



HEALTH AND SAFETY POLICY BOOK

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SECTION 1:

LIABILITY AND DUE DILIGENCE

To understand the notion of safety is to realize that due diligence is a complete defence available to companies or individuals charged under the Occupational Health and Safety Act. Due diligence will assist to prevent liability under the Occupational Health and Safety Act. To be able to prove due diligence, an accused must be able to prove that they took all reasonable precautions to prevent the accident from occurring. It is therefore imperative that all efforts, training, procedures and matters relating to the prevention of accidents are properly documented. All instructions, warnings, cautions and discussions regarding proper procedures must be documented either by way of confirmation letter, confirmation memorandum or memorandum to file. All safety issues must be followed up with the appropriate person to ensure that all issues are properly resolved.

Following are some strategies that will assist in demonstration due diligence:

- Publish a Corporate Occupational Health and Safety Policy, including an annual review.
- Assign a senior manager to be responsible for occupational health and safety matters.
- Provide specific safety instructions and safety orientation for all new workers.
- Actively support health and safety representatives and committee.
- Conduct regular internal and external health and safety audits.
- Assign safety representatives to hold and take minutes of safety meetings.
- Act to comply with or appeal all Ministry of Labour orders.
- Prepare and communicate corporate accident notices to Ministry of Labour office.
- Maintain consistent discipline of workers for violations of company safety rules or the Occupational Health and Safety Act and its regulations.
- Promote and reward individual and organizational safety accomplishments.

Because the due diligence defence is very specifically related to the facts of each situation, it is recommended that legal counsel be consulted when a company obtains a Ministry of Labour order or is charged under the Occupational Health and Safety Act. Experienced legal counsel will assist in articulating your due diligence defence in court on your behalf. Implementing the policies and following the procedures outlined in this safety program as well as completing and maintaining the forms contained in appendix "A" will assist in establishing due diligence.

Furthermore, in accordance to these goals and values, management, managers/supervisors and employees/workers, subcontractors are acknowledged to have the specific health and safety responsibilities set out in Section 3 of this manual- "Health and Safety Responsibilities".

Pacific Paving Limited values each and every employee, sub-contractor, worker, and places their health and safety in the job as a present and ongoing priority in corporate decision-making and day-to-day operations. **We ask you to do your part and work together with your fellow employees, supervisors and management in complying with the objectives of this health and safety policy and the provisions of the Occupational Health and Safety Act.**

Chief Operating Officer

Latest Update: March 17, 2008

2.3 SAMPLE MODIFIED WORK PROGRAM

POLICY

Pacific Paving Ltd. is committed to the early rehabilitation of injured workers through provisions of modified work, where practical and according to the guidelines outlined below.

Modified duties must be rehabilitative in nature. Modified duties must assist the worker in being rehabilitative.

A clear understanding must exist between the employee and the manager or supervisor as to the exact nature of the modified work, expected progression of the time worked or tasks assigned, expected date for return to full duties and consequences of an inability to return to full duties by the specified date.

Managers/supervisors, in consultation with the employee, health and safety dept. and physicians where necessary, will consider whether modifying the job will create an unacceptable increase in risk to other persons or Pacific Paving Limited operations.

Program

When modified work period is not likely to exceed 10 working days:

- The employee will be consulted to determine what physical restrictions exist, so that modified duties can be assigned;
- The employee's physician may be consulted so that medical input is based in clear understanding of the nature of the regular work and acceptable temporary modifications;
- The Manager/Supervisor will document in written form the modified work arrangements.

When the employee's condition has improved, but not fully, after 10 days, one time extension not to exceed 10 more days, will be considered based on the degree of improvement and likelihood of full recovery.

Where the modified work period is expected to exceed 10 days, a written, modified work agreement will be initiated, in consultation with the health and safety supervisor. The agreement must be signed by the employee and will ensure that:

- Modified work is rehabilitative in nature;
- Modified work is productive;
- Time period is restricted to a period not normally exceeding 12 weeks;
- Expected rate of progress to full recovery is clearly set out;
- Progress is monitored by the Manager/Supervisor, with written reports every 4 weeks;
- Modified work program is discontinued or altered if expected progress is not achieved.

3.1 OWNER RESPONSIBILITIES

The term of “owner” includes a trustee, receiver, mortgage in possession, tenant, lessee, occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as his agent or delegate. {Act 51-(1)}

1. Prior to commencement of a construction project, the owner shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site {Act S30.-(1)};
2. The tenderer of the project shall include the list of designated substances with the tender, ensure that the constructor has received the total list prior to entering into a binding contract.

3.2 CONSTRUCTOR REPSONSIBILITIES

The term of “constructor” represents a person (or company) who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer; {Act S2- (1)}.

The constructor shall:

1. Ensure that all appropriate documentation for the start up of a project has been processed;
2. Ensure that the measures and procedures required by the Occupational Health and Safety Act and Regulations for Construction Projects and the Constructor’s own Health and Safety Program are carried out on the job site;
3. Ensure that employers and workers on the job site comply with the Act and Regulations and the Constructor’s Health and Safety Program;
4. Ensure that the health and safety of workers on the job site is protected;
5. Monitor subcontractors for compliance with the Occupational Health and Safety Act and Regulations for Construction Projects;
6. Ensure that subcontractors are obliged by contract to comply with Constructor’s health and safety program;
7. Monitor safety performance and take corrective action.

REFERENCE: Form A2 – “Project Documentation” (Appendix “A”)

REFERENCE: “Subcontractor Declaration” Form A3 (Appendix “A”)

report that concern occupational health and safety. The employer must also advise employees of the results of a report and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.

13. Responding in writing, within 21 days, to any health and safety recommendations submitted by the Joint Health and Safety Committee or Health and Safety Representative.

14. Posting a copy of the Occupational Health and Safety Act and pertinent Regulations in an accessible workplace location.

15. Posting, reviewing and re-posting annually, a copy of the Pacific Paving Limited Health and Safety Policy in an accessible workplace location.

16. Developing and maintaining a health and safety program to implement Pacific Paving Limited health and safety policy.

REFERENCE: "Employee Profile & Safety Record" – Form A4 (Appendix "A")

3.4 SUPERVISOR RESPONSIBILITIES

The term "Supervisor" means a person who has charge of a work place or authority over a worker;

A supervisor must also be a competent person {ActS1. – (1)}

"Competent Person" means a person who,

- i. is qualified because of his knowledge, training and experience to organize the work and its performance,
- ii. is familiar with the provisions of the Act and the Regulations that apply to the work, and
- iii. has knowledge of any potential or actual danger to health or safety in the workplace;

Under the Occupational Health and Safety Act, Supervisors/Managers are required to ensure that:

1. Employees work in the manner and with the protective devices, measures and procedures required by the OHSA and regulations (e.g. safety belts, confining hair, jewellery or loose clothing around moving parts, etc.)
2. Employees use or wear the equipment, protective devices or clothing that Pacific Paving Ltd. requires to be used or worn

- Using all safety devices provided, ensuring optimum condition of devices and reporting any defects immediately to a supervisor.
- Using equipment and materials only in the manner intended.
- Carrying out repairs, alterations and processing changes only when authorized.
- Reporting all injuries, incidents and unusual conditions immediately to supervisor.
- Inspecting work area daily and reporting any hazards immediately to the supervisor.

3.6 DIRECTORS AND OFFICERS

- Take all reasonable care that the corporation complies with the Occupational Health and Safety Act and Regulations.
- Take all reasonable care that the corporation complies with orders and requirements of inspectors and Directors;
- Take all reasonable care that the corporation complies with orders of the Minister.

3.7 SUBCONTRACTOR RESPONSIBILITIES

A subcontractor shall:

- Maintain a Health and Safety Program as required under the Act;
- Adhere to the Constructors Health and Safety Program;
- Monitor site conditions in their work area and take corrective action, where necessary;
- Report accidents, incidents, lost-time injuries and any hazards immediately to the Constructor.

3.8 PROFESSIONAL ENGINEERS

Professional Engineers {Act s.31 (2)}

“professional engineer” means a professional engineer as defined in the Professional Engineers Act;

- To provide competent advice and certification required under the Occupational Health and Safety Act, where a worker may be endangered.

3.9 SUPPLIERS

Suppliers {Act. S.31 (1)}

“suppliers” is not directly defined under the Occupational Health and Safety Act, but indirectly, is defined as a “...person who supplies any machine, device, tool or equipment under any rental, leasing or similar arrangement for use in or about a workplace”

1. Ensure that the machine, device, tool or equipment is in good condition;
2. Ensure that the machine, device, tool or equipment complies with the Act and Regulations, and;
3. If it is the person’s responsibility under the rental, leasing or similar arrangement to do so, that the machine, device, tool or equipment is maintained in good condition.

3.10 HEALTH AND SAFETY REPRESENTATIVE RESPONSIBILITIES

HEALTH AND SAFETY REPRESENTATIVE RESPONSIBILITIES

(required where the number of workers regularly exceeds five-Section 8 of the Act)

A Health and Safety Representative shall:

- Inspect the workplace;
- Identify situations that may be a source of danger;
- Relay concerns workers and make recommendations to the Supervisor;
- Assist in accident investigations;
- Assist in resolving work refusals and reports of dangerous circumstances.

3.11 JOINT HEALTH AND SAFETY COMMITTEE RESPONSIBILITIES

(Required at a workplace where 20 or more workers are regularly employed or, in the case of construction projects, where the number of workers is regularly 20 or more for more than three months. (Act. Sect.9) Also required in workplaces where designated substances are used or stored.

Joint Health and Safety Committees shall:

- Inspect the workplace and identify and report workplace hazards;
- Hold and keep minutes of Joint Health and Safety Committee meetings;
- Review health and safety reports;
- Recommend health and safety improvements to management;
- Identify situations which may be a source of danger;
- Relay concerns from workers and make recommendations to the Employer;
- Assist in accident investigations;
- Assist in resolving work refusals and reports of dangerous circumstances.

REFERENCE: CSAO Guidelines for Structure and Function of Joint Health and Safety Committees (Appendix "B")

3.12 CERTIFIED MEMBER OF JOINT HEALTH AND SAFETY COMMITTEE

(One certified employer member and one certified worker member, to be selected by the workers, are required where the number of workers at a project regularly exceeds 49 for more than 3 months- Sections 45 and 47 of the Act)

Certified Committee Members have the same duties as Joint Health and Safety Committee Representatives, but with additional rights to initiate bilateral and, in limited circumstances, unilateral work stoppage.

REFERENCE: CSAO "Guidelines for Training Traffic Control Persons" (Appendix C)

The use of additional educational materials provided by the CSAO and IAPA is strongly urged.

4.3 WHIMIS

Workplace Hazardous Materials Information System (WHIMIS) is a materials labeling system which addresses the workers "Right to Know". It is a Canada-wide right to know system designed to protect the health and safety of working Canadians through the provision of information and training about the hazardous materials they work with on the job.

The Ontario Health and Safety Act requires that every worker receives WHIMIS training. It is the responsibility of the company to ensure that each worker has job specific WHIMIS training, including provision of all hazard information on controlled products received from suppliers concerning the use, storage and handling of the controlled products.

WHIMIS training shall include:

- Education in the content, purpose and significance of information on labels and Material Safety Data Sheets (MSDS).
- Education in the use of types of identification
- Training in the procedures for the safe storage, handling, use and disposal of controlled products.
- Training in emergency procedures involving controlled products.
- Training in procedures to follow when fugitive emissions are present.

The joint health and safety committee or the health and safety representative will be consulted during the development, implementation and review of the job specific WHIMIS training program.

The company will ensure, as far as reasonably practical, that this WHIMIS training program results in the worker being able to apply the information as needed to protect health and safety.

The Company shall also be responsible to ensure that:

- All materials have supplier labels
- Workplace labels are provided.
- Material Safety Data Sheet (MSDSs) are readily available in the workplace.
- A current MSDS is obtained on or before the date of the first shipment of every controlled product.
- The MSDS are kept updated.

Management shall respond to written concerns within 21 days. {Act. Section 8-(12)}

4.6 JOINT HEALTH AND SAFETY COMMITTEES

There is a requirement when a workplace has 20 or more workers whom are regularly employed, for construction projects of at least three months in duration and for all workplaces designated substances are used or stored to have a Joint Health and Safety Committee.

A Committee shall consist of:

1. at least two persons for a workplace where fewer than fifty workers are regularly employed; or
2. at least four persons or such greater number of people as may be prescribed, for a workplace where fifty or more workers are regularly employed.

At a workplace where twenty or more workers are regularly employed, Pacific Paving Limited will attempt to ensure that at least one member of the Committee representing management, and one member representing workers, are Certified Members.

Where road building projects are concerned, where fifty or more workers are regularly employed for more than three months, the Committee shall contain at least one member representing management and one member representing workers who are Certified Members.

At least half the members of a committee shall be workers employed at the workplace who do not exercise managerial functions. The members of a committee who represent workers shall be selected by the workers they are to represent.

Committee members terms shall be reviewed annually or upon an individual's termination, at which time a reappointment must immediately take place. Meetings, as well as inspections, should be held on a monthly basis, more often if required.

REFERENCE: CSAO "Guidelines for the Structure and Function of a Joint Health and Safety Committee" (Appendix "B")

4.7 ACCIDENT INVESTIGATION AND REPORTING

In the event of accidents and injuries it must be reported to the Supervisor who will, in turn, inform management. All accidents and injuries shall be investigated as soon as the occurrence has been attended to and further risks have been eliminated. All accidents and occurrences at the workplace and all projects must be reported to the Ministry of Labour. To ensure legal compliance and protection from self-incrimination, be sure to only use the forms provided with this manual.

RECORDS and FOLLOW-UP

Keep all records of the investigation and subsequent report of any accidents on file for future reference. The results of the investigation should be circulated to all Company work sites for the awareness and education of all workers. A review of the accident reports and recommendations should be conducted at company health and safety meetings. All recommendations for further action should be followed up.

MINISTRY of LABOUR INSPECTORS

Ministry of labour inspectors are entitled by law to investigate accidents and occurrences at the workplace. Inspectors may view an accident scene, take photographs, and ask questions of witnesses. It is the company policy to co-operate with the Ministry of Labour during an accident investigation. It is also the company policy that supervisors must only be given a statement to the inspector after getting legal advice from the company lawyer.

4.8 ANNUAL REVIEW OF HEALTH AND SAFETY PROGRAM

Management shall review the company's Health and Safety program annually. The review shall include consultation with the Health and Safety Committee and/or representatives. Management will consider all suggestions and recommendations made by employees on how to improve the health and safety program.

Written records shall be kept of the annual review and actions arising from it. The records should document agreed-upon revisions to the program and implementation date for the revisions. Notice of any revisions to the Program should be communicated to all management personnel, supervisors and workers.

4.10 MINISTRY OF LABOUR INSPECTORS, ORDERS AND APPEALS

The *Occupational Health and Safety Act* is enforced by the Ministry of Labour inspectors and other officials of the Government of Ontario Ministry of Labour. Inspectors are trained in the law regarding the *Occupational Health and Safety Act* and the Construction Regulations. Inspectors have broad authority under the law and may inspect workplaces, conduct investigations where there has been an accident or occurrence, and perform routine review of an employer's health and safety procedures and programs. Inspectors are authorized under the Occupational Health and Safety Act to issue Orders where they determine that a provision of the Act or a regulation is being contravened. It is critical to note that an Order is a legal determination by an inspector that the contractor/employer is breaking the law and must rectify the situation.

A number of different types of orders may be issued by inspectors. There are compliance orders where certain changes to the workplace must be made within a specific time period. There are **stop work orders** where all work on a project must stop until the safety issue has been resolved. There are also orders that are issued even after a safety issue has been resolved, to merely confirm that there was a problem that is now resolved or to

SECTION 5:

HEALTH AND SAFETY PROCEDURES GENERAL

This section contains safe work procedures adopted and enforced by Pacific Paving Limited in the following areas:

- Personal Protective Equipment
- Vehicle Operation and Maintenance
- Vehicle Backing

The safe work procedures in this section may be applicable in either asphalt paving operations or concrete paving operations. See section 7 (asphalt paving) for related safe work procedures. {In this section, all procedures listed in 'italics' refer directly to the requirements in the Occupational Health and Safety Act and Regulations for Construction Projects}

Manager/Supervisor	Worker
Head/Skin Protection	Head/Skin Protection
<ul style="list-style-type: none"> • Determine physical and chemical hazards • Determine personal protective equipment • Ensure training on the care and use of personal protective equipment • Ensure that workers wear proper protective equipment • Other _____ 	<ul style="list-style-type: none"> • Receive location and details of specific hazard • Receive training on the care and use of personal protective equipment • Use or wear equipment required • Comply with instructions and procedures • Other _____
Respiratory protection	Respiratory protection
<ul style="list-style-type: none"> • Determine characteristics of the hazard; Gases, vapours, fumes, mists, dusts, lack of oxygen • Determine anticipated exposure to the hazard • Determine the type of respirator (supplied air, air purifying) • Determine cartridges and filters for air-purifying respirators • Determine style of facepiece • Ensure training on the care and use of protective equipment • Ensure that workers wear proper protective equipment • Provide emergency procedure details • Other _____ 	<ul style="list-style-type: none"> • Receive location and details of specific hazard • Receive instruction on the anticipated exposure to the hazard • Receive training on the use and care of the specific type of respirator • Receive appropriate cartridges and filters for air purifying respirators • Perform negative and positive facepiece pressure test • Comply with instructions and procedures • Other _____
Manager/Supervisor	Worker
Fall Protection	Fall Protection
<ul style="list-style-type: none"> • Determine the need for a fall arrest system Worker may fall more than 3 metres, may fall into operating machinery, may fall into water or other liquids, or may fall into or onto hazardous substances or objects • Provide fall arrest components 	<ul style="list-style-type: none"> • Receive training on fall arrest • Inspect components before the use • Use or wear equipment required • Comply with instruction and procedures • Other _____

5.2 VEHICLE/EQUIPMENT OPERATION AND MAINTENANCE
(OHSA®ULATION FOR CONSTRUCTION PROJECTS SECTION 93-107)

MANAGER/SUPERVISOR	WORKER
<ul style="list-style-type: none"> • Ensure that all vehicles and equipment are maintained in a safe and good working order • Have a competent worker inspect and repair vehicles or equipment is available • Assign qualified worker to operate the equipment/vehicles • Provide a cab or a screen when the driver or operator is exposed to overhead hazard • Provide a maintain a log for all vehicles and equipment • Install handrails, footholds that would facilitate mounting and dismounting • Ensure Roll Over Protection are installed • Other _____ 	<ul style="list-style-type: none"> • Obtain training to operate vehicle or equipment in a competent and safe manner • Other _____
ONSITE PREPARATION	ONSITE PREPARATION
<ul style="list-style-type: none"> • Provide a copy of operating manual for all vehicles and equipment on site • Review maintenance and safety procedures with all operators and drivers • Other _____ 	<ul style="list-style-type: none"> • Review maintenance and safety procedures with supervisor • Perform inspection of equipment and vehicles prior to the start of each project • Other _____
DURING CONSTRUCTION	DURING CONSTRUCTION
<ul style="list-style-type: none"> • Ensure that daily inspection and maintenance is done • Repair all reported and detected defects • Periodically inspect log books • Other _____ 	<p><i>Every Morning</i></p> <ul style="list-style-type: none"> • Circle check equipment and vehicle for leaks Check for crack, bent, loose or missing components • Check operation of; windshield wipers/washers. Seat belts, horn beacon, turn signals, brakelights, four-way flashers, all gauges, reverse alarm • Other _____
OFFICE STAFF or SUPERVISOR	WORKERS
<p>Continuation of the heading noted above; "During Construction"</p>	<ul style="list-style-type: none"> • After starting the engine, check air brake pressure <p>For aerial devices:</p> <ul style="list-style-type: none"> • Check basket leveling for proper tension • Inspect buckets for damage • Check for cracks around welds, hinge pins and bolts • Inspect cables for fraying or flattening of cables • Check for loose material inside the boom • Check hydraulic system and all control levers of boom <p>For Hydraulic equipment:</p> <ul style="list-style-type: none"> • Check low pressure devices to ensure they work properly • Check all outrigger and holding valves to ensure that they are working • If repair, adjustment or replacement was done to the vehicle, check to make sure the part is operational • Check all levers to make sure that they are working properly

5.3 VEHICLE BACKING

Manager/Supervisor	Worker
BEFORE CONSTRUCTION	BEFORE CONSTRUCTION
<ul style="list-style-type: none"> • Determine vehicles and equipment involved • Plan site layout that minimizes backing up • Plan for designated backing up area • Provide signs and barricades • <i>Allocate signaler/back-up person</i> • Determine Personal Protective Equipment (PPE) and communication equipment required • Other _____ 	<ul style="list-style-type: none"> • Receive information on vehicles and equipment involved • Other _____
SITE PREPARATION	SITE PREPARATION
<p>On site preparation</p> <ul style="list-style-type: none"> • Provide drive through and one way routes to minimize back-up and congestion • Provide designated back up area • Install barricades and signs • Warn workers of hazards • <i>Designate a signaler/back-up person</i> • Other _____ 	<p>On site preparation</p> <ul style="list-style-type: none"> • Be equipped with required PPE and communication tools • Receive instruction on hazards • Other _____
DURING CONSTRUCTION	DURING CONSTRUCTION
<ul style="list-style-type: none"> • Keep drive-through area clear of material and debris • Keep foot traffic away from vehicles, equipment and designated back-up area • Maintain warning signs or barricades in place • <i>Provide a signaler for back-ups when operator's view is obstructed</i> • Post a signaler when signs and barricades are moved • Other _____ 	<ul style="list-style-type: none"> • Obey traffic signs and signaler <p>Drivers and operator</p> <ul style="list-style-type: none"> • Report missing and misplaced signs • <i>Do not back up without a signaller when your view is obstructed</i> • Other _____ <p>Workers</p> <ul style="list-style-type: none"> • Keep away from vehicles and equipment • Be aware of blind spots • Other _____ • _____

<p>hazardous materials.</p> <ul style="list-style-type: none"> • Arrange materials storage area (s) for minimal handling and manual labour, away from power lines. <p><u>DURING CONSTRUCTION</u></p> <ul style="list-style-type: none"> • Ensure proper access and egress. • Ensure all materials are stored in a safe manner. • Ensure regular waste disposal. 	<p><u>DURING CONSTRUCTION</u></p> <ul style="list-style-type: none"> • Keep accesses and egresses clear of dirt, debris, ice and snow. • Store and dispose of materials in proper manner. • Inform supervisor where housekeeping activities require attention.
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6.2 TRAFFIC CONTROL

Manager/Supervisor	Worker
<p>BEFORE CONSTRUCTION</p> <ul style="list-style-type: none"> • Obtain approvals and/or permits • Determine range of sight (visibility) • Establish duration of operation • Determine special conditions of the contract, hours of work etc. • Determine possible hazards. • Develop a traffic control plan. • Determine the signage and channelization. • Determine required number and types of signs, barricades, markers. • Plan communication procedures. • Prepare written instruction for Traffic Control Person. • Train Traffic Control Persons. • Determine emergency response • Determine required personal protective equipment (PPE). • OTHER _____ 	<p>BEFORE CONSTRUCTION</p> <ul style="list-style-type: none"> • Receive and understand written instruction on traffic control. • Receive written traffic control plan from supervisor. • Receive instruction on hazards and emergency response. • Other _____ <p>ON SITE PREPARATION</p> <ul style="list-style-type: none"> • Review traffic control plan with supervisor. • Review written instructions with supervisor. • Review instruction on hazards. • Review instruction on emergency response. • Review construction equipment to be directed. • Review how public traffic will flow. • Inspect personal protective equipment: Hard hat (w/reflective tape), safety boots, reflective fluorescent, safety vest.

6.3 ASPHALT PAVING OPERATION: SAFETY MEASURES

Manager/Supervisor	Worker
<p>BEFORE / DURING CONSTRUCTION</p> <ul style="list-style-type: none"> • As worksites are along side of live traffic, ensure that an effective traffic plan is in place prior to commencing paving operations. Follow Book 7 for Traffic Plan. • A safety brief to all crew members must be given at 	<p>BEFORE / DURING CONSTRUCTION</p> <ul style="list-style-type: none"> • Use of protective equipments (PPE's) is a must at all times on the job site. Equipments include helmet, vest, boots, goggles, ear plugs & overalls. • Spotting the trucks backing up is important and clear directions must be given to truck drivers while

6.5 CONCRETE WORKS

Manager/Supervisor	Worker
<p>BEFORE / DURING CONSTRUCTION</p> <ul style="list-style-type: none"> • As worksites are along side of live traffic, ensure that an effective traffic plan is in place prior to commencing concrete operations. Follow Book # 7 for Traffic Plan. • A safety brief to all crew members must be given at the start of concrete operations. • Work area to be cordoned off to prevent any public movements. 	<p>BEFORE / DURING CONSTRUCTION</p> <ul style="list-style-type: none"> • Use of protective equipments (PPE's) is a must at all times on the job site. Equipment includes helmet, vest, boots, goggles, ear plugs & overalls. • Spotting the truck backing up is important and clear directions must be given to the truck driver while backing up. • All lumber (for forming and support) must be without any nails and screws and properly stacked inside the form truck. • All tools like saws, drills, etc.. must be handled by skilled tradesmen only. • All or any loose concrete spilled on the roadway must be cleared off and must not be allowed to harden outside the forms. • Stay clear of equipment backing up. • Do not leave any nails, screws, or any lumber on-site after the pour is completed. • Do not allow concrete to contact skin. If contact has been made, wash off immediately.

SECTION: 7

EMERGENCY RESPONSE PLAN

1. Identify all hazards through walk around and record findings.
2. Emergency Resources
 - 2.1 9-1-1 generally covers Ontario
3. Communication System
 - 3.1 Communication system must be posted in a conspicuous place
 - 3.1.1 Address of site to be included
 - 3.1.2 Emergency numbers to be included
4. Administration of the Plan
 - 4.1 A person to be in charge of organizing plan and its effectiveness (Super Intendent or competent worker)
 - 4.1.1 Person in charge to ensure that everyone clearly understands their roles and responsibilities within the emergency response plan
 - 4.1.2 Ensure that emergency resources (whether people or equipment) are made aware of project progression.
 - 4.3 Review emergency plan on regular basis and after an emergency has occurred (changes may be necessary where deficiencies were apparent in execution).

9.1 LOCATES

- Before you start to dig to find a utility, you must make sure you have the proper locates. The locates must be up to date and not expired. If you do not have locates, or they are expired, "DO NOT DIG". Inform your Forman / supervisor right away.
- The locate (using labeled stakes, flags or high visible paint marks) should indicate the centre line of the gas line / utility in the defined area of the proposed excavation.
- Usually a diagram describing the locate information in (a), should be provided to the contractors site representative or to the office where the locate was sent to.
- If there are no gas lines / utilities in the defined area of the proposed excavation, a verbal conformation may be provided or a written conformation will be provided upon request.

9.2 LOCATE BOUNDRIES / ACCURACY

- The excavator must not work outside the area covered by the "stakeout information" without obtaining a further stakeout.
- The accuracy of the gas line / utility should be considered to be 1 meter on either side of the marking indicated on the locate and ground.
- Gas lines / utilities are usually found within 1.5 meters of the surface. If the gas line / utility is deeper than 1.5 meters, the gas / utility company must indicate this to the excavator. This does not mean you can use mechanical equipment.
- If you cannot locate the gas line / utility, contact the gas / utility company and they must assist with the locate.

9.3 DURATION

- Markings, stakes or flags may disappear, move or be displaced. Old stakeouts must not be used. If you have any doubt, contact the locate company and request a new locate.
- If locates are expired, do not use them. Call the locate company and have them refresh them right away before any more locating is done.

9.4 INITIAL EXPOSURE

- At no time should a contractor use mechanical equipment within the boundary limit's of the locate, without first digging holes to determine the gas line / utility exact centre line and depth of cover.
- Test holes should in general be excavated by one of the following methods;
- Mechanical equipment could be used immediately outside the boundary limit and then hand dig laterally until the gas line / utility is found.
- Concrete saws, jackhammers, hand tools or other similar equipment may be used to break concrete or asphalt on a road or sidewalk surface.
- Additional test holes should be dug where alignment changes are identified by utility representatives or changes in elevation are identified by utility representatives.

10.2 Pre Entry

The Foreman shall review the procedure for entering a Confined Space with each crew member entering a Confined Space and any foreseen problems would be brought to the attention of the Project Supervisor or Health & Safety officer.

- The foreman shall secure the "entry permit" and fill out the sheet at the project office.
- The "Sniffer" must be calibrated and in working order prior to use.
- All pre-work procedures must be completed before work commences within the Confined Space including
 - (1) Job safety analysis
 - (2) Proper ventilation
 - (3) Standby person (must have first aid & CPR)
 - (4) Proper lighting and emergency lighting
 - (5) Life line (tripod)
 - (6) Communications (phone/2way radios)
 - (7) P.P.E (gloves, glasses, etc.)
 - (8) Fire extinguisher

The foreman or workers can then conduct atmospheric testing of the Confined Space. All test results must be recorded on the "permit". All persons entering the Confined Space as well as the "standby" person must sign on the permit as well.

10.3 HAZARD RECOGNITION

Frequently, hazards are not recognized until it's too late. Confined Spaces can have a number of hazards which could pose a number of serious threats to the workers. These hazards can usually be divided into 2 distinct categories...

- **PHYSICAL HAZARDS**

These hazards may cause accidental injury or increase the possibility or severity of such injuries i.e., poor access & egress, cramped working conditions, temperature extremes, moving around equipment and electrical hazards

- **DANGEROUS ATMOSPHERE'S**

The dangerous atmospheres may be due to existing conditions or may be created by the work being done inside of the Confined Space. There are 3 kinds of conditions that may be present in Confined Space – explosive, oxygen, enriched or oxygen deficient and toxic

10.4 HAZARD EVALUATION

Once a hazard has been identified, it should be evaluated to determine its impact on the job being done. Physical Hazards are generally easier to address than dangerous atmospheres.

PHYSICAL HAZARDS

- Access; this can be examined before entry by checking the drawings or from an inspection outside the space.
- Cramped Conditions: plan to take down the proper tools you need so you don't have too much down there with you.

10.8 SYSTEMATIC ENTRY

Confined Space entries present so many different possible hazards that the best way of ensuring safety is to address each problem systematically.

- Determine the likelihood of a dangerous atmosphere caused by the contents of the space, the work to be done and the activities or processes conducted near by.
- Review the drawings, specifications and notes to determine the physical hazards to be dealt with.
- Review the work to be done taking into account the tool's and materials needed as well as the possibilities of a dangerous atmosphere generated by the work itself.
- Review emergency procedures and communication's with the standby worker.
- Check the safety equipment needed, make sure everything is in good condition and in working order. (safety harness, lifeline, gas detector, ventilation, fire extinguisher, first aid kit, gloves and other P.P.E)
- Get "local knowledge" of any specific toxic gasses to be checked for.
- Check for dangerous atmosphere's at the scene (oxygen content, toxic and explosive gasses)
- If readings are ok, proceed with the work
- If readings indicate problems, implement controls, call the office, supervisor or Health & Safety Officer and get assistance, or ventilate and check the atmosphere again.
- If gas checks are ok after ventilation, proceed with the work, but continually test the atmosphere.

In some cases, the cause of the dangerous atmosphere may be a leak or failure in an industrial process. Check the source, if possible, and notify the Supervisor or Health & Safety Officer. The fire department should be notified if the atmosphere is explosive or toxic since other workers or the public could be at risk.

SECTION 11.4

SAFETY ORDER VERBAL

TO: _____
EMPLOYED BY: _____

THIS NOTICE IS YOUR FIRST WARNING.

This notice confirms my VERBAL instructions to you on:

Where you were instructed to be compiled by:

date

To be compiled by:
Date

DATE: _____ TIME: _____ PROJECT NO: _____

Signed

Signature

Print Name:

Title:

Names and addresses of witnesses

BACKGROUND

Who made the work assignment _____

Directions the employee received before starting work _____

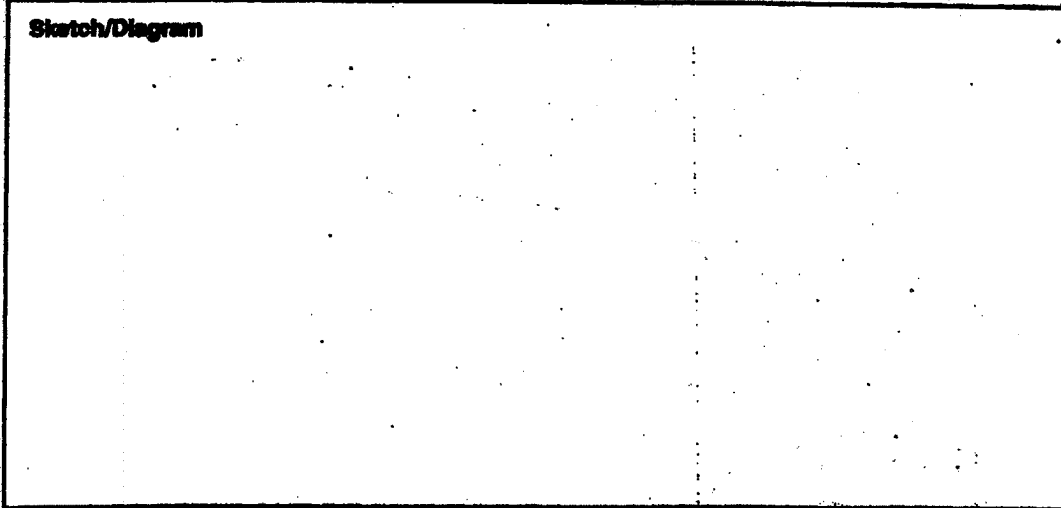
Were any specific procedures involved? Yes _____ No _____ NA _____

Description of machinery or equipment involved

Part B: Accident Description

Explain what happened (what, where, when, who, how) _____

Sketch/Diagram



Part C: Reviews of Accident Report

(Please include name and date)

HEALTH AND SAFETY REPRESENTATIVE

Signature _____ Date _____

HEALTH AND SAFETY COMMITTEE MEMBERS

Signatures _____

Date _____

CHIEF EXECUTIVE OFFICER

Signature _____ Date _____