only be used by a worker who has received training of its safe use. If you must use a chainsaw, you must wear appropriate personal protective equipment including gloves, eye and face protection and hearing protection.

Chainsaws must be held firmly when starting and held firmly with both hands while in use.

Chainsaws must be equipped with safety chains and be provided with a device that stops the saw in the event of kickback.

The chain must be stopped when cutting.

## **20.0 FUELLING PROCEDURES**

Caution must be exercised when refuelling equipment. In some cases, regulations insist that internal combustion engines be shut off during refuelling. No smoking signs must be prominently displayed. A designated refuelling area will be identified.

## **21.0 ASBESTOS**

As asbestos is a widely used material in the construction industry, TCI will ensure that if workers encounter material that they suspect to contain asbestos, they are to immediately inform the superintendent or TCI management before proceeding with the work. TCI and the superintendent will investigate and confirm whether or not asbestos is present and any measures that need to be undertaken.

## **22.0 CONFINED SPACES**

### **22.1 Definition:**

*Confined Spaces* means a space in which, because of its construction, location, contents, or work activity therein, the accumulation of hazardous gas, vapour, dust or fume creation of an oxygen deficient atmosphere may occur. Air normally contains 21% oxygen and a minimum of 19.2% oxygen. If a confined space has less than 18% then air is required for workers to enter the space.

A *competent person* means a person whom:

- a) is qualified because of knowledge, training and experience to organize the work and its performance, and
- b) is familiar with this Act (Occupational Health & Safety Act Reg. 851 and 213).

Before work begins, identify confined space locations and areas of work on the site plan and develop the necessary work procedures. If work is to be done in electrical vaults, the Superintendent shall notify the local utility or Hydro One as applicable before work begins.

A Safe Work Permit shall be obtained from the client if this is a requirement.

Before work begins, provide necessary safety equipment such as proper ventilation, breathing apparatus if required, safety support staff and rescue equipment. Inspect and test all safety equipment before use.

Confined space hazards include a) *Atmospheric* - oxygen deficient, combustible gases/vapours, toxic gases/vapours and b) *Physical* - slip, trip, fall, noise, vibration, electric shock, temperature, insect and vermin, and mechanical.

Confined space ventilation must be employed when atmospheric hazards are possible or likely.

## **22.2 Confined Space Roles and Responsibilities**

### **22.3 The Entrant**

- Must be trained on the specific procedure for entry and method of hazard control.
- Know the signs, symptoms and consequences of exposure that they may face.
- Wear all PPE specified in the procedure.
- Alert the attendant when they recognize signs of changes in conditions or warning signs or problems they encounter.
- Maintain communication with the attendant.

### **22.4 The Attendant**

- Read the procedure for entry into the confined space and follow all requirements of the procedure and on the permit.
- Know the signs, symptoms and consequences of exposure.
- Always observe entrants for behavioural changes such as shortness of breath, slurred speech, complexion colour or unsteadiness.
- Ensure an accurate accounting of entrants is kept on the permit.
- Remain outside at entrance on duty until relieved by another competent attendant.
- Maintain constant communication with entrants and visual contact if possible.
- Monitor conditions and hazards outside the same.
- Be equipped with radio and capable of summoning rescue and ERT as soon as necessary.
- When others not involved to stay clear of the entry.
- Make sure that air-monitoring equipment always goes into the space with the entrants.
- Be a holder of a valid first aid certificate including CPR.

### **22.5 Air Monitoring Equipment**

- A device which can constantly check for atmospheric hazards and warns the user.
- Common uses are for:
  - a) low/high oxygen
  - b) explosive materials
  - c) individual chemical levels

**The Ministry of Labour are available on request to visit site and assess each individual situation. (613 228 8050 or 1800 267 1916)**

## **23.0 HOT WORK AREAS**

The Superintendent shall develop appropriate procedures for the hot work to take place. These procedures shall be reviewed with the appropriate parties and a hot work permit shall be obtained from the client if required.

Assign support staff for fire watch as work progresses.

## **24.0 ELECTRICAL SAFETY**

The Superintendent shall develop a project specific tagging and lock-out procedure for any energy source requiring tagging or lock-out on each project.

Workers or Sub-Contractors shall ensure tags, keys, padlocks and scissors are provided to workers for the lock-out and tagging procedures.

Before restoring power to locked-out equipment, ensure all workers are clear of the system or systems affected.

It is the responsibility of the Superintendent to ensure all workers and Sub-Contractors comply with the electrical safety code.

GFI's shall be available on site and regular inspections shall be made of extension and power cords, and any temporary lighting.

All electrical tools used on site must be CSA approved.

Temporary power installation and connection must be performed by a licensed electrician.

## **25.0 TAGGING AND LOCKOUT**

As TCI does not have in its inventory, major sources of electrical and power supplies, this is not applicable. However, before work begins and as needed, all energy sources will be identified which need to be tagged and locked-out. Workers will be provided with tags, individual keys, padlocks and scissors in the event that it is required.

## **26.0 EXCAVATION**

Excavation work will not be done unless another worker is working close as a means of safety precaution when excavation is underway. Cracks, water, vibration, weather and previous excavation can affect the stability of the surrounding area.

Most fatal cave-ins occur on small jobs of short duration such as service connections and excavations for drains and wells. There are three basic methods of protecting TCI workers against excavation cave-ins, etc.:

1. Sloping
2. Trench Boxes
3. Shoring

### **26.1 Sloping**

To ensure a trench will not collapse, TCI workers will slope the walls. Where space and other requirements permit sloping, the angle of slope depends on soil conditions.

### **26.2 Trench Boxes**

Trench boxes are meant to protect TCI workers in case of a cave-in. They can support trench walls if the space between the box and trench wall is backfilled. Trench boxes will only be designed by a professional engineer.

### **26.3 Shoring**

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

### **27. WORK AT UNDERGROUND/OVERHEAD POWERLINES**

TCI will, when working near overhead power lines:

- Locate all underground and overhead services before starting work.
- Determine voltage of electrical utilities.
- Have power lines moved, insulated or de-energized where necessary.
- Mark underground lines on all plans or drawings. Post warning signs along their routes.
- Avoid storing material or equipment under power lines. If it must be stored there, hang warning flags and signs to prevent other workers from using hoisting equipment to move or lift it.
- With backhoes, cranes, and similar equipment near power lines use a signaler to warn the operator when any part of the equipment or load approaches the minimum allowable distances.
- Before moving ladders, rolling scaffolds, or elevating work platforms, check for overhead wires.
- Locates are only valid for 30 days after inspection.

### **28. INSPECTIONS & AUDITS**

- Accompany Government Inspectors on site inspections and assist as requested
- Provide any information requested.
- Post notices, orders or other items as required.
- Complete Project Manager Safety Audit form and Job Operations and Conditions sheet at the start of the project and at least monthly thereafter.
- Complete remedial work as quickly as practical.

### **29. WHMIS/HAZCOM**

All TCI's field and management staff are provided WHMIS/HAZCOM training through the Ottawa Construction Association and the Carpenters Union which provide courses on a regular basis. Refresher courses are required every 2 years.

Workplace Hazardous Materials Information System (WHMIS)/Hazardous Communications (HAZCOM) provide the worker with vital information about hazardous materials or substances.









The key elements are:

- labels
- Material Safety Data Sheets (MSDS)
- worker education

Always take the time to read the WHMIS/HAZCOM instruction labels. The labels tell you:

- material and supplier identification
- hazard symbols
- risks
- precautionary measures
- first aid measures

The following are the eight WHMIS/HAZCOM hazard symbols:

CLASS	SYMBOL	EXAMPLE
Class A: Compressed Gas		oxygen
Class B: Flammable and Combustible Material		acetone
Class C: Oxidizing Material		chromic acid
Class D: Poisonous and Infectious Material		
1. Materials causing immediate and serious toxic effects		ammonia
2. Materials causing other toxic effects		asbestos
3. Biohazardous Infectious Material		contaminated blood products
Class E: Corrosive Material		hydrochloric acid sodium hydroxide
Class F: Dangerously Reactive Material		acetylene

For your reference, Material Safety Data Sheets are available for all hazardous products at project locations.

**DON'T BE AFRAID TO ASK. IT IS YOUR RIGHT TO KNOW.**

### **30. FIRST AID**

**SHOULD AN ACCIDENT OCCUR, IT IS ESSENTIAL THAT FIRST AID BE ADMINISTERED IMMEDIATELY, FOLLOWED BY PROPER MEDICAL TREATMENT IF NECESSARY.**

TCI shall provide medical/first aid facilities which comply with Workplace Safety and Insurance Act as well as Legislation.

Designated workers will have first aid training and possess current certificates. Their names shall be posted in the Superintendent's office and at first aid stations.

If an accident occurs, the first trained person to the site shall administer first aid. This person will also send someone immediately to notify the Superintendent or Foreperson and the Health and Safety Representative. Once the injury is assessed, TCI will ensure necessary protection is provided against continuing or further hazards.

The person administering first aid shall remain with the injured person until help arrives and then inform medical personnel or any first aid treatment administered.

Transportation to the nearest hospital or treatment facility shall be provided if emergency vehicle transportation is unavailable.

### **30.1 Basic First Aid**

- A first aid kit with required contents will be available at each workplace.
- There will be a certified first aider on each shift.
- All new employees will be advised of the location of the first aid kit and the person holding a first aid certificate.
- Each first aid kit will contain an Injury Treatment Record, form RF1 (See Appendices)
- Any use of the first aid kit will be recorded, including details of the injury, the injured person's name, the date and time of first aid treatment, the nature of the treatment and the name of the person rendering treatment.
- This record is required legally and compliance will be strictly enforced.

### **31.0 COLD STRESS**

#### **31.1 Purpose**

The Cold Stress procedure is designed to:

- protect workers in cold environments;
- prevent cold-related illnesses in the workplace

#### **31.2 Hazards**

- cold air temperatures
- high velocity air movement
- contact with cold water or surfaces

#### **31.3 Definitions**

##### **31.3.1 Cold Stress**

Cold stress occurs when the body is unable to warm itself.

##### **31.3.2 Core Body Temperature**

The temperature of the internal core body. Both the American Conference of Industrial Hygiene (ACGIH) and the National Institute for Occupational Safety and Health (NIOSH) cite a normal core body temperature of approximately 98.6°F (37°C).

##### **31.3.3 Frostbite**

Frostbite is a cold induced condition caused by the formation of ice crystals in exposed body parts. It occurs when extremities are exposed to cold for an extended period of time.

##### **31.3.4 Hypothermia**

Hypothermia is a cold-induced condition which results from over cooling of the body due to excessive loss of body heat.

## **31.4 Responsibilities**

### **31.4.1 Senior Management**

Senior Management shall:

- ensure compliance to the requirements outlined within this procedure;
- provide adequate funds and resources for the purchase, issue and use of heating devices or other protective equipment;
- assess the effectiveness of this procedure.

### **31.4.2 Project/Department Manager**

The Project/Department Manager shall:

- ensure that means of preventing cold stress and other cold-related health hazards are provided;
- ensure that special engineering controls and changes in work schedules are implemented as required;
- provide for a warm rest area as appropriate;
- ensure that any additional cold stress monitoring or control strategies are implemented, as required.

### **31.4.3 Workers**

Workers shall:

- comply with the requirements outlined within this procedure;
- attend safety training as required;
- be familiar with cold stress hazards, contributing factors and preventative measures;
- select and wear personal clothing as appropriate;
- follow safe work procedures to prevent cold stress related injuries;
- report any cold stress related symptoms experienced by themselves or co-workers to their supervisor.

### **31.4.4 Health & Safety Department**

*The Health & Safety Department includes the Safety Manager, Health Claims Manager, Health & Safety Coordinator and Construction Safety Specialists.*

The Health & Safety Department shall:

- support the administration, implementation and continual evaluation of the Cold Stress procedure;
- assist line management in implementing cold stress preventative measures;
- determine the need for further control measures;
- identify other factors that may contribute to cold stress and determine cold exposure limits accordingly;
- investigate cold stress related incidents;
- ensure the adequacy of instruction and training.

### **31.4.5 JHSC/JOHSC**

The JHSC/JOHSC shall:

- identify potential cold stress related hazards;
- identify and communicate cold stress related issues;
- work cooperatively with the company to address cold stress related issues.

## 31.5 STANDARD

### 31.5.1 General

When in a cold environment, most of the body's energy is used to keep the internal temperature warm. Over time, the body will begin to shift blood flow from the extremities (hands, feet, arms and legs) and outer skin to the core (chest and abdomen). This allows exposed skin and the extremities to cool rapidly and increases the risk of frostbite and hypothermia.

Cold stress disorders range from minor discomforts to life-threatening conditions as outlined the following table.

	<b>Cause</b>	<b>Symptoms</b>	<b>Treatment</b>
<b>Trench Foot</b>	Feet immersed in cold water at temperatures above freezing for long periods of time.	<ul style="list-style-type: none"> <li>• Tingling</li> <li>• Itching or burning sensation</li> <li>• Blisters may be present</li> </ul>	<ul style="list-style-type: none"> <li>• Soak feet in warm water</li> <li>• Wrap feet with dry cloth bandages</li> <li>• Drink a warm, sugary drink.</li> </ul>
<b>Frost Bite</b>	Occurs when the skin actually freezes and loses water.	<ul style="list-style-type: none"> <li>• Typically affects the extremities, particularly the feet and hands.</li> <li>• The affected body part will be cold, tingling, stinging or aching followed by numbness</li> <li>• Skin colour turns red then purple then white and is cold to the touch.</li> <li>• There may be blisters in severe cases.</li> </ul> <p><b>In severe cases amputation of the frostbitten area may be required.</b></p>	<ul style="list-style-type: none"> <li>• Do not rub the area to warm it</li> <li>• Wrap the area in a soft cloth</li> <li>• Move the worker to a warm area and contact medical personnel</li> <li>• If help is delayed, immerse in warm water (maximum 105°F/40°C) <b>not hot water</b></li> <li>• Do not pour water on affected part</li> </ul>
<b>Mild Hypothermia</b>	Occurs when body heat is lost faster than it can be replaced.	<p>The core body temperature drops to around 95°F/35°C</p> <ul style="list-style-type: none"> <li>• Shivering</li> <li>• Poor coordination</li> <li>• Slurred speech</li> <li>• Fumbling</li> <li>• Pale, cold skin</li> </ul>	<ul style="list-style-type: none"> <li>• Move to warm area and stay active</li> <li>• Remove wet clothes and replace with dry clothes or blankets, cover the head</li> <li>• Drink a warm (not hot) sugary drink</li> <li>• Avoid drinks with caffeine</li> </ul>

<p><b>Moderate Hypothermia</b></p>	<ul style="list-style-type: none"> <li>Occurs when body heat is lost faster than it can be replaced.</li> </ul>	<p>The core body temperature is less than <u>95° F (35°C)</u>:</p> <ul style="list-style-type: none"> <li>Symptoms worsen.</li> <li>Shivering stops.</li> <li>Workers may be unable to walk or stand.</li> </ul>	<ul style="list-style-type: none"> <li>Call 911.</li> <li>Move to warm area.</li> <li>Cover all extremities completely.</li> <li>Place very warm objects, such as hot packs or water bottles on the victim's head, neck, chest and groin.</li> <li>Arms and legs should be warmed last.</li> </ul>
<p><b>Severe Hypothermia</b></p>	<p>Occurs when body heat is lost faster than it can be replaced</p>	<p>The core body temperature falls to around 85°F/29°C</p> <ul style="list-style-type: none"> <li>Worker may become unconscious</li> </ul> <p>The core body temperature is 78°F/25°C the Worker could die</p>	<ul style="list-style-type: none"> <li>Call 9-1-1</li> <li>Treat the Worker very gently</li> <li>Do not apply external heat to re-warm</li> </ul>

**31.5.2 Wind-Chill**

Wind-chill involves the combined effect of air temperature and air movement. The Wind-chill cooling rate is defined as heat loss resulting from the effects of air temperature and wind velocity upon exposed skin. The Wind-Chill Chart (Appendix A) compares the effects of air temperature with and without wind.

The higher the wind speed and the lower the temperature in the work environment, the greater the insulation value of the protective clothing that is required.

**31.6 Cold Stress Controls**

**31.6.1 General Controls**

- Workers shall be medically fit to work in cold environments
- Warm sweet drinks shall be arranged at the work site to maintain caloric intake and fluid volume.
- Coffee shall be discouraged because it increases water loss and blood flow to extremities.
- Workers shall not work alone in isolated cold environments.
- Additional breaks shall be provided under extremely cold working conditions.

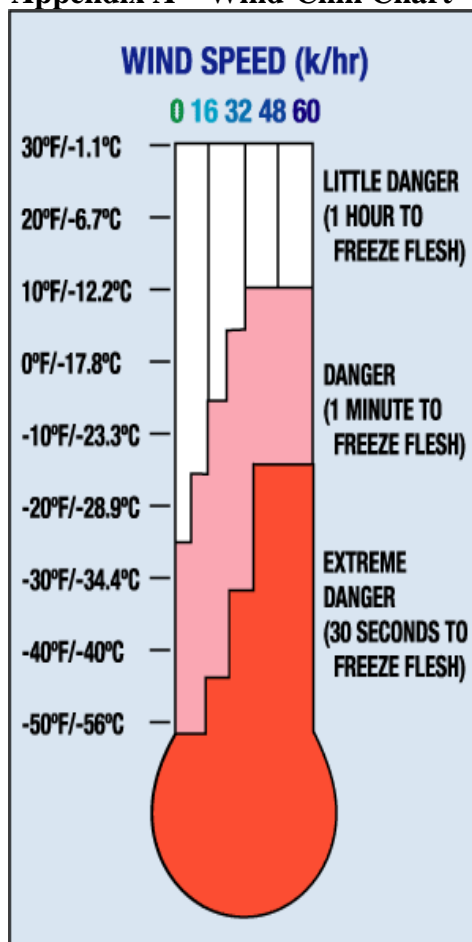
**31.6.2 Engineering Controls**

- Heaters shall be used to warm workers where practicable.
- Windbreaks shall be provided as required.
- Tools and machine controls to be used in cold conditions shall be designed for operation by gloved hands.

### 31.6.3 Personal Controls

- Protective clothing shall be selected to suit the environment, the job and the level of physical activity.
- Workers whose clothing gets wet for any reason must immediately change.
- Hats and hoods shall be worn to prevent heat loss from the head and to protect the ears.
- Balaclavas or other face covers shall be worn as required.
- Footwear should be large enough to allow wearing either one thick or two thin pairs of socks.
- Workers shall follow recommended schedule or rest breaks, as advised by supervisors, to prevent frostbite or hypothermia.

Appendix A – Wind-Chill Chart



### 32.0 HEAT STRESS

32.1 **Heat stress** takes place when your body's cooling system is overwhelmed. It can happen when heat combines with other factors such as: dehydration and certain medical conditions. Heat stress could lead to illness or even death.

### 32.2 Symptoms

32.2.1 **Heat rash:** itchy red skin.

*Treatment:* Apply wet cloth on skin, thorough drying, will disappear in a few days.

**32.2.2 Heat cramps:** painful muscle cramps usually in the back, legs and arms as the body loses salt.  
*Treatment:* Stretch and massage muscles. Replace salt by drinking commercially available carbohydrate/electrolyte replacement fluids

**32.2.3 Heat exhaustion:** High body temperature, confusion, or convulsions, nausea or vomiting, breathlessness, headache, weakness.  
*Treatment:* Bring the person to a shaded area and apply water to the skin, and, if necessary, seek medical assistance immediately.

### **32.3 Avoiding Heat Stress**

#### **You and your employer should:**

Provide yourself cool drinking water close by and try to drink a cup every ½ hour or so.  
Caution workers and co-workers about working in direct sunlight.  
Wear light summer clothing to allow air to move freely and sweat to evaporate.  
Avoid beverages such as tea, coffee, or alcohol that make you pass urine more frequently.  
Avoid eating hot, heavy meals. They tend to increase internal body temperature.

### **32.4 Workers**

Follow instructions and training for controlling heat stress.  
Be alert to symptoms with yourself and others.  
Avoid consumption of alcohol, and caffeine.  
Bring to employer's attention if any prescription medications you're required to take increase susceptibility to heat stress.  
Get adequate rest and sleep.  
Drink small amounts of water regularly to maintain fluid levels and avoid dehydration.

### **33.0 ACCIDENT PREVENTION**

All unsafe conditions or practices must be reported immediately. All reported hazards must be investigated and corrective action taken to avoid injury, damage or recurrence.

### **34.0 ACCIDENT/INCIDENT REPORTING**

All accidents and incidents must be reported to TCI Site Supervisor immediately, who will in turn inform management. All accidents and incidents will be investigated once the occurrence has been attended to and further risks have been eliminated.

The prime objective of reporting and investigating is to prevent recurrence, and knowing how to identify accidents. The following procedures and forms hereafter will help prevent the recurrence of accidents/incidents and enable TCI to meet legal requirements.

Forms you should be familiar with are:

- Treatment Memorandum
- Employer's Report of Injury/Disease Form 7
- Functional Abilities Form

You may be required to participate in the investigation.

**PERSONAL INJURIES, NO MATTER HOW MINOR, MUST BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR.**

### **35.0 ACCIDENT/INCIDENT INVESTIGATION**

The Safety Support Staff and Superintendent shall initiate investigations for the following:

- Fatalities
- Critical injuries
- Lost time accidents
- Medical aid accidents
- Any work fall arrested by a harness or belt
- Property damage exceeding \$500.00

**Accident investigation shall be carried out in accordance with CSAO Data Sheet Accident Investigation (Form DS029).**

**Accidents/Incidents vary in severity.** The reporting of accidents or incidents by management to the Ministry of Labor, Workplace Safety & Insurance Board, and the Health and Safety Representative shall be reported within 48 hours for a critical injury and within four days according to the time frame of the severity.

#### **Two Levels of Severity:**

- A. *Minor injuries requiring first aid only.***
- B. *Injuries requiring medical attention.***

Accidents, Incidents and reporting requirements are described in the Site Safety Incident Report form (attachment).

The procedures include the following:

- Accidents and Incidents
- Investigation Required
- Investigation
- Action of the Investigation
- Role and action of the investigators
  - Forms
  - Records
  - Follow-up

Action required from the investigation:

Primary action to be taken by the investigator(s)

- Secure the scene
- Identify and Interview witnesses
- Gather evidences and survey the scene
- Analyse contributing factors and prepare report (see attached form).

All records, forms and reports of the investigation must be kept on file at Taplen Construction Inc office for future reference.

The result of the investigation shall be distributed to all TCI site supervisors and management for awareness and education of all workers and shall include recommendations to prevent recurrences. All recommendations must be documented and submitted by the Health and Safety Officer to ensure that all corrective steps are implemented.

**36. RETURN TO WORK PROGRAM**

As part of TCI's commitment to provide a safe and healthy working environment, the following Return to Work Program has been established for workers who sustain workplace injuries:

- TCI undertakes to, where possible, accommodate injured workers through early assistance, rehabilitation, and placement to the benefit of the entire workplace.
- This program provides gradual and consistent rehabilitation to all injured workers. TCI will facilitate injured workers to achieve an appropriate and timely return to work in their pre-injury positions. If this is not possible, TCI will make every effort to reemploy workers in the same position with modified conditions, or offer a suitable, alternate position. All alternate position placements will be made in cooperation with the affected worker, management, health care providers, and the Ontario Workplace Safety & Insurance Board (WSIB).
- Any personal information received by management will be treated as confidential. Personal information will only be released if required by law and/or with the approval of the affected worker who will specify the information that may be released and to whom it can be released.
- Injured workers participating in Return to Work Program are expected to provide feedback in order to improve the program's future development. All injured workers, regardless of injury, will be considered for placement through the Return to Work Program.
- It is expected that the injured worker will be responsible for participating in the program to the best of his/her abilities and capacities.
- Early assistance is considered the cornerstone of this Return to Work Program.

**36.1 Role of the Employer in the Return to Work Program**

- 1) Investigate/review the accident or illness to prevent recurrence.
- 2) Provide immediate support to the injured/ill worker and his or her family.
- 3) Schedule continuing contact with the injured/ill worker to determine the workers recovery and return to work.
- 4) Participate in the development and implementation of the Return to Work Program, and communicate commitment to the injured/ill worker.
- 5) Provide assistance in the rehabilitation effort and access to employment.

**36.2 Role of the Injured/Ill Worker in the Return to Work Program**

- 1) Seek timely and appropriate health care to treat the injury/illness.
- 2) Follow the instructions and recommendations of the health care provider.
- 3) Participate in the rehabilitation process, and in the development and implementation of the Return to Work program.
- 4) Maintain a positive attitude about returning to work when appropriate.

### **37.0 WORK SITE & PUBLIC PROTECTION, SECURITY & ACCESS CONTROL**

Taplen Construction's goal in work site, public protection, security and access control is to ensure the protection of the public and construction workers at all times. It is imperative to allow construction to proceed safely and efficiently while prioritizing the safety of public traffic over construction equipment.

#### **37.1 Access to Work Areas**

Ladders, scaffolds, swing stages, ramps and runways should be constructed, erected and secured in accordance with the regulations under the Act. When work areas are above or below ground, access to and egress from the work area shall be provided and maintained in a safe condition. Proper and sufficient warning signs, tags or lockout devices shall be installed wherever hazards exist, such as moving machinery, open excavations, temporarily removed manhole covers and electrical hazards.

There are a number of checks a worker must do, prior to any commencement of construction work, as follow:

- What equipment is operating, and where.
- Protection of public traffic by ensuring there are adequate signs, delineators, cones and barriers.
- Ensuring there is adequate construction personnel to route and re-route traffic away from the work.
- Improvement of safety precautions by minimizing conversation, testing two-way communication units (if required), and understanding and communicating hand signals.
- Wear personal protective, reflective clothing

### **38.0 COMPLIANCE WITH THE LAW**

A copy of Local Regulations for Occupational Health & Safety Act is available for your reference at all TCI project locations. Ensure that these Regulations are adhered to.

### **39.0 WORKPLACE VIOLENCE POLICY**

#### **39.1.1 Purpose**

The purpose of the policy is to ensure that:

- individuals are aware of and understand that acts of violence are considered a serious offence for which necessary action will be imposed;
- those subjected to acts of workplace violence are encouraged to access any assistance they may require in order to pursue a complaint; and
- individuals are advised of available resources if they are subjected to, or become aware of, situations involving workplace violence.

#### **39.1.2 Scope**

This policy applies to all persons considered employees of Taplen Construction Inc., and Subcontractors conducting work on behalf of TCI.

### **39.1.3 Definition**

For the purpose of this policy “**workplace violence**” means threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury, whether work related or at a work site.

Examples of workplace violence:

- threatening behavior such as shaking fists, destroying property or throwing objects
- verbal or written threats that express an intent to inflict harm;
- physical attacks;
- any act that would arouse fear in a reasonable person in the circumstance.

## **39.2 RESPONSIBILITIES**

### **39.2.1 Management**

For the purpose of this policy, as a Sr. manager or supervisor, you are responsible to:

- act responsible towards individuals while at work and participating in any work-related activity;
- provide immediate assistance when workplace violence occurs;
- develop workplace arrangements that minimize risk of workplace violence;
- promote a non-violent workplace;
- ensure this policy is explained to all employees that your supervise or manage;
- identify training needs for employees;
- ensure that employees understand who to contact regarding concerns about the policy or when reporting an incident;
- ensure your own immediate physical safety if an incident or workplace violence occurs, then report the criminal behavior to the appropriate law enforcement agency; and
- ensure the security and safety of all parties involved during an investigation of an incident or workplace violence;
- disclose persons with a history of violence;
- relay all possible options in dealing with the incident.

### **39.2.2 Company Employee**

For the purpose of this policy, as a company employee, you are responsible to:

- act respectfully towards other individuals while at work and participating in any work-related activity;
- ensure your own immediate physical safety in the event of workplace violence, then report the incident to a supervisor, manager or police as the situation warrants;
- in the event of suspected workplace violence, report the incident to a supervisor or manager as the situation warrants; and
- co-operate with any efforts to investigate and resolve matters arising under this policy.

### **39.2.3 Sub-Contractor**

For the purpose of this policy, as a sub-contractor, you are responsible to ensure that your employees:

- act respectfully towards other individuals while on the jobsite and participating in any work-related activity;
- ensure their own immediate physical safety in the event of workplace violence, then report the incident to a site superintendent or police as the situation warrants;
- in the event of suspected workplace violence, report the incident to a site superintendent as the situation warrants; and
- co-operate with any efforts to investigate and resolve matters arising under this policy.

### **39.3 STANDARD**

#### **39.3.1 General**

Taplen Construction Inc. has adapted this policy from various resources including Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009.

### **39.4 COMPLAINT PROCEDURES**

- Prior to filling out a formal report of the incident a person subjected to workplace violence (the Complainant) should let their objection to the behavior be known to the alleged offender (the Respondent), directly or with the assistance of a third party.
- A Complainant may ask support from a supervisor or manager to communicate their objection to the incident and/or prepare and submit a formal complaint if they choose.
- The Complainant should carefully record details of the incident and the date and time of the incident, nature of the violence, and the names of the people who may have witnessed the incident. This document is the Complainant's personal record and property.
- The Complainant may choose to file a formal complaint that documents their concerns to their immediate supervisor or manager.

### **39.5 SITE SPECIFIC ACTIONS**

- The Project Superintendent has the right to take immediate action if an incident of workplace violence occurs and as long as the action does not put themselves or others in physical danger.

- Depending on the nature of the incident, the Superintendent is authorized to undertake the following actions:
  - 1) address the incident with the employee or subcontractor employee,
  - 2) send away from the project job site the employee or subcontractor employee,
  - 3) call the Police for immediate assistance.
- The Superintendent should carefully record details of the incident and the date and time of the incident, nature of the violence, and the names of the people who may have witnessed the incident in the site log book.
- Sr. Management must be notified of all incidents and a formal investigation, if warranted, may be undertaken and an action plan be developed for implementation.

### **39.6 CONFIDENTIALITY**

Strict confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved. Any individual who becomes aware of an incident of violence should not disclose the details of the incident to any third party without consultation of the Complainant. Discussions with unrelated parties about the incident seriously undermine the privacy of all parties involved. Those with questions or concerns about the incident should speak to their immediate supervisor or manager.

### **39.7 NON-RETALIATION**

All persons involved in the processing of a complaint will ensure that the Complainant is neither penalized nor subjected to any prejudicial treatment as a result of making the complaint. Disciplinary action will be taken against any person who takes reprisal against a person who reports workplace violence.

### **39.8 INVESTIGATION**

Upon receipt of a formal complain of workplace violence, management will determine whether an investigation will be pursued, and will:

- a) advise the Respondent in writing of the investigation and the nature and specifics of the complaint;
- b) send the Respondent home with pay, if warranted;
- c) advise the Complainant of the investigation; and
- d) assign the investigation to an internal or external person to investigate.

#### **39.8.1 The investigator will:**

- a) advise all parties to the investigation that they may have legal representation (at their own cost);
- b) conduct the investigation in a fair and non-prejudicial manner;
- c) explore all allegations by interviewing the Complainant, the Respondent, and others who may have knowledge of the incident(s) or circumstances that led to the complaint, or are responsible for the workplace.

**39.8.2** The investigator may make a finding of:

- a) sufficient evidence to support a finding of violence of this policy;
  - b) insufficient evidence to support a finding of violence of this policy, or
  - c) no violence of this policy.
1. The investigator must prepare a written report of the investigation's findings, and forward that report to management within thirty (30) working days of receiving the report and advise the Complainant and Respondent in writing of the outcome.
  2. Management should make a decision whether to dismiss or act upon the report from investigator within thirty (30) working days of receiving the report and advise the Complainant and Respondent in writing of the outcome. A person found guilty of workplace violence faces the possibility of dismissal.

### **39.9 EVALUATION**

This policy will be reviewed on an annual basis to ensure that it conforms with any changes to the Occupational Health and Safety Act, Code and Regulation and that it continues to address the needs of the company regarding workplace violence. The evaluation should therefore include the needs assessment, process evaluation, and outcome evaluation. Benchmark data should be compiled to monitor the success of the policy.

## **40.0 WORKPLACE HARASSMENT POLICY**

### **40.1 PURPOSE**

The purpose of the policy is to ensure that:

- individuals are aware of and understand that acts of harassment are considered a serious offence for which necessary action will be imposed;
- those subjected to acts of workplace harassment are encouraged to access any assistance they may require in order to pursue a complaint; and
- individuals are advised of available resources if they are subjected to, or become aware of, situations involving workplace harassment.

### **40.2 SCOPE**

This policy applies to all persons considered employees of Taplen Construction Inc., and Subcontractors conducting work on behalf of TCI.

### **40.3 DEFINITION**

For the purpose of this policy “**workplace harassment**” means any improper behaviour by an employee that is directed at and is offensive to another employee, and which that person knew or should reasonably have known would be unwelcome. It comprises objectionable conduct, comment or display made on either a one time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment to a person at the place of work. It includes harassment within the meaning of the Canadian Human Rights Act, i.e. based on any of the prohibited grounds of discrimination listed in that Act.

Sexual Harassment means any conduct, comment, gesture or contact of a sexual nature, whether on a one time basis or in a continuous series of incidents, that might reasonably be expected to cause offence or humiliation to an employee; or that the employee might reasonably perceive as placing a condition of a sexual nature on employment or on an opportunity for training or promotion. Generally, sexual harassment is deliberate, unsolicited, coercive and one sided and both male and female employees can be the victim or the perpetrator

Examples of workplace harassment:

- repeated humiliating comments to a fellow worker;
- inappropriate gestures, sarcasm, criticism and insults, often in front of customers/clients, management, or other workers;
- making a fellow employee feel insignificant;
- sabotaging a person’s work, for example, by deliberately withholding or supplying incorrect information; hiding documents or equipment; not passing on messages; and getting a person into trouble in other ways;
- leaving offensive messages on email or the telephone;
- repeated threats of dismissal; and
- repeatedly abusing a person/s loudly, usually when others are present.

### **40.4 RESPONSIBILITIES**

#### **40.4.1 Management**

For the purpose of this policy, as a Sr. manager or supervisor, you are responsible to:

- act responsible towards individuals while at work and participating in any work-related activity;
- provide immediate assistance when workplace harassment occurs;
- develop workplace arrangements that minimize risk of workplace harassment;
- ensure this policy is explained to all employees that your supervise or manage;
- identify training needs for employees;
- ensure that employees understand who to contact regarding concerns about the policy or when reporting an incident;

- ensure the security and safety of all parties involved during an investigation of an incident or workplace harassment;
- to relay all possible options in dealing with the incident.

#### **40.4.2 Company Employee**

For the purpose of this policy, as a company employee, you are responsible to:

- act respectfully towards other individuals while at work and participating in any work-related activity;
- in the event of suspected workplace harassment, report the incident to a supervisor or manager as the situation warrants; and
- co-operate with any efforts to investigate and resolve matters arising under this policy.

#### **40.4.3 Sub-Contractor**

For the purpose of this policy, as a sub-contractor, you are responsible for ensuring that your employees:

- act respectfully towards other individuals while on the jobsite and participating in any work-related activity;
- in the event of suspected workplace harassment, report the incident to a site superintendent as the situation warrants; and
- co-operate with any efforts to investigate and resolve matters arising under this policy.

### **40.5 STANDARD**

#### **40.5.1 General**

Taplen Construction Inc. has adapted this policy from various resources including Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009.

#### **40.5.2 COMPLAINT PROCEDURES**

- Prior to filling out a formal report of the incident a person subjected to workplace harassment (the Complainant) should let their objection to the behavior be known to the alleged offender (the Respondent), directly or with the assistance of a third party.
- A Complainant may ask support from a supervisor or manager to communicate their objections to the incident and/or prepare and submit a formal complaint if they choose.

- The Complainant should carefully record details of the incident and the date and time of the incident, nature of the harassment, and the names of the people who may have witnessed the incident. This document is the Complainant's personal record and property.
- The Complainant may choose to file a formal complaint that documents their concerns to their immediate supervisor or manager.

#### **40.6 SITE SPECIFIC ACTIONS**

The Project Superintendent has the right to take immediate action if an incident of workplace harassment occurs and as long as the action does not put themselves or others in physical danger.

Depending on the nature of the incident, the Superintendent is authorized to undertake the following actions:

- 1) address the incident with the employee or subcontractor employee,
- 2) send away from the project job site the employee or subcontractor employee,
- 3) call the Police for immediate assistance.

- The Superintendent should carefully record details of the incident and the date and time of the incident, nature of the harassment, and the names of the people who may have witnessed the incident in the site log book.
- Sr. Management must be notified of all incidents and a formal investigation, if warranted, may be undertaken and an action plan be developed for implementation.

#### **40.7 CONFIDENTIALITY**

Strict confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved. Any individual who becomes aware of an incident of harassment should not disclose the details of the incident to any third party without consultation of the Complainant. Discussions with unrelated parties about the incident seriously undermine the privacy of all parties involved. Those with questions or concerns about the incident should speak to their immediate supervisor or manager.

#### **40.8 NON-RETALIATION**

All persons involved in the processing of a complaint will ensure that the Complainant is neither penalized nor subjected to any prejudicial treatment as a result of making the complaint. Disciplinary action will be taken against any person who takes reprisal against a person who reports workplace violence.

#### **40.9 INVESTIGATION**

Upon receipt of a formal complaint of workplace harassment, management will determine whether an investigation will be pursued, and will:

- a) advise the Respondent in writing of the investigation and the nature and specifics of the complaint;
- b) send the respondent home with pay, if warranted;
- c) advise the Complainant of the investigation; and
- d) assign the investigation to an internal or external person to investigate.

The investigator will:

- a) advise all parties to the investigation that they may have legal representation (at their own cost);
- b) conduct the investigation in a fair and non-prejudicial manner;
- c) explore all allegations by interviewing the Complainant, the Respondent, and others who may have knowledge of the incident(s) or circumstances that led to the complaint, or are responsible for the workplace.

The investigator may make a finding of:

- a) sufficient evidence to support a finding of harassment of this policy;
- b) insufficient evidence to support a finding of harassment of this policy, or
- c) no harassment of this policy.

The investigator must prepare a written report of the investigation's findings, and forward that report to management within thirty (30) working days of receiving the report and advise the Complainant and Respondent in writing of the outcome.

Management should make a decision whether to dismiss or act upon the report from investigator within thirty (30) working days of receiving the report and advise the Complainant and Respondent in writing of the outcome. A person found guilty of workplace harassment face the possibility of dismissal.

#### **40.10 EVALUATION**

This policy will be reviewed on an annual basis to ensure that it conforms with any changes to the Occupational Health and Safety Act, Code and Regulation and that it continues to address the needs of the company regarding workplace harassment. The evaluation should therefore include the needs assessment, process evaluation, and outcome evaluation. Benchmark data should be compiled to monitor the success of the policy



**ACKNOWLEDGEMENT FORM**

I have received a copy of Taplen Construction Inc.'s Safety and Loss Prevention Handbook. I understand that in accepting employment on a Taplen project I am expected to abide by these rules, and as such, confirm that all employees reporting to me on this project have been fully trained in WHMIS and Fall Prevention. I further understand that a violation of these or failure to perform my work in a safe manner will be cause for my termination.

**COMPANY:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**SITE COPY**



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**COMPANY:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**OFFICE COPY**