LC/GREENOUGH
CONSTRUCTION LTD.

HEALTH AND SAFETY MANAGEMENT SYSTEM

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Amendments

All copies of this Health and Safety Manual must be kept under strict control to prevent the system from becoming unreliable. The following procedures will ensure that the system remains current and valid.

- All copies of the manual will be clearly numbered, and the holder recorded.
- Each page in the manual will carry its own number.
- The Authorized Management Representative will be responsible for all revisions and additions being recorded.
- Changes can be suggested by any employee but must receive signed approval before being entered into the manual.
- All changes must be recorded on the Amendments List, changed in controlled copies, and posted to Company notice boards. When significant changes are made, employees will initial to signify compliance.

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Section 1
Management Commitment

1. Management Commitment

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Section 1: Management Commitment

L.C. Greenough Construction Ltd. has been offering construction value to our clients in Western Canada since 1975.

From our inception, we have always strived to deliver a teamwork atmosphere whereby the following is always present:

1. **Safety**
2. **Service**
3. **Quality**
4. **Optimum Schedule**
5. **Value**

L.C. Greenough Construction Ltd., a second-generation company, focuses on understanding the client's needs and then strives to meet those needs through outstanding service. This has been a cornerstone for all our projects and has led L.C. Greenough Construction Ltd. to be successful in the commercial, institutional, and industrial marketplace, and is proven with the amount of repeat business.

L.C. Greenough Construction Ltd. is a Star Metal Builder. We can offer our clients the utmost flexibility when it comes to designing their new facilities. Star Metal Buildings can offer yo an affordable building that is attractive, functional, and highly flexible in design.

L.C. Greenough Construction Ltd. is committed to safety and as a result we are a proud member of Alberta Construction Safety Association (ASCA) and have a safety program for the best interest of the company, employees, their families, and our subcontractors. As well we have been a member of (COR) Program Certificate of Recognition since February 26, 2000. A company safety manual is available upon request.

We are also a proud member of the Edmonton Construction Association, Merit(OpenCircle), ISNetworld and Avetta(formerly PICS) Contractor Safety & Supplier Management Program.

1.1 Terms and Definitions

Audit — An evaluation of an organization's Occupational Health and Safety Management System against an approved standard.

Audit Program — A set of one or more audits planned for a specific time frame and directed towards a specific purpose. Note: An audit program includes all activities necessary for planning, organizing, and conducting the audits.

Competent Worker — A person who is adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Continual Improvement — Always striving to innovate, implement and improve on current conditions.

Contractor — An individual or employer hired under contract to provide materials or services to another individual or employer.

Critical Job — A job with moderate to high potential for serious loss or injury.

Document — A medium containing information related to the health and safety management system.

Due Diligence — The level of judgement, care, prudence, determination, and activity that a person would reasonably be expected to have under particular circumstances.

Hazard — A situation, condition, or behaviour that has the potential to cause an injury or loss.

Health Hazard — A physical, chemical, biological or psychological hazard which may cause acute or chronic health effects in exposed workers (e.g. noise, dust, heat, ergonomics, etc.).

Safety Hazard — A substance, process, action or condition which may endanger the immediate safety of workers (e.g. chemical burns, shear points, slips and falls, etc.).

Hazard Assessment — A process used to identify and evaluate the health and safety hazards associated with job tasks and provides a method for prioritizing health and safety hazards.

Hazard Control — Method used to eliminate or control loss.

Engineering Controls — Preferred method of hazard control if elimination is not possible; physical controls implemented at the design, installation, or engineering stages (e.g. guards, auto shutoff, etc.).

Administrative Controls — Processes developed by the employer to control hazards not eliminated by engineering controls (e.g. safe work policies, practices and procedures, job scheduling or rotation, and training).

Personal Protective Equipment (PPE) — Equipment used, or clothing worn by a person for protection from health or safety hazards associated with conditions at a work site (e.g. gloves, safety glasses, fall protection, etc.). Used when engineering or administrative controls cannot fully control the hazards.

Imminent — Danger in relation to any occupation.

Incident (Accident) — A preventable, undesired, and unexpected event that results, or has the potential to result, in physical harm to a person or damage to property (loss or no loss).

Inspection — A planned, systematic audit or examination of an activity or work site, checking or testing against established standards.

Inspector — A qualified person designated by Company to conduct inspections.

Job Inventory — A comprehensive list of jobs/tasks produced from a systematic review of all jobs/tasks in the work area.

Legal Requirements — Requirements of applicable OHS federal, provincial/territorial, and municipal laws, regulations, and bylaws, and where applicable, provisions of the organization's collective agreements that relate to health and safety.

Manager — A person who administers and/or supervises the affairs of a business, office, or organization.

Near Miss Incident — An undesired event that, under slightly different circumstances, could have resulted in personal harm, property damage or loss.

Other Requirements — Other OHS provisions to which the organization subscribes.
Personal Protective Equipment (PPE) — Equipment used to protect body parts from harm. Includes, but is not limited to, hard hat, coveralls, gloves, glasses, steel toed boots, ear plugs, etc.

Policy — The documented principles by which Company is guided in its management of affairs.

Procedure — A documented method to carry out an activity.

Record — A document that states result achieved or provides evidence of activities performed.

Risk — The chance of injury, damage, or loss.

Root Cause — The underlying or basic factors which contribute to an incident.

System — A set of interrelated or interacting elements.

Unsafe Act — Inappropriate action taken by a person that could result in loss.

Unsafe Condition — A condition that could result in loss.

Visitor — Any person presents at the work site who is not under the direct control of the Company (e.g. courier).

Work Site — A location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

Worker — An individual supervised by a manager or supervisor.

1.2 Health and Safety Policy

As a company, we believe in a workplace free from risk of occupational injury, illness, disease, damage to property, and/or the environment.

To achieve this vision, the employer and all employees are committed to our Occupational Health and Safety Management System (OHSMS); LC Greenough Construction Ltd. is committed to conducting business in a manner that provides and maintains the safety and health of employees, contractors, clients, the public, and protects the environment. Management supports the workers right to work safe and support a healthy work environment.

Employees at every level, including management, are responsible and accountable for the company's health and safety performance. Management is committed to working in the spirit of cooperation and consultation with all workers. Active participation by everyone, every day and at every job is necessary to achieve safety excellence.

Our goal is to provide our staff and subcontractors with the knowledge, training and applicable procedures needed to work safely in an environment free from hazards in order to achieve a healthy and injury free workplace, with the effort and participation of everyone, and through continuous improvement of our health and safety management system and loss control effort – this can be achieved.

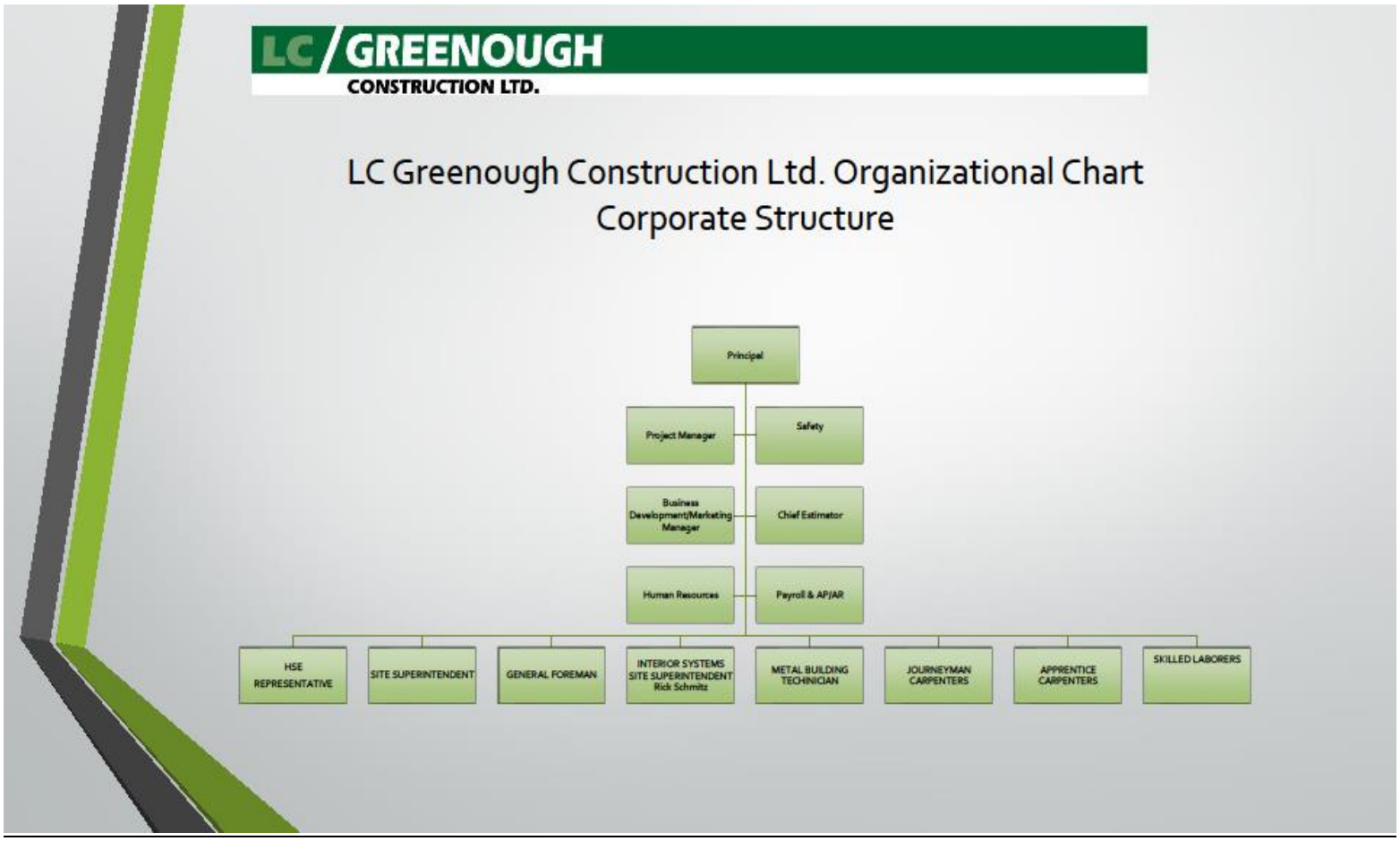
Our objective is a health and safety program that will reduce the number of injuries, illnesses, and keep losses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations. Our goal is zero accidents and injuries.

1. We are committed to provide a safe and healthy work environment.
2. We are committed to addressing the protection and maintenance of the health and safety of employees, including physical, psychological, and social well-being.
3. We will meet or exceed all applicable Occupational Health and Safety (OHS) legal requirements, government legislation and other applicable requirements.
4. We will identify, assess, eliminate or control OHS hazards and risks associated with our activities.
5. Senior Managers, Managers, Supervisors, Workers, and Contractors will follow all policies, responsibilities, procedures, and practices included in our OHSMS.
6. We will report all incidents and near miss incidents to ensure each is fully investigated, understood, and the learning shared.
7. We are committed to ensuring continual improvement in our performance and processes by company and reviewing our OHS legislation and industry standards objectives and targets at annually.
8. We will ensure this policy is communicated to all workers and/or contractors under our control. This policy is to be posted on all Company bulletin boards, reception areas, included in worker handbooks and discussed during new worker orientation.

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

Signature:_____

Date:_____


LC/GREENOUGH
CONSTRUCTION LTD.
LC Greenough Construction Ltd. Organizational Chart
Corporate Structure
Principal
Project Manager
Safety
Business Development/Marketing Manager
Chief Estimator
Human Resources
Payroll & AP/AR
HSE REPRESENTATIVE
SITE SUPERINTENDENT
GENERAL FOREMAN
INTERIOR SYSTEMS SITE SUPERINTENDENT Rick Schmitz
METAL BUILDING TECHINICIAN
JOURNEYMAN CARPENTERS
APPRENTICE CARPENTERS
SKILLED LABORERS

1.3 Detailed Position Responsibilities

This document defines the OHS responsibilities for employees and contractors.

Management Responsibilities

- Establish & maintain the HSE Program.
- Identify and implement improvements as required.
- Ensure the HSE Program is implemented and followed.
- Provide a safe workplace.
- Ensure compliance with company policies and government legislation.
- Provide ongoing education programs to ensure worker competency (adequately qualified, suitably trained, with sufficient experience).
- Ensure that hazard assessments are completed including the identification, prioritization, control methods, and assignment of duties.
- Communicate hazards to affected personnel.
- Ensure incidents are reported to regulatory agencies as required.
- Investigate all incidents.
- Demonstrate company values and standards.
- Encourage employee and subcontractor participation in the safety program.
- Ensure workers are not allowed to remain on site while impaired and that employee seeks assistance for substance abuse.
- Correct all unsafe conditions.
- Inform workers of their right to refuse work under unsafe condition.
- Set the level of expectations within Company.
- Provide all supervisory staff with an understanding of our incident prevention program as well as relevant occupational health and safety legislation.
- Promote safety awareness by example and demonstrate the values and standards established by Company.

Senior Managers:

- Establish a health and safety policy.
- Set health and safety goals and objectives.
- Set a standard of performance and receive information regularly.
- Demonstrate visible commitment to health and safety.
- Communicate expectations for health and safety to workers.
- Ensure operations are compliant with applicable legislation.
- Ensure compliance with the employer requirements in the OHS Code.
- Provide adequate supervision and resources.
- Ensure incidents are reported and investigated, and that corrective actions are taken.
- Participate in investigations when required.
- Ensure inspections are conducted and corrective actions are taken where necessary.
- Be familiar with the emergency response plan and location of first aid, firefighting, and communication equipment.

- Identify training needs and ensure proper training of workers.
- Ensure unsafe acts or conditions are corrected.
- Communicate the organization's commitment to health and safety to employees.

Managers:

- Contribute to establishing a health and safety policy.
- Set a standard of performance and receive information regularly.
- Demonstrate visible commitment to health and safety.
- Communicate expectations for health and safety to workers in health and safety meetings.
- Provide adequate supervision and resources.
- Ensure incidents are reported and investigated, and that corrective actions are taken.
- Participate in investigations when required.
- Ensure inspections are conducted and corrective actions are taken where necessary.
- Be familiar with the emergency response plan and location of first aid, firefighting, and communication equipment.
- Identify training needs and ensure proper training of workers.
- Ensure unsafe acts or conditions are corrected.
- Communicate the organization's commitment to health and safety to employees.

Superintendents Responsibilities

- Comply with the LC Greenough Construction Ltd. HSE Program.
- Maintain knowledge of OH&S regulations that are applicable to the work being performed.
- Educate employees of our Health, Safety and Environment program.
- Communicate hazards to affected personnel.
- Report and investigate all incidents to determine root cause and prevent its reoccurrence.
- Perform regular formal and informal workplace inspections.
- Ensure all sub-trades and employees conduct both daily toolbox meetings and weekly safety meetings.
- Record minutes of all safety meetings and forward to the manager.
- Ensure new hires are educated of the HSE Program as well as receive on the job training to ensure competency.
- Enforce all established safety regulations and work methods and take disciplinary action as necessary to ensure compliance with rules and regulations.
- Ensure workers are not allowed to remain on site while impaired and that employee seeks assistance for substance abuse. Lead by example and to promote safety and demonstrate the values and standards established.
- Organize and activate medical treatment as required, in case of injury or illness including transportation to a doctor or hospital when necessary.
- Assume safety administrator responsibilities (see page 7) on projects where one has not been assigned.

Supervisors:

- Set a standard of performance and behaviour.
- Demonstrate commitment to health and safety.
- Ensure that all equipment is safe to operate and that only competent personnel operate the equipment.
- Provide direct supervision to those that are unfamiliar with certain tasks.
- Ensure personal protective equipment is available and used correctly.
- Develop emergency response plan for each jobsite and communicate plan to all workers.
- Maintain knowledge of OH&S regulations that are applicable to the work being performed.
- Ensure workers are involved in the identification of hazards at each job site and that found hazards are communicated and controlled.
- Ensure that all workers are aware of their health and safety responsibilities through consistent on the job training and reviewing their understanding of these responsibilities.
- Inform workers of their right to refuse work under unsafe conditions.
- Provide safe working conditions for those under direct supervision.
- Ensure any work that is refused or deemed unsafe has a full investigation carried out to correct any hazardous act or condition.
- Ensure workers who must be exposed to the risk of violence are made aware of the nature and extent of the risk and procedures in place to deal with workplace violence.
- Conduct safety and toolbox meetings.
- Conduct jobsite hazard assessments.
- Perform regular inspections of the workplace to ensure a safe environment.
- Report and participate in the investigation of incidents to determine root cause and prevent its reoccurrence.
- Ensure workers are not allowed to remain on site while impaired and that employee seeks assistance for substance abuse.
- Lead by example and to promote safety and demonstrate the values and standards established.
- Work in cooperation with other project supervisory personnel.
- Assume safety administrator responsibilities (see page 7) on projects where one has not been assigned.
- Communicate expectations for health and safety to workers.
- Promote health and safety awareness.
- Ensure training needs are identified and met.
- Establish safe work procedures and practices.
- Instruct workers in safe procedures and practices.
- Hold regular team meetings.
- Ensure proper maintenance of equipment, tools, and PPE.
- Ensure workers are aware of hazards and are trained to perform their job safely.
- Enforce health and safety standards and positively reinforce good behaviour.
- Conduct hazard assessments when required.
- Ensure incidents are reported and investigated.
- Participate in investigations when required.

- Be familiar with the emergency response plan and location of first aid, firefighting, and communication equipment.
- Conduct daily safety talks, including site-specific hazard assessments, within their assigned departments.
- Ensure department employees are complying with all aspects of Company health and safety policies and procedures.
- Correct unsafe acts or conditions.

Safety Administrator Responsibilities

- Ensure the HSE program is current and effective.
- Post all safety bulletins, safety posters, rules, and applicable legislation.
- Assist project superintendent(s) during investigations.
- Prepare accident reports and summaries.
- Ensure safety reports are submitted as required.
- Maintain inventory of safety equipment that is purchased.
- Prepare a copy of equipment inspection reports.
- Maintain current knowledge of safety literature, legislation, and codes of practice.
- Establish inspection schedules.
- Ensure corrective actions are taken whenever deficiencies are identified.
- Review accident reports and stay informed about projects and Company performance.

Workers:

- Become familiar with the health and safety program.
- Participate in the health and safety program and make suggestions for improvement.
- Participate in all training offered by the employer.
- Follow the employer's safety standards.
- Comply with all legislation including all worker requirements in the OHS Code.
- Understand a worker’s rights and responsibilities in the OHS Code.
- Report any unsafe conditions or acts to their supervisor.
- Immediately correct unsafe conditions, if safe to do and where possible.
- Refuse to perform work when unsafe conditions exist.
- Report all incidents and near misses to their supervisor.
- Participate in investigations with department supervisors.
- Use appropriate protective and safety equipment.
- Inspect tools, equipment, and vehicles before use.
- Be familiar with the emergency response plan and location of first aid, firefighting, and communication equipment.
- Bring forward health and safety concerns or complaints to department supervisor and/or health and safety committee.
- Participate in daily safety talks, including site-specific hazard assessments.

Employee Responsibilities
General

All employees are responsible for their decisions and actions and are accountable for their personal health and safety results. At all times employees have the right to know and the right and responsibility to refuse unsafe work.

Guideline

- Read, understand, and comply with all OH&S legislation.
- Actively participate and comply with the development and maintenance of the company safety policy, safe work practices and procedures, and company safety rules.
- Work safely, take personal responsibility, and refuse to work in unsafe conditions.
- Report all unsafe conditions, near misses, incidents, harassment, workplace violence and injuries to a supervisor immediately.
- Wear, clean, inspect and maintain PPE and use required safety equipment at all times as per manufacturer's specifications.
- Attend any required training by the company.
- Participate and contribute to all company safety meetings, daily toolbox meetings, hazard assessments, inspections, and investigations.
- Know the emergency response plan as well as the location, type, and operation of emergency equipment on the worksite.
- Participate in planned drills and assist in an actual emergency response as directed by the supervisor.
- Reports fit for duty each day and maintain a drug and alcohol-free workplace.
- Report to a supervisor when taking any prescription drugs that must impair your judgment, motor skills or your ability to perform your job safely.
- Keep all jobsites, equipment and vehicles clean and organized.
- Be a team player.
- Do not engage in any inappropriate activity, behaviour, or operate machinery that could endanger or cause a hazard to oneself or others.

**Human Resources maintains, verifies, monitors and books all training for the company's Safety Training Matrix for all staff.
**Copies of all certifications are kept in employment/personnel files.

First Aid Personnel Responsibilities

- Superintendent will appoint adequate personnel to provide first aid services on all jobsites as required by the nature of the job and government legislation. The personnel appointed to this position will be trained and certified in first aid in accordance with the relevant OH&S Safety Act & Regulations. First aid personnel MUST be available at all times and ready to administer first aid if needed.

- All company Project Sites have current and valid certified First Aid personnel.

- Any injury or near miss must be reported to Site Supervisor or General Foreman immediately after incident. Document all information on injury and incident. Must require Incident Investigation to be filled out.

- In case of injury/accident: Depending on severity of the injury 911 Emergency Services must be required. Before project start, designated personnel will be assigned and available to transport an injured employee to nearest emergency services location. Depending on type and severity of injury will dictate what 1st Aid will be rendered to employee to prepare him/her for transport to hospital.

- Recognize the emergency: If life threatening CALL 911 for the following:

Chest pain	Shortness of Breath
Stroke	Seizure
Head injury	Bleeding
Abdominal pain	Broken Bones
Loss of consciousness Burns	

1st Aid

- Cuts, scrapes, etc. from general work.
- Chemical exposure to the eye or skin from paints, thinners, gasoline, etc.
- Muscle injuries from lifting and bending.
- Maintain a first aid log that ensures confidentiality of the injured worker.
- Requisition all first aid supplies and equipment.
- All project sites have a safety station readily available; all personnel will have access to first aid supplies whether it be in job trailer, work truck or project office if applicable.
- Maintain relations with physicians, W.C.B., ambulance services and hospitals.
- Work within scope of practice when administering first aid.

Subcontractor Management/Responsibilities

Subcontractor and their employees are considered employees of the prime contractor and must follow prime contractor rules and responsibilities.

Guidelines

- LC Greenough Construction Ltd. must ensure that they obtain proof of workers Compensation from their Subcontractors.
- Subcontractors who are not required to have Workers Compensation coverage must obtain approval from their client(s) before they are allowed to enter the work site.
- LC Greenough Construction Ltd. believed that past performance is a key indicator of future performance.
- Health, Safety and Environmental statistics must be obtained and analysed to ensure that only safe subcontractors are hired.
- Obtain a copy of the subcontractor's workers compensation premium rate statement and compare their performance to others in their industry.
- Those who outperform the industry are selected whenever practicable.
- Evaluation of Written Health, Safety and environmental programs and training documentation applicable to the type of work the subcontractor will perform must be obtained and reviewed to assist with the selection and hiring of safe subcontractors.
- LC Greenough Construction Ltd. will never hire a subcontractor who does not have a Health and Safety Manual.
- All subcontractors must be provided a site orientation that addresses health, safety, security and /or environmental concern.
- LC Greenough Construction Ltd. must ensure that subcontractors are aware of the hiring client's Drug and Alcohol policy.
- All subcontractors must adhere to the requirements of the Drug and Alcohol policy at all times while at work site.
- All subcontractors must be included in pre-job meetings and hazard assessments.
- LC Greenough Construction Ltd. must ensure that subcontractors are aware of incident reporting requirements.
- If a subcontractor is involved in an incident company is responsible for reporting the incident to the hiring client
- LC Greenough Construction Ltd. must ensure the incident is investigated and must participate in the investigation.
- Always Post Job performance reviews, must be conducted for subcontractors. A combination of factors must be considered including, but not limited to housekeeping, cost, active participation in safety meetings, and quality of work.
- Become familiar with the health and safety program.
- Participate in all required health and safety activities.
- Perform relevant contractor inspections.
- Comply with the company contractor management policy.

- Understand and comply with contractor pre-qualification requirements.
- Participate in yearly contractor evaluations, monitor performance, address non-compliance issues.

Visitors

- All visitors must report to a supervisor immediately upon entering a location. Visitors include Regulatory Authorities, Landowners, any other person who is not essential to the operations and has not been orientated to the site. Visitors are never allowed to walk
  around unescorted and must follow the instructions of the site supervisor or person escort. All visitors must wear the proper Personal Protective Equipment

Site visits Requirement

Senior Managers—once a year or at least once during duration of site operation.
Front line supervisor—once a week or at least once during duration of site operation.

There is accountability for all individuals within the Company Occupational Health & Safety Management System. Individuals will be held accountable for their actions and behaviour. It is important that everyone understand his or her responsibilities for workplace health and safety.

Company procedures identify who is responsible for what, the date by which actions must be completed and the follow-up required to ensure that action taken was effective.

**Human Resources maintains, verifies, monitors and books all training for the company's Safety Training Matrix for all staff including having all Superintendents and supervisors to take LSE (Leadership for Safety Excellence) at a minimum.
**Copies of all certifications are kept in employment/personnel files.

Leadership for Safety Excellence is intended for municipal supervisors who have the responsibility of directing the work of their crew or subcontractors. The course will help them understand their role and how to carry out key activities in contributing to an effective municipal health and safety management system.

1.4 Procedure for Reporting Incidents and Near Miss Investigation

If incident occurs:

- Worker immediately reports to supervisor and fill appropriate incident reporting form.
- Incidents, near miss, first aid are reported to site supervisor, prime contractor immediately.
- Site supervisor and prime contractor name and phone number has been included in emergency contact information sheet and information has been posted on safety bulletin board also.
- If there is injury occurred or property damage, supervisor will report to management, client.
- If medical treatment is required, supervisor will arrange for transporting the person involved to the nearest medical facility.
- Supervisor will also inform the management immediately.
- All the incidents even near miss will be investigated to determine root cause and corrective actions to be implemented to avoid reoccurrence.
- All the incidents will be reviewed in the safety/toolbox meetings.

Incident & Near Miss Investigations

Detailed investigations and timely corrective actions are an important means of reducing the number of incidents and severity of injury or damage on the work site. Whenever a near miss or incident occurs which could have or did result in injury, the applicable Accident / Incident Investigation Report must be completed by the supervisor of the work or area.

The investigation has four objectives:

- Identify and correct unsafe conditions.
- Identify and address unsafe acts.
- Identify and correct flaws in the management system.
- Provide an early warning to others to help prevent recurrence.

Whereas the WCB Employer's Accident Report does little to identify the reasons an accident occurred, Investigation Reports are designed to identify the causes of the accident or incident and describe the corrective actions taken to prevent this event from recurring. In addition, the act of investigating demonstrates to workers management's commitment to providing a safe workplace.

Principles Of Incident Investigation

The purpose of incident investigation is to determine the relevant facts and circumstances regarding who, what, where how and why the incident occurred. When all the facts have been gathered and analyzed, measures must be taken to prevent recurrence.

Other reasons for doing incident investigations are:

- To determine compliance with legislated, Company and client health and safety rules and regulations. Remember, it is a legal requirement to control hazards. E.g., safeguards must be provided in those situations where a worker may come in contact with moving belts, rollers, gears, chains, flywheels and moving parts of machinery.
- To improve safety awareness.
- To improve prevention planning and program implementation.

The Area Manager or Supervisors is responsible for doing incident investigations of all incidents occurring in their work area.

Effective Investigations

- Are conducted in a timely fashion. A delay of a few hours may allow important evidence to be destroyed or removed, either unintentionally or otherwise.
- The causes of an incident must be identified when investigating incidents and completing incident reports, ensure the causes of the incident are identified (e.g., lack of involvement in safety program; failure to identify potential hazards; failure to properly monitor workplace hazards; failure of hazard control process; worker incompetence or lack of
- training; failure of emergency response processes). There are usually several events preceding an incident (i.e., several significant contributing factors, which lead to the final, root event causing the incident). The following differentiation in the 'types' of causes will help in your investigation and documentation of the incident:
- DIRECT CAUSE: The direct cause of an incident is the unsafe act or condition or unforeseen event that immediately preceded the incident. (See Unsafe Acts and Conditions for examples.)
- INDIRECT CAUSE: The indirect cause of an incident is any factor that may have contributed to the direct cause of an incident (e.g., lack of training; inadequate maintenance of equipment; scheduling problems resulting in fatigue, stress, or dangerous overlap of work activities; inadequate or unsafe job procedures or practices).
- Always ask the question: Where did the incident prevention process go wrong?
- For serious incidents, a supervisor from another project or work area should be put in charge of the investigation. Even with the best of intentions, supervisors investigating themselves are unlikely to press on to the true root (indirect) causes of the incident, especially if the cause is a flaw in the management system (e.g., training deficiencies, inadequate operating procedures, insufficient or defective equipment, omissions or mistakes by managers or supervisors).

Investigation Procedure

- The following actions are recommended (adapted to the circumstance of the incident):
- Take control at the scene.
- Ensure employee well being.
- Control the scene for secondary incidents.
- Secondary incidents are usually more serious because the normal controls over loss have been weakened by the initial incident. Positive, temporary actions need to be taken.
- Identify and preserve evidence at the scene.
- Interview witnesses.
- Review Documentation.
- Determine the loss potential and complete the investigation report.
- Notify appropriate personnel.
- Introduce identified controls.
- Review to ensure controls resulting from the incident investigation are effective.

Take Control At The Scene

- Go to the scene of the incident for initial investigation.
- If a client safety representative or enforcement agency representative is not at the scene take primary control:
- Quickly assess the scene.
- If necessary, take actions to prevent environmental contamination.
- Ensure the site and any injured employees are not being photographed or streamed to online media by members of the general public or press.
- If necessary, remind employees at the incident site of Company Media Relations Policy.
- Call in assistance as needed:
- Utility workers and Fire Department if a gas leak is possible or suspect.
- HSE department for a serious incident.
- Client representative if warranted.

Ensure Employee Well Being

- Ensure first aid has been provided.
- Have transportation to a medical facility arranged if necessary.
- If warranted arrange for substance use screening
- Arrange for a warm, dry location as a control centre if warranted.
- If necessary, designate a person to notify oncoming shift workers of alternate staging area or to remain off-site if necessary.
- Identify witnesses, arrange for them to wait in a safe location separated from the other witnesses.

Control The Scene For Secondary Incidents

- Do not allow any employee or member of the public to be placed at risk while providing emergency aid or assisting in the investigation.
- Ensure debris or other hazard is not liable to cause further incidents.
- Ensure PPE appropriate to the debris, incident hazards, and exposures are worn by anyone entering the site for investigation, on-going business activities, or remediation activities.
- Do not allow any tools or equipment to be started or used until they have been assessed as safe to operate.

Identify And Preserve Evidence At The Scene

- Take photographs, make drawings, and take measurements.
- Examine tools, equipment, and materials for function failure; save suspect parts for examination. Review standards, safety features, etc.

Interview Witnesses

- Interview witnesses (eyewitnesses and 'expert' witnesses such as trained operators).
- Separate the witnesses and interview them one at a time. The witnesses are kept separate to prevent their memory of the event from being co-opted by other witnesses.
- Interview the witnesses in an appropriate location. If the incident location is not dangerous or uncomfortable interview on the spot, otherwise a private room or corner can be used. If using an office take care to keep the interview from becoming a cross-examination or interrogation.

- Put the witness at ease.
- Reassure the witness that the investigation is to determine the facts so steps may be taken to prevent re-occurrence, not to assign blame.
- Let them know that you will be taking notes. Write down just the key points.
- Encourage the witness to be completely candid in their statements. Let them tell it in their own words, don't interrupt.
- Ask open ended questions to gain more information from witnesses and such as: Can you describe that for me? Or: What happened next?
- Avoid leading questions which require the witness to commit to agreeing with your statement such as "that happened after this, right?"
- Have the witness complete a witness statement and thank them for their time and effort.

Review Documentation

Review:

- Company Policies, safe work practices and safe job procedures, training records, hazard assessments, and related documents.
- Were they appropriate?
- Were they complete?
- If followed, would they have prevented this incident?
- Communication and Training.
- Was the employee aware of the correct work policies, practices, and procedures?
- Check employee training records, toolbox and safety meeting minutes, employee safety certifications.
- Hazard Assessments and Inspections/audits.
- Was a site inspection/audit completed and identified hazard controls enacted?
- Is there a job-specific hazard assessment?
- What risks and controls were identified on the FLHA?
- Do witness statements support that the controls were being used?
- Related Documents.
- Carrier Profile, Driver's License Report, Logbook, and logbook audits.
- Vehicle/equipment/PPE inspections and maintenance records.
- Hazard Identification forms.
- Documents indicating a background of compliance or violation and whether violations were handled through the corrective process/disciplinary process?

Determine The Loss Potential And Complete The Investigation Report

- Be objective.
- Before finalizing conclusions (direct and indirect causes), ensure all the facts have a logical place in the sequence.
- There will usually be more than one direct cause, ensure you include all of them.
- Determine what, corrective action(s) will prevent recurrence.
- Make recommendations.
- Determine responsibility and accountability for the required corrective actions.

Notify Appropriate Personnel

- On completing the Investigation Report, a copy must be forwarded to the Area Manager and Safety Manager, along with the WCB Employer's Accident Report (if applicable) within twenty-four (24) hours. All workers need to be kept informed of the progress and results of the investigation. Serious accidents or accidents involving some kinds of equipment (e.g., cranes) must be reported to Occupational Health & Safety (refer to Accident/Incident Reporting section of the manual and Regulations governing your place of work).
- Senior management, at a level commensurate with the significance of the incident, must review investigation reports to ensure appropriate corrective action was taken. Remember, total incident prevention can be achieved by recognizing hazards and by taking steps to abate them.

Review Controls

- Follow-up to ensure corrective actions have been taken.
- Review safety meeting and training documents to ensure all employees are aware of the new controls.
- Assess whether the corrective actions are in fact effective in managing the hazards.

If the corrective actions are not effective in managing the hazards, make appropriate changes.
It is not always possible to eliminate hazards, but it is possible to develop an effective means of managing them.

Extraordinary' Event Investigations

Extraordinary events represent a significant loss potential for the company. Application of the correct post incident actions in the event of an extraordinary incident are vital to ensure the well-being of our employees, our customers and the general public, the environment, and our organization.

Final Report

The Final Report is presented to Senior Management for review and any required action. A copy is also sent to the Area Manager for the incident site.

1.5 Enforcement and Discipline Policy

The purpose of this policy is to ensure that all employees of LC Greenough Construction Ltd. are held accountable for their own actions in relation to safety and company rules, the following disciplinary action steps will be taken, if required.

Offences are categorized as minor or major infractions. Infractions include actions that impede production, employees who flagrantly disregard rules and regulations and are a hazard to themselves, their work associates, company property and equipment.
Minor infractions could include:

- Absenteeism, and failure to call in.
- Profanity within hearing distance of customers.
- Not returning tools and equipment to its proper storage locations.
- Not attending safety meetings.
- Failure to call in when working alone resulting in a search to begin unnecessarily.

Major infractions could include:

- Careless or abusive use of company equipment.

- Failure to carry out specific orders of a supervisor.
- Violation of safety rules.
- Failure to wear safety equipment in defined work sites.
- Tampering with safety equipment or fire extinguishers.
- Removing or immobilizing safety guards or devices.
- Short cutting job procedures.

Verbal Warning – First Infraction
A verbal warning is the first step in disciplinary action and should be utilized when supervisors or fellow workers notice that Safe Work Procedures or company policies are not being followed.
The verbal warning should be documented and discussed with upper management. The Verbal warning will be noted in the employee's personnel file.

Written Warning
After issuing a verbal warning (or if an initial, serious infraction occurs), supervisors should issue a written warning indicating whether the employee should participate in formal or informal training.

Suspension
Serious infractions and (continued) lack of personal accountability will result in a suspension from work. These offences pertain to an outright breach of company rules and regulations. If an individual has totally disregarded all rules and regulations without regard for the company or fellow employees, the individual will be immediately suspended (without pay) pending an investigation of the offence. Discharge will be upon proof of the offence.

Management will determine whether or not:
1. The employee will undergo a suspension.
2. The suspension will be extended for a longer period of time.
3. The employee will be demoted or terminated from their current position.

Dismissal infractions include:
- Reporting for work under the influence of alcohol or unauthorized drugs.
- Wilful damage to company property or equipment, or that of another employees.
- Theft from the company or fellow employees.
- Committing an act of violence, harassment, or extreme prejudice against fellow employees, supervisors, or customers.
- Falsifying records including accident/incident records, timesheets, etc.
- Refusal to wear or use safety equipment when ordered to do so by a supervisor.
- Breach of confidentiality about customers, fellow employees, or company business.

All warnings and records will be kept in the employees file in order to monitor the safety longevity of the employee.

1.6 Workplace Harassment & Violence Policy

The Management of L.C. Greenough Construction Ltd. is committed to the prevention of workplace. Violence and is ultimately responsible for workers' health and safety. The company will take whatever steps necessary to protect our workers from potential hazards associated with workplace violence. Violent behavior will not be tolerated from anyone. This policy applies to all L.C. Greenough Construction employees/workers, supervisors, and managers.

This workplace violence prevention policy has been developed based on the following examples of acts and/or behavior that are considered acts of violence towards an individual.

- Physical attack or aggression (e.g. hitting, shoving, pushing or kicking a worker, throwing an object at a worker, kicking an object the worker is standing on such as a ladder)
- Threatening behavior (e.g. shaking a fist in front of a workers, wielding a weapon at work, trying to hit a worker, trying to run down a worker using a vehicle or equipment such as a forklift, destroying property or throwing objects)
- Verbal or written threats (e.g. verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker
- Domestic violence
- Sexual violence

Explanation of Domestic Violence

Domestic violence is a pattern of behavior used by one person to gain power and control over another with whom a person has or had a personal relationship. This can range from subtle, coercive forms to violent acts that result in physical harm or death. Examples of behavior may include physical violence, sexual abuse, financial control, emotional and psychological. Intimidation, verbal abuse, stalking and using electronic devices to harass and control. Domestic violence becomes a workplace hazard, and is no longer limited to a personal issue, when it occurs or spills over into the workplace. It may put the targeted worker at risk and may pose a threat to co-workers.

Domestic violence can occur between, but not limited to:

- Current or intimate partners
- People of all ages
- Family members
- People of all racial, economic, educational, and religious background
- People in heterosexual and same-sex relationship

Nature of the relationship could be:

- Living together or separately
- Married or unmarried
- In short or long-term relationships

Explanation of Sexual Violence

Sexual violence as a workplace hazard refers to any sexual act, attempt to obtain a sexual act, or other act directed against a worker's sexuality using coercion, by any person regardless of their relationship to

the victim, in a workplace or work-related setting. Sexual violence exists on a continuum from obscene name-calling to rape and/or homicide, and includes on-line forms of sexual violence (e.g. Internet threats and harassment) and sexual exploitation.

Following are scenarios where workplace violence can occur:

- Violence by a stranger where the stranger has no legitimate relationship to the worker or workplace. For example, a home or business owner may become irate or threatening because the street, yard, or sidewalk in front of his property is torn up to install new utilities.
- Violence by customer/clients where someone who receives a service provided by the company is not satisfied or is angered by the company or its workers.
- Violence by a co-worker where the perpetrator has an employment relationship with the company. The perpetrator can be a current, former, or prospective employee. Co-worker violence that occurs outside the workplace but results or arises from the employment relationship is included. For example, two workers get in a fight during or after work hours following an argument that occurred at work.
- Violence by personal relationship where the violence is committed by someone who has a personal relationship with the worker. For example, a relative or friend of the worker enters the workplace and confronts the worker in a violent manner.
- L.C. Greenough Construction Ltd. is committed to eliminating the hazard of workplace violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence. Violence, whether at a work site or work related, is the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.
- In support of this Workplace Violence Prevention Policy, we have established the following procedures to prevent workplace violence:
- Educate all employees about the hazards of workplace violence through Company Safety Orientation, regular monthly meetings and issuance of Memorandums or Bulletins
- Conduct regular Risk Assessment on every job
- Construction managers/foremen/supervisors to be trained to identify and be on the lookout for potentially violent situations. Situations such as a foreman shouting at a worker who made a mistake or a worker getting in the face of another because of a disagreement can lead to a violent confrontation
- Eliminate the threat immediately before escalating into violent confrontation by mediation and removing one of the parties away from the workplace

Keep an eye for the following behavioral characteristics that indicate the tendency of a person to be violent:

- Anti-social tendencies
- Inability to get along with others
- Patterns of verbal harassment or abusive behavior towards others
- Sense of moral superiority or righteousness
- Frequent displays of temper or anger
- Inability to accept responsibility for mistakes

- Tendency to feel wronged or humiliated
- Tendency to hold grudges or blame others
- Fascination with guns and weapons; and habitually resisting or challenging authority
- Increase use of alcohol and/or illicit drugs
- Unexplained increase in absenteeism
- Noticeable decrease in attention to appearance and hygiene
- Depression/withdrawal
- Resistance or overreaction to change in policy and procedures
- Repeated violation of company policies
- Increasingly severe mood swings
- Noticeably unstable, emotional responses
- Suicidal comments about "putting things in order"

Report immediately all occurrence of workplace violence or even just suspicion of impending or possible occurrence of workplace violence to the following persons:
Gary Greenough, President Tel. 780-463-4977 Ext.115
Kay McLeod, Human Resources Manager Tel. 780-463-4977 Ext.110

Workplace Training:
LC Greenough Construction Ltd. Will ensure its managers, supervisors, and workers are trained in:

a) How to recognition workplace violence and harassment
b) How to follow the policies and procedures that have been developed
c) How to eliminate and/or control the hazards of violence and harassment.
d) To utilize the procedures for reporting, investigating and documenting incidents of violence and harassment.

LC Greenough Construction Ltd. is committed in maintaining a respectful workplace, and adhering to the following respectful behaviors:

- Treat everyone with respect, dignity, and courtesy
- Do your work honestly, safely and effectively
- Always be ethical in your actions and behavior
- Handle conflict appropriately by addressing matters in a civil, professional, and respectful manner
- Respond promptly, courteously, and appropriately to request from others for assistance or information
- Be respectful of others' beliefs and culture
- Abide by the rules and policies
- Demonstrate a commitment to personal and professional excellence

Be responsible:

- Focus on the positive
- Don't partake in cliques or gossip; remember that everyone has a battle they are facing

- Be a leader in demonstrating appropriate and kind behavior in the workplace
- Inform workers who may be exposed to the risk of violence in the workplace of the nature and extent of the risk
- Provide means to communicate, a phone number and a person to contact if the worker believes there is a risk
- If the potential aggressor is known, strategies to prevent escalation will be communicated to the workers

All reports received regarding occurrence or suspicion of possible occurrence of workplace violence will be confidential and will be investigated appropriately and immediately. Any perpetrator of violent behavior towards anybody will be dealt with accordingly.

As part of LC Greenough's commitment to the prevention of workplace violence, the following steps will be implemented:
• Adopt and publicize a zero-tolerance policy regarding threats, harassment, and violence in the workplace.
• Update and review employment applications, as well as any pre-employment background checks and interview procedures, to identify signs of potential problem applicants.

1. Prepare and use release forms for personnel records from previous employers, course transcripts from educational institutions, certification records from training and professional organizations, and credit reports from consumer credit reporting agencies.
2. When using temporary employees, L.C. Greenough Construction must review with its temporary employee provider the procedures being used to screen their employees for potential workplace violence problems prior to placement of those employees on a particular jobsite.
3. Conduct periodic security audits and risk assessment at every jobsite, to determine if there is adequate security at every jobsite location.
4. Prepare and distribute contact lists of all local emergency and law enforcement.
5. Identify and publicize employee assistance program, employee support services and healthcare resources available to employees and their families.
6. Review and publicize the company wide procedures in place, as well as the company management officials responsible for handling any employee's problems, complaints and concerns involving threats, harassment, and violence.

Procedures for filing a complaint for Workplace Violence:

1. Prior to filing a formal report of the incident, a person subjected to workplace violence (the Complainant) must let their objections to the behavior be known to the alleged offender (the Respondent), directly or with the assistance of a third party.

2. A Complainant may ask the support from the HR Manager to communicate their objections to the incident and/or prepare and submit a formal complaint if they choose.

3. The Complainant must carefully record details of the incident including the date and time of the incident, the nature of the violence, and names of people who may have witnessed the incident. This document is the complainant's personal record and property.
4. The Complainant may choose to file a formal complaint that documents their concerns to the HR Manager.

Confidentiality

Strict confidentiality will be implemented 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 prior consultation with the Complainant. Gossiping about an incident seriously undermines the privacy of all parties involved and will not be tolerated. Those with questions or concerns about an incident should speak to the HR Manager.

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.

Investigation Procedures

1. Upon receipt of a formal complaint of workplace violence, the HR Manager will determine whether an investigation will be pursued, and will:

   a) advise the Respondent in writing of the investigation and nature and specifics of the complaint
   b) advise the Complainant of the investigation
   c) assign the investigation to an internal or external person to investigate
   d) advise Complainant to consult a health professional for treatment or referral

2. The investigator will:

   a) advise all parties to the investigation that they may have representation
   b) conduct the investigation in accordance with the principles of natural justice
   c) explore all allegations by interviewing the Complainant, the Respondent, and others who may have knowledge of the incident or circumstances that led to the complaint, or are responsible for the workplace

3. The investigator may make a finding of:
   a) sufficient evidence to support a finding of violation of this policy
   b) insufficient evidence to support a finding of violation of this policy
   c) no violation of this policy
4. The investigator must prepare a written report of the investigation's finding and forward that report to the HR Manager within thirty (30) working days from the Respondent being advised of the complaint.

5. The HR Manager should make a decision whether to dismiss or act upon the report from the investigator within thirty (30) working days of receiving the report and advice the Complainant and Respondent in writing of the outcome.

Corrective Action and Discipline:

1. If the HR Manager decides to act on the report from the investigator, the following conditions will be considered when determining corrective action:

   a) the impact of the incident on the complainant
   b) the nature of the incident
   c) the degree of aggressiveness and physical contact
   d) the period of time and frequency of the incidents
   e) the vulnerability of the complainant

2. The following corrective actions may be considered depending on the incident and factors in the preceding paragraph above:
   a) apology
   b) training
   c) referral to an assistance program
   d) reassignment or relocation
   e) report to a professional body
   f) suspension
   g) discharge and/or legal action

Record Keeping:

The documents corresponding to the investigation will be kept on file in a secured location, separate from the Complainant and Respondent's personal files, for two (2) years from the date of the incident, to be readily available for inspection by anyone directly affected by the incident, or an Occupational Health and Safety Officer.

The investigation report will be kept in a secured location for longer than two (2) years when it is reasonable to do so in the circumstances. Examples of reasonable circumstances include: To wait for the expiration of a limitation period for the program manager to evaluate the workplace violence policy, and to monitor persons of ongoing concern.

False Accusation:

A person who submits a complaint in good faith, even when the complaint cannot be proven, has not violated the policy. If an investigation results in a finding that the Complainant falsely accused the respondent of workplace violence knowingly or in a malicious manner, the Complainant will be subject to appropriate sanctions, including the possibility of termination. Such action is considered a violation of the policy, and the investigation results and any sanctions will be recorded in the company's personnel records relating to the Complainant.

Complaint Resolution and Alternatives:
An individual affected by workplace violence has the right to pursue their concern through alternative forums such as mediation, or other forms of dispute resolution. Nothing in this policy prevents an individual from pursuing other remedies to an incident of workplace violence such as a criminal or civil action or a complaint to the Alberta Human Rights and Citizenship Commission.

Evaluation:
This policy will be reviewed on an annual basis to ensure that it conforms to 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.

APPROVED BY:

_____
GARY GREENOUGH, President
Date: January 7, 2023

1.7 Drug and Alcohol (Substance Abuse) Policy

GENERAL POLICY STATEMENT

LC Greenough Construction Ltd. will not allow any personnel to be intoxicated by either drugs or alcohol while working on any of our sites. As a rule, no drugs and alcohol will be allowed on all its jobsites and offices. This policy aims to achieve the following:

- Total elimination of incidents related to drugs and/or alcohol impairment of any worker/employee.
- Enhance workers/employees' knowledge on the negative effects of drugs and/or alcohol consumption.
- Let all workers/employees know that the company is willing to aid anybody in the organization who has a problem with drugs and/or alcohol addiction with the assurance that all information will be treated with utmost confidentiality.

For this Drugs and Alcohol Policy to be successful, company has set the following objective:

- Provide training and awareness to all workers and employees pertaining to the negative effect of drugs and alcohol on each individual's ability to work safely which poses risks to other workers, the public and the worksite in general.
- Identify the problems at the earliest possible time by observing and determining each worker's ability to work safely at every start of a workday.
- Provide support to workers who are found to have problems with prescription and/or prohibited drugs and/or alcohol.

ROLES & RESPONSIBILITIES

- Overall responsibility for implementing this company policy lies in the hands of the company management.
- Day-to-day responsibility for ensuring implementation of this policy is delegated to the company's designated Safety Manager.
- At the field level or jobsites, supervisors are responsible for implementing this policy.
- All employees/workers will cooperate with supervisors and management on health and safety matters, to ensure implementation of this policy.

Workers must:

- Have an understanding of the drugs, cannabis/cannabis-based products & alcohol work policy.
- Take responsibility to ensure their own safety and the safety of others.
- Ensure they comply with the work standards as part of their obligation to perform work activities in a safe manner.
- Comply with the work rule and follow appropriate treatment if deemed necessary.
- Use medications responsibly, be aware of potential side effects and notify their supervisor of any potential unsafe side effects where applicable.

- Encourage peers or co-workers to seek help when there is a potential breach of policy.

Supervisors or Leaders must:

- Be knowledgeable about the company's drugs, cannabis/cannabis-based products & alcohol work rule and procedures.
- Ensure they comply with the work standards as part of their responsibility to perform their work-related activities in an effective and safe manner.
- Be trained to be knowledgeable about the effects of the use of drugs, cannabis/cannabis-based products & alcohol, be able to recognize the symptoms on a person under the influence of drugs, cannabis/cannabis-based products & alcohol, and be able to initiate appropriate steps to respond to the situation.
- Take immediate action on reported or suspected drugs, cannabis/cannabis-based products & alcohol use by workers.

Company will:

- Provide a safe workplace.
- Provide prevention programs that emphasize awareness, education, and training with respect to the use of drugs, cannabis/cannabis-based products & alcohol.
- Ensure the guidelines and work policy support other performance management systems.
- Encourage workers/employees to seek help with drugs, cannabis/cannabis-based products & alcohol addiction and ensure effective employee/worker assistance services are available.
- Assist workers in obtaining confidential assessment, counselling, referral and rehabilitation activities and re-employment opportunities where applicable.
- Provide safety training and awareness in dealing with the use of drugs, cannabis/cannabis-based products & alcohol in the workplace.
- Ensure that all employees/workers understand the existence of and content of the guidelines and work policy as part of the employee's/worker's pre-employment orientation.
- Ensure that drugs, cannabis/cannabis-based products & alcohol testing is performed according to the standards set out in Canadian Model for Providing a Safe Workplace by Construction Owners Association of Alberta (COAA).

A) DEFINITIONS

Consumption of drugs, cannabis/cannabis-based products & alcohol before or during construction activities, which renders an individual to be impaired, is a grave safety risk that must be avoided at all times. Impairment is defined as "a deterioration of an individual's judgement and decrease in his or her physical ability".

Safety-sensitive job/position is meant to refer to an employee/worker whose normal duties and responsibilities, having regard to such factors as the location and environment of work performed, the tools, equipment, vehicles, or premises utilized are such that any physical impairment of the employee would risk causing significant damage to property or injury to the worker/employee, to fellow workers or to the public.

B) RULES

1. All workers shall read and confirm understanding of this drugs, cannabis/cannabis-based products & alcohol policy by signing on the designated page.
2. Before start of any project, Management shall identify safety-sensitive positions and/or safe-sensitive jobsites.
3. All workers/employees assigned to safety sensitive jobs must meet the requirement for drugs, cannabis/cannabis-based products & alcohol Testing. Testing shall be performed only by approved Laboratories or as specified by clients.
4. No worker shall distribute, posses, consume or use alcohol or illegal drugs, cannabis/cannabis-based products on any company workplace.
5. No worker shall report to work or be at work under the influence of alcohol or drugs that may or will affect their ability to work safely.
6. No worker shall test positive for any alcohol or drugs at concentrations as specified in section 3.1 of the alcohol and drug work rule of Canadian Model for Providing a Safe Workplace by Construction Owners Association of Alberta (COAA).
7. No worker shall misuse prescription or non-prescription drugs while at work. If a worker is taking prescription or non-prescription drug for which there is a potential unsafe side effect, he or she has an obligation to report it to the supervisor.
8. Drug, Alcohol, Cannabis/Cannabis-based products Testing Procedures must conform to existing standards which includes both screening and confirmation tests.
9. A supervisor must request an employee/worker to submit to an alcohol, drugs, cannabis/cannabis-based products test if the supervisor and the next level of management present at the company workplace, if any, have reasonable grounds to believe that an employee/worker is or may be unable to work in a safe manner because of the use of alcohol and/or drugs. A supervisor or manager must provide to the employee/worker the reason for the request.
10. A supervisor must request an employee/worker to submit to an alcohol, drugs, cannabis/cannabis-based products test if the supervisor and the next level of management present at the company workplace, if any, have reasonable grounds to believe that an employee/worker was involved in an incident or near miss. A supervisor or manager must provide to the employee/worker the reason for the request.
11. All documents pertaining to any employee's/worker's Drug, Alcohol & cannabis/cannabis-based products records must remain confidential.

The forgoing company Drugs, Alcohol, Cannabis/Cannabis-based products policy shall be disseminated, read in full and acknowledge by all workers/employees and all levels of management.
LC Greenough Construction Ltd. has established this policy to help prevent injuries and promote the safety of all persons at Company worksites. This policy also provides for the support of employees with substance abuse problems including assessment and counselling by outside professionals, assurance of confidentiality, and reasonable job accommodation.
All personal information that is obtained by LC Greenough Construction Ltd. under this policy including, but not limited to, the results of any alcohol or drug testing, shall be protected in accordance with privacy legislation.

The following definitions apply to this policy:

- "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.
- "Worksite" means any place where the company conducts business including but not limited to property, buildings, equipment, road systems, and vehicles whether owned, leased, or rented.
- "Sub-contractor" means any individual that is not a company employee that is engaged by the company to perform services at a worksite as previously defined.
- "Drug" means any cannabis, drug, chemical or agent that may be used to alter the way the body or mind functions.
- "Fitness for work" or "fit for work" in the context of this policy means being able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs or medications.
- "Medical Review Officer" means a medical doctor with expertise in substance abuse disorders who is engaged to receive drug testing results and provide medical evaluation.
- "Medication" means medication that requires a personal prescription from a treating physician or non-prescription medication, lawfully obtained. This includes medical cannabis.
- "Negative Test Result" means a report from the Medical Review Officer that an individual who provided a specimen for Alcohol or Drug testing did not have an Alcohol or Drug concentration equal to or more than the limits set out in this Policy.
- "Positive Test Result" means a report from the Medical Review Officer that an individual who provided a specimen for Alcohol or Drug testing had an Alcohol or Drug concentration equal to or in excess of the limits set out in this Policy.
- "Reasonable Cause" means that testing will take place whenever an Employer representative has reasonable grounds to believe that the actions, appearance or conduct of an employee while on duty are indicative of the use of drugs or alcohol. The decision to test shall be made by a supervisor, with concurrence of a second trained person whenever possible (for example. another supervisor, manager, or human resources). The basis for the decision will be documented as soon as possible after action has taken place.

The referral for a test will be based on specific, personal observations resulting from, but not limited to such indicators as:

- observed use or evidence of use of a substance (for example, smell of alcohol);
- observed signs of drug or alcohol impairment;
- erratic or atypical behaviour of the employee;
- changes in the physical appearance of the employee;
- changes in the behaviour of the employee; or
- changes in the speech patterns of the employee.
- "Substance" means Alcohol, Cannabis, Drugs and Medication, collectively, or any one or more of them.
- "Substance Abuse Expert" means a licensed specialist such as a physician, social worker, psychologist or counselor with expertise and clinical experience in the diagnosis and

treatment of disorders relating to Substance abuse and the associated safety concerns and may include the Medical Review Officer.

- "Third-Party Service Provider" means an independent external service engaged by Company to provide and coordinate the specimen collection, laboratory testing, and Medical Review Officer services required in accordance with this Policy.

Work Rules and Testing.

It is LC Greenough Construction Ltd.'s policy that all Company Worksites will be free from Alcohol and Drugs, and that all employees and Sub-sub-contractors on the Worksite will also be free from the effects of Alcohol and Drugs. LC Greenough Construction Ltd. operates under a system of zero tolerance and will not tolerate a breach of this Policy from its staff and sub-sub-contractors. The company requires that every employee shall report to work fit to perform their duties safely and competently and shall remain fit for the duration of the workday. If an employee or sub-contractor is called to perform a work function, such employee will be expected to be Fit for Work. If an employee is Formally On Call (as defined within the On Call schedule), they shall
refrain from the use of alcohol during the period that they are On Call. If circumstances are such that the employee may be hindered in their On Call responsibilities by a function, prescription medication or other reason that may impair their ability to perform their On Call duties, they will arrange alternate coverage for that time period prior to such hindrance. An employee must not report to work when their ability to perform their duties safely is adversely affected by the use of Medication.

An employee must comply with any request made in accordance with this Policy that he or she submit to an Alcohol and/or Drug test and must not tamper with any sample related to such a test.

An employee shall not, while at a Company Worksite, possess or offer for sale Alcohol, Drugs, drug paraphernalia or any product or device that could be used to tamper with any sample for an Alcohol or Drug test. Any breach of this Policy may result in disciplinary action that may include termination of employment.

Maintaining a valid Operator's License is a condition of employment in any position that requires the operation of a Company vehicle. It is a violation of this Policy to operate a Company vehicle while impaired by Alcohol or Drugs. It is also a Policy violation if an employee fails to notify the Company immediately of disqualification to operate a Company vehicle due to the suspension or loss of his or her Operator's License for any reason. Such Policy violations may result in disciplinary action by the Company that may include termination of employment. LC Greenough Construction Ltd. management will investigate every impaired driving incident involving a Company vehicle and respond based on the outcome of the investigation.

Opportunity to State whether in Compliance with Policy.

Prior to the performance of any Alcohol or Drug testing under this Policy, the relevant employee shall be given an opportunity to state whether or not they are in compliance with this Policy.

Alcohol and Drug Testing.

LC Greenough Construction Ltd. employs Alcohol and/or Drug testing procedures in the circumstances stated below:

(a) Post-incident Alcohol and Drug testing shall be conducted when one or more employees is involved in an event. In addition, post-incident testing may be conducted in other circumstances in the discretion of the relevant manager or other senior member of management.
(b) Reasonable cause testing for Alcohol or Drugs shall be conducted where a supervisor or manager has objective and reasonable grounds to believe that an employee in a Safety-Sensitive Position may be unable to work in a safe manner due to the use of Alcohol or Drugs. Suspected breaches of this Policy by employees who are not in Safety-Sensitive Positions will be treated as a performance management matter and may not involve the use of testing procedures.
(c) Site access testing of all employees in Safety-Sensitive Positions at a specific Worksite or project may be conducted in the discretion of the responsible Vice President.
(d) Return-to-work Drug and/or alcohol testing shall be conducted before an employee who has been absent following a Positive Test Result may return to the Workplace.
(e) Follow-up Drug and/or Alcohol testing, where recommended by a Substance Abuse Expert, shall be conducted to support an employee in a Safety- Sensitive Position during the first year after a Substance-related absence. Follow-up testing is coordinated by Human Resources

through a Third-Party Service Provider. The employee shall be informed of the frequency of this testing but not the schedule.

Alcohol and Drug Testing Concentration Thresholds.
Alcohol and Drug test results shall be considered a "Positive Test Result" when they indicate any level of alcohol or drugs.

Testing Procedures – Pre-Employment.
Any offer of employment for a Safety-Sensitive Position is deemed conditional upon the potential employee having a Negative Test Result for Alcohol and Drugs.
Pre-employment Drug testing of candidates for Safety-Sensitive Positions shall be scheduled by the hiring supervisor directly with the Third-Party Service Provider immediately upon acceptance by the candidate of a conditional offer of employment. Testing should be done in a location most likely to ensure timely receipt of the results. Pre-employment test results will be reported by the Medical Review Officer in accordance with of this Policy. Persons having a Positive Test Result may reapply.

Testing Procedures – Employees
Any person who requires an employee to be tested for Alcohol or Drugs under the terms of this Policy must tell the employee beforehand why the test is being requested. Any employee who refuses a request to be tested made under the terms of this Policy is in breach of the Policy and may be subject to disciplinary action that may include termination of employment.
When testing for either Alcohol or Drugs is to occur, LC Greenough Construction Ltd. will direct the employee to a sample collection site designated by a Third-Party Service Provider and provide transportation to the site. At LC Greenough Construction Ltd.'s discretion, a qualified technician may be brought to the Worksite to conduct the testing. All testing shall be conducted following procedures that comply with the standards presented in Appendix A of this Policy.
Internal Communication of Test Results.

The procedure for the internal communication of the results of any Alcohol or Drug testing under this Policy shall be as follows:
(a) Positive Test Results:
Human Resources will receive and act upon confidential reports of Positive Test Results.
(b) Negative Test Results:
Human Resources will receive confidential reports of Negative Test Results.

Response to Positive Test Results.
The Medical Review Officer shall make reasonable effort to report Positive Test Results to the employee and provide such employee an opportunity to discuss such results with the Medical Review Officer before advising Human Resources. Upon being notified by the Medical Review Officer of a Positive Test Result for Drugs, the employee may, within 72 hours of such notice, request the Medical Review Officer to have the sample retested.
The Medical Review Officer shall attempt to determine if there is a valid medical explanation for a Positive Test Result for Drugs. Where there is such valid medical explanation, the Medical Review Officer shall take such further steps as may be deemed necessary and, in the Medical Review Officer's discretion, may change the report of test results from positive to negative. All decisions of the Medical Review Officer with respect to Alcohol and/or Drug test results shall be considered final.

Failure to comply with a required treatment or counseling program shall be deemed by LC Greenough Construction Ltd. to be a breach of this Policy that justifies disciplinary action, which may include, but is not limited to, termination of employment.
Where the Substance Abuse Expert determines that an employee has a Substance dependency, the absence from work for testing, assessment and meeting the return-to-work requirements shall be treated like other health-related absences in accordance with our Disability Policy.
Where there is a Positive Test Result and the Substance Abuse Expert determines that there is not a Substance dependency, the situation shall be considered by LC Greenough Construction Ltd. to be a performance management issue with no duty of accommodation on the part of Company. Such situations may result in disciplinary action by Company, which may include, but is not limited to, termination of employment.

Returning to Work.
Before returning to work following a Positive Test Result, the subject employee must satisfy the following conditions:
(a) The employee must have complied with the recommendations of the Substance Abuse Expert, and
(b) The employee must be recommended for return to work by the Substance Abuse Expert and Human Resources, and
(c) The employee must have a Negative Test Result from the return-to-work test.
Sub-contractor Performance.

Compliance Requirements.
LC Greenough Construction Ltd. shall require Sub-contractors, and their sub-contractors who provide services to a Company, to have in place and enforce an Alcohol and Drug policy that: (a) meets or exceeds the standards of the Company Alcohol and Drug Policy and (b) conforms to the

Alcohol and Drug Policy Model for the Canadian Upstream Petroleum Industry and/or comparable policies of the Construction Owners Association of Alberta. Any Sub-contractor that does not have such policy in place shall be required to comply with the Company's Alcohol and Drug Policy. LC Greenough Construction Ltd. shall also require the Sub-contractor to maintain statistics of testing dates and results (without identifying the individuals tested), which may be reviewed by the Company at any time. We may also review Sub-contractors' policies and performance for compliance with the Company's Alcohol and Drug Policy.

LC Greenough Construction Ltd. may, at the discretion of management, require a Sub-contractor to certify that all of its representatives performing safety-sensitive functions at a specific Company Worksite or project have been tested for Alcohol and Drugs prior to their first entry to that Worksite. We reserve the right to refuse access to a Company Worksite by any representative of a Sub-contractor where that representative, in the sole opinion of LC Greenough Construction Ltd., may in any way present a risk to the safety of any person or property at the Worksite.

Incident Management.

Where an employee who is responsible for supervising the work of a Sub-contractor's representative has reasonable grounds for believing the representative is unable to work in a safe manner due to the use of Alcohol or Drugs, the employee shall instruct the representative immediately to stand down and notify the Sub-contractor manager and the relevant Company manager of this action. Any such incident must be documented as a Violation and notification must be given immediately to Human Resources.

Where such an incident results in a positive Alcohol or Drug test, the Sub-contractor shall respond to the situation in accordance with the Sub-contractor's (or Company's) Alcohol and Drug policy. In addition, the Company manager supervising the Sub-contractor's performance may require the Sub-contractor to attend a meeting for the purpose of reporting on the action taken by the Sub-contractor in response to the incident.

Any costs incurred in connection with an Alcohol or Drug policy violation by a representative of a Sub-contractor shall be the responsibility of such Sub-contractor.

Prescription and Non-Prescription Medication

This Policy permits the possession or use of Medication at a Company Worksite under the following conditions:

(a) The prescription for any prescription Medication used or possessed by an employee must be in the name of such employee;

(b) The employee must be using the Medication for its intended purpose only and in the manner directed by a physician or pharmacist or the manufacturer of the Medication;

(c) The use of the Medication must not adversely affect the employee's ability to safely perform any of the employee's job duties; and

(d) The employee must have notified his or her supervisor or manager before starting work if a doctor or pharmacist has stated that the Medication may have side effects that could affect safe performance of the employee's work duties. The supervisor shall report such information to Human Resources, and the Human Resources Department will provide further direction. Such information shall be treated as confidential and disclosed to other Company representatives on a need-to-know basis only.

Voluntary Disclosure of Substance Abuse

LC Greenough Construction Ltd. encourages employees who believe they have a problem with Substance abuse to voluntarily report their concerns in confidence to the provider of services under our Company's Employee Assistance Program, and to encourage others to do likewise. Instructions for using this service are available from Human Resources.

1.8 Environmental Policy

LC Greenough Construction Ltd. is committed to preserving and maintaining the environment as part of our continuing effort to promote health and safety for our employees and community. We are firm believers that everyone is responsible to do their part in caring for and protecting the environment. This will mean commitment by LC Greenough Construction Ltd. in the following areas:

1. Promote communication and partnerships with employers, employees, sub-trades, customers, and the community to ensure that reasonable care is taken to protect the environment.
2. Service company vehicles accordingly to prevent leaks of fluids.
3. Any waste from oil changes in company vehicles will be contained and disposed of in the proper manner.
4. Comply with any government regulations involving environmental control that apply to the type of work the company is to complete.

This environmental policy has the full support of senior management and responsibilities for maintaining it are to be shared among project managers, supervisors, and all other workers under the employment of company.

LC Greenough Construction Ltd. recognizes that environmental concerns are of critical importance. company encourages its workers to fully accept and comply with this policy and that adequate worker training is provided to ensure our workers are aware of procedures and can follow them.

Protection of the Environment:
We will employ practical measures to protect the environment. We will conserve and protect the water, air, and land resources we use. We will strive to eliminate any releases to land, air, or water that may harm human health or the environment.

Waste Management Policy Statement:
We strive to prevent waste and pollution whenever possible. If applicable, new and existing facilities will use processes designed to minimize or eliminate adverse environmental impact because of our operations.

Commitment:
Management will consider the environmental and cultural implications of its decisions. This policy is to be posted in all Company facilities by the site supervisor.

Recycling and Waste Disposal:
We will support recycling programs where practical and use environmentally safe treatment and disposal practices for waste that cannot be fully eliminated.

Compliance:
We will manage existing facilities so that we meet or exceed legal requirements. We will conduct compliance audits and monitor procedures and practices to evaluate our performance.

Disclosure:

We will inform our workers of our progress in environmental issues. We will cooperate with the authorities and regulatory agencies in responding to inquiries. We will encourage our workers to report to the Company management any conditions that they reasonably believe could be harmful to the environment or pose health or safety hazards, so we can initiate prompt corrective actions.

1.9 Globally Harmonized System (Ghs)

WHMIS 2015 or the Globally Harmonized System (GHS) is a hazard communication system developed to provide employers and employees with information about hazardous products used in the workplace. GHS is internationally recognized and supported by the world health organization. It was developed with the intent of creating consistencies in the communication of chemical hazard information.

WHMIS legislation combines efforts between industry, and provincial and federal governments and was created in response to the legislated "right to know" about both the safety and health hazards associated with the potentially harmful materials or products employees might use at work. It will also assist in reducing injuries and illnesses associated with handling hazardous materials in the workplace.

WHMIS is composed of three main elements which communicate the hazards of controlled products:
1. Labels – affixed to containers of hazardous materials and provide information regarding the hazards
2. Safety Data Sheets (SDS) – provide supplementary information related to hazards outlined on the labels
3. Education – education on how to use the information provided and training on how to safely handle hazardous products

Classification and Labelling of Hazardous Substances
LC Greenough Construction Ltd. will ensure that any hazardous products will be stored and handled safely and according to standards set by local, regional, or federal safety code(s) and regulations.
Any employee that is required to handle hazardous products will be competent to do so. Safety Data Sheets (SDS) for all hazardous products on site are to be maintained, current and be readily available to employees. All hazardous products will have either a supplied manufacturers label or a workplace label as appropriate. Any decanted products (transferred to another container) must have an employer's workplace label affixed to the new container. The label must have all information required by legislation (product identifier, safe handling information and reference to the SDS)
Each site must have a binder specific to the hazardous substances found on their site. A copy of the SDS should be kept near the area hazardous products are stored, in addition to the master copy.
Subcontractors are to submit SDS for all their hazardous products before bringing them to the work site. All materials onsite must be stored and used in accordance with information provided on the corresponding safety data sheets.

All employees will receive basic GHS awareness training as part of new hire orientation. Those that work directly with hazardous products will receive more comprehensive training. Proof of training will be kept within the HSE department as well as in the employee's file.
LC Greenough Construction Ltd.'s managers and supervisors will ensure employees are aware of all potential hazards they may encounter in the scope of their work including chemical hazards.

If a hazardous substance is decanted from a larger container, the site supervisor will ensure:
- That the new container is free of defects, is suitable for the substance being decanted and is free of other substances that may cause a chemical reaction.
- That an appropriate workplace label is affixed to the new container.

Responsibilities

There are three key stakeholder groups that share in the responsibility of ensuring the three main components of WHMIS are met. These groups are the suppliers, employers, and employees.

Supplier

Supplier responsibilities include:

 Determining which products are “hazardous” products and classifying them appropriately under regulatory standards.

 Establishing health and safety information regarding a product.

 Labelling products with GHS labels.

 Preparing and providing SDS for customers.

Employer.

Employer responsibilities include:

 Ensure all hazardous products at their work site have GHS labels.

 Ensure all hazardous products have a safety data sheet, that they are easily accessible to employees and update them as necessary.

 Educate employees on how to read SDS and recognize GHS labels.

 Train employees on how to handle, use, store and dispose of hazardous products, and how to use personal protective equipment.

 Develop safe systems of work (practices, procedures).

 Ensure employer labels are applied and maintained as needed.

Employee

Employee responsibilities include:

 Participating in education and training provided by the employer.

 Following prescribed safe work practices and procedures.

 Identifying, reporting, and controlling hazards.

Training

Company employees that may be exposed to hazardous products, are required to complete either WHMIS 2015 (GHS) training programs offered through approved training providers or the general awareness training material, depending on position. This will ensure that all potentially exposed employees are aware of and understand hazards and know how to work safely with hazardous products.

All employees who work with a hazardous product, or who may be exposed to a hazardous product as part of their work activities must learn about the hazard information for these products. The hazard information should include the information received from the supplier, as well as any other information that the employer is aware of about the use, storage, and handling of each product.

As an example, this education and training will include all employees who:

 May be exposed to a hazardous product due to their work activities (including normal use, maintenance activities, or emergencies).

 Use, store, handle or dispose of a hazardous product.

 Supervise or manage employees who may be exposed, use, store, handle or dispose of a hazardous product.

 Are involved in emergency response.

Monitoring Workplace Exposure

Agents potentially harmful to an employee's heath fall into one of three main categories:

- Chemical - asbestos fibers, concrete dust, cleaning solvents, etc.
- Physical - noise, vibrations, etc.
- Biological – animal droppings, blood samples, etc.

Ambient dust and sound levels will be measured if required by provincial Health, Safety & Environmental regulations. Refer to the provincial safety regulations for further information pertaining to permissible levels and concentrations.

LC Greenough Construction Ltd. will ensure that any jobsite containing asbestos materials will have a written Asbestos Safe Job Procedure, and that all work will be completed in conformance with local safety regulations. No employee may be exposed to a substance exceeding its permissible exposure limits.

If an employee may be contaminated by a hazardous substance at a work site, the Company must have the means to decontaminate the employees. If there is potential for eye and skin exposure to hazardous chemicals, employees must have immediate access to appropriate decontamination equipment such as emergency showers, baths and eyewash stations. Decontamination is to be reviewed in the job hazard assessment process.

If the controlled product is a hazardous waste generated at the work site, it must be stored and handled safely using a combination of any means of identification and instruction for employees on the safe handling of the hazardous waste. See the Environmental Response Plan for site specific information and procedures.

GHS Classification

There are nine symbols which are designed to tell you at a glance the kinds of hazards that exist with a chemical. Below is an example of the pictograms that may be encountered when working with potentially hazardous products.

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

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

For more information regarding legislated requirements for site specifics, consult local safety codes or contact your HSE representative. The information contained in this section does not replace associated legislation with which all employees should be familiar.

1.10 Health and Safety Performance Evaluation

The Safety Manual will be reviewed on an annual basis at a minimum. Specific policies and procedures currently in the Health and Safety Program can and will be reviewed if requested by any employee or government/legislative agency. Employees are encouraged to become actively involved in the review of the Program at any point.

Any minor changes in the program will be communicated during a safety meeting. These will be changed in print annually.

If the changes are encompassing and/or change the way a task is performed, they will be changed in writing and introduced immediately or prior to the onset of the task.

After the Review or Audit is complete, LC Greenough Construction Ltd. will have a meeting to discuss the results with the employees. It is important for everyone within the organization to know where our strengths are and what we will be working on over the next year.
A rolling action plan will be kept with any improvement opportunities found during the Audit/Review.

Goals:

- What long-term goals have we agreed to?
- How have things gone since we last spoke?
- Health and safety responsibilities achieved by following company safe job procedure, work practice, site rules, reporting near miss, incidents, inspecting PPE.
- What are our plans until next time?

Obstacles:

- What's standing in your way?
- What have I noticed getting in your way?
- What can I do to help? What can you do?

Opportunities:

- What are you proud of that people don't know about?
- Do you feel you're growing toward where you want to be?
- What could we do to make this your dream job?

Decisions:

- What actions will you take before next time?
- What actions will I take before next time?
- What others big decisions did we make?

1.11 Covid-19 Vaccination Verification Notice

LC Greenough Construction Ltd. is committed to protecting the health and safety of our employees, clients, and community. As a result of the Government of Alberta's September 15, 2021 announcement, will be instituting a Mandatory Vaccination Verification Policy.
The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization of employees, staff, contractors, and visitor. This policy is aligned with the employer's general duty under the Occupational Health and Safety Act to take every reasonable precaution to protect its workers (broadly defined) and the responsibility to assess the workplace for risks, including that of COVID-19 transmission.
Vaccinations are the most effective means to deal with the negative health and economic impacts of the Pandemic. We recognize that individuals can choose whether to become vaccinated or not, and we support a management strategy that will address the variable transmission and heath care risks between vaccinated and unvaccinated individuals.
Vaccination verification programs, which control entry into many businesses and locations, are the most responsible way to respect an individual's right to choose while protecting others who might be affected by that individual's choice. Therefore, LC Greenough Construction Ltd. is implementing a vaccination verification policy for all employees.
In addition to keeping our employees safe, it has also become a business necessity to ensure the best interests and success of the company as a growing number of our industry partners, clients and business partners are adopting vaccination verification requirements for their operations.

LC Greenough Construction Ltd. will require all employees to be fully vaccinated. Highlights are summarized below:

  - If you are fully vaccinated, you only need to provide the proof of vaccination.
  - If you do not provide proof of fully vaccination, you must wear a mask while working indoors and provide mask at your own expense.
- Duty to Accommodate
- Proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
- That the person cannot be vaccinated against COVID-19; and
- The effective time period for the medical reason (i.e., permanent or time-limited)
- Religious Believes
- Only religious beliefs that are sincerely held and connected to a faith must be accommodated in the areas protected under the Act.
- Necessary medical or human rights accommodations will be assessed on a case-by-case basis in accordance with applicable human rights legislation.
- Reference to:
  - Human rights, vaccines, and medical testing— https://www.albertahumanrights.ab.ca/covid/Pages/vaccines.aspx
  - Duty to accommodate— https://www.albertahumanrights.ab.ca/employment/employer_info/accommodation/Pages/duty_to_accommodate.aspx

We appreciate your patience and support while we finalize the policy and thank everyone for their continued efforts to making our Company a safe place to work.

We also acknowledge that the policy may change as the status of the pandemic changes or Alberta Health Service or Canada Health Service and/or legislation or public health advice changes.

1.12 Exposing Underground Utilities Policy

PURPOSE

This policy establishes the minimum requirements for practices and procedures to assure public safety as well as that of the Company workers who work around or prepare excavations as part of their job duties.

POLICY

All workers including; Supervisors, Mobile Equipment Operators, Scampers, Laboure's and Contractors under employment/direction of LC Greenough Construction Ltd., must follow and adhere to the rules and company standards outlined in this policy. When any utility is hit, it must be reported immediately to the general manager and health, safety, and environmental resource so a proper investigation can occur. Strict compliance is a condition of employment.

All contact/hits to underground utilities and structure(s), must be examined by a client representative or trained personnel to ensure future integrity before any backfilling occurs.

RULES

1. Prior to excavating, the supervisor must obtain locate clearances. Locate sheets must be kept current and on site. If the supervisor leaves the job site, then locates must be left with the designated lead hand.
2. The supervisor must review the locate sheets with the equipment operator before the digging begins.
3. All equipment operators must be accompanied by a Swamper when excavating, even if the site is clear of all locates.
4. All utilities that are indicated as existing on the locate sheets must be exposed via daylighting by soft dig or shovel, probes may be used prior to hand digging. The hand expose zone is a distance 1 meter on each side of locate marks. This applies to all buried facilities except pipelines and some buried electrical facilities. The hand expose zone for pipelines is 5 meters. Be advised, some buried high voltage electrical facilities require a hand expose zone greater than 1 meter.
5. Excavation with mechanical equipment must not take place until the buried facility has been hand exposed and is clearly visible.
6. After visual confirmation of the de-energized utility's location, mechanical excavation equipment cannot be used within 0.3 meters (1ft) of the line under any circumstance. Energized lines cannot have mechanical excavation equipment used within 0.6 metres of the line under any circumstances.
7. When working for a client, LC Greenough Construction Ltd. must follow their standards and policies if stricter than our own.
8. All other crews that come on site will be notified of utilities in the working area when the Daily Job Briefing is reviewed and signed off on.

RESPONSIBILITIES

Supervisors: It is their responsibility to enforce and ensure that all workers under their supervision are in compliance with the Company safe work policies and procedures. The supervisor must discuss and review the daily job briefing with the crew prior to starting work. Within the job briefing, a designated Swamper must be identified. The supervisor must review the locate sheet with the operator before any digging begins.

Mobile Equipment Operators: It is the responsibility of the mobile equipment operator to ensure a designated Swamper for that piece of equipment, accompany him or her while they are excavating ground.
The operator must review the locate sheet with the supervisor prior to digging.
Swamper: It is the responsibility of the Swamper to accompany the operator on all excavations to ensure the equipment does not get closer than the specified limits. The Swamper must maintain eye contact with the operator once digging has begun and pay full attention to the task at hand until complete. The Swamper must ensure that no workers or public enter the active work zone.
Labourers: It is the responsibility of the labourer to leave the active work zone when on their

down time. The labourer must not assume the responsibility of Swamper unless stated by their supervisor.
Contractors: Upon conducting work on an LC Greenough Construction Ltd. jobsite, contractors must be made aware of the Company's excavating policy and procedure and understand they must adhere to all rules. Non-compliance may result in termination of contract.

1.13 Excavating & Ground Disturbance Policy

PURPOSE

This policy establishes the minimum requirements for practices and procedures to assure public safety as well as that of Company workers/contractor(s) who work around or prepare excavations as part of their job duties.

POLICY

All workers including; Supervisors / Lead hand, Mobile Equipment Operators, Swampers, Labourers and Contractors under employment/direction of, must follow and adhere to the rules and company standards outlined in this policy. When any utility is hit, it must be reported immediately to the General Manager and Safety, Health, and Environmental Resource to initiate the proper investigation and report to the applicable authorities having jurisdiction. Strict compliance is a condition of employment.

PROCEDURE

1. Supervisors and ALL workers must be trained; a minimum in excavation and trenching and where applicable in ground disturbance.
2. Prior to excavating, the supervisor must obtain locate clearances. Locate sheets must be kept current and on site. If the supervisor leaves the job site, then locates must be left with the designated lead hand or operator.
3. Once all utility locates/clearances have been obtained, the Supervisor / Lead hand MUST review the locate sheet(s). The Supervisor / Lead hand MUST also review the locate sheet(s) with the equipment operator and crew before the digging begins and copies to remain on site if the Supervisor leaves as stated above.
4. Since each utility company's guidelines may vary for safe distances when excavating, Supervisor / Lead hands MUST make themselves familiar with the appropriate guidelines.

REMEMBER EACH JURISDICATION/PROVINCE MAY HAVE VARIANCES IN THE ABOVE REQUIREMENTS!

5. All utilities that are indicated as existing on the locate sheets within the construction area, must be exposed via daylighting or hand digging as per the appropriate guidelines for that particular utility.
6. If the depth of the excavation is more than 1.5 metres, (5 ft) a safe point of entering and leaving must be located no more than 8 meters from the worker (26 ft).
7. The spoil pile must be a minimum of 1 metre (3 ft) or greater from the edge of the excavation. The slope of the spoil pile must be adjacent to the excavation at an angle of no more than 45 degrees from the horizontal. Any trees, utility poles, fences, boulders, and loose materials inside or around the area that could create a risk to the integrity of the excavation or workers must be adequately secured or removed when possible. Any additional vehicles and equipment must be parked a safe distance given their weight considerations and exhaust entering the excavation.
8. Trees are to be covered and/or protected somehow to prevent damage to the tree trunk when excavating close to the tree(s).
9. The operator must create a slope, ramp, or stairs for safe access/egress for the worker(s). A ladder must be placed inside the excavation, within 2.5 metres (10 ft) of a worker if there is no other safe means of access/egress (e.g. No slopes, ramps or stairs created).
10. All equipment operators must be accompanied by a Swamper when excavating, even if the site is clear of all locates. Only one person (Swamper) to direct the operator.
11. All abandoned or unmarked utilities that the Company comes in contact with must be reported to

the office, client when applicable, and the Safety department for further reporting to be completed.
12. When working for a client, LC Greenough Construction Ltd. must follow their standards and policies if stricter than our own.

RESPONSIBILITIES

Supervisors: It is their responsibility to enforce and ensure that all workers under their supervision are in compliance with LC Greenough Construction Ltd.'s policies and safe work practices and procedures that align with Workplace Safety and Health and the Client's regulatory requirements.

The supervisor must discuss and review the daily job briefing with the crew prior to starting work. Within the job briefing, a designated Swamper must be identified. The supervisor must review the locate sheet with the operator before any digging begins.

Communication and sign-off must be conducted for other personnel and all other crew(s) that may come on site that were not included in the initial job briefing. If the supervisor leaves the worksite they must assign a competent person, preferably their lead hand to assume responsibilities as the on-site supervisor.

Mobile Equipment Operators: It is the responsibility of the mobile equipment operator to ensure a designated Swamper for that piece of equipment, accompany him or her while they are excavating ground. The operator must review the locate sheet with the supervisor prior to digging.

Swamper: It is the responsibility of the Swamper to accompany the operator on all excavations to ensure the equipment does not get closer than the specified limits. The Swamper must maintain eye contact with the operator once digging has begun and pay full attention to the task at hand until completed. The Swamper must ensure that no workers or public enter the active work zone. They must wear all PPE at all times.

Labourers: It is the responsibility of the labourer to leave the active work zone when on their down time. The labourer must not assume the responsibility of Swamper unless stated by their supervisor.

Contractors: Upon conducting work on a COMPANY jobsite, contractors of COMPANY must be made aware of this policy and procedure and understand they must adhere to all rules. Non-compliance may result in termination of contract and/or being asked to leave the site. *The safety information in this policy does not take precedence over applicable government legislation.

1.14 Hearing Conservation & Noise Control Policy

The purpose of this policy is to be proactive to minimize exposure and potential hearing loss / diseases to workers by implementing a noise management program.

It is LC Greenough Construction Ltd.'s policy that our noise management program will include:
1. Training is being conducted for workers in hearing conservation and the correct selection on all types of hearing protection.
2. Baseline and annual audiometric tests are completed.
3. Engineering controls are looked at as a method of minimizing noise exposure to workers and publics.
4. Hearing protection provided that is appropriate for the exposure levels. Where average noise levels are in excess of 80dbA hearing protection will be made available, in excess of 82dbA hearing protection must be worn.
5. Equipment will bear noise decibel stickers indicating the levels to facilitate for workers when and where hearing protection is required.
6. Disciplinary action will be taken to any worker / supervisor who do not comply.
Noise Management Program

***OH&S revised as March 31, 2023. Noise exposure assessment -** This bulletin introduces changes in Noise – Part 16 of the Occupational Health and Safety (OHS) Code.

KEY INFORMATION
• Part 16 covers requirements intended to protect workers from exposure to occupational noise hazards.
• Key changes include: Revising wording to improve clarity.
Updates to technical standards and terminology to reflect current technology.
A reduced action limit for conducting a noise exposure assessment.
A new requirement for fit testing of hearing protection.
Clarification of the competency of persons conducting noise assessments.

The threshold for conducting a noise exposure assessment is reduced from 85 decibels (dBA) to 82 dBA to ensure noise is assessed before the occupational exposure limit is exceeded. The noise exposure assessment must be conducted in accordance with the updated CSA Standard Z107.56-18, *Measurement of noise exposure*.
The threshold level of a noise dosimeter used to conduct an assessment has been changed to align with the referenced CSA standard for noise assessments. The technical standards that sound level meters, integrating sound level meters and dosimeters must meet have been updated to the most current versions.
Established competency requirements for the person conducting the noise exposure assessment are now specified. The person conducting the assessment must be:

- Trained in conducting noise exposure assessments.
- Trained in the calibration, operation, and maintenance of the equipment used in conducting noise exposure measurements.
- Able to demonstrate an understanding of the method used for measurement.

Results Recorded

Revised wording clarifies that employers must ensure the noise exposure assessment includes a record of the tasks carried out by the worker whose noise exposure is being evaluated.

Employers must also retain records for at least three years from the date of the assessment. This now aligns with chemical exposure assessment record retention timelines. Previously, employers were required to keep these records for as long as they operated in Alberta.

Noise Management Program

The elements required in a noise management program have been streamlined and updated to remove duplication and improve clarity. The new wording more closely aligns with the elements in the CSA Standard Z1007-16, *Hearing Loss Prevention Program Management* as an industry best practice for setting up programs to prevent hearing loss.

The revised requirement clarifies that the entire noise management program must be reviewed annually, not just elements of it.

Fit Testing Of Hearing Protection

A new requirement has been added for employers to ensure workers are fit tested for the hearing protection devices they use and wear. Fit testing of the devices must meet the updated CSA Standard Z94.2-14 (R2019), *Hearing Protection Devices – Performance, Selection, Care, and Use*.

This change is intended to prevent noise induced hearing loss. The effectiveness of hearing protection is greatly reduced if the equipment does not fit correctly or is not inserted or worn correctly. Fit testing of hearing protection can be conducted either quantitatively or qualitatively. Quantitative methods are the preferred standard, but these require specialized equipment. Qualitative methods are simpler to perform and rely on the worker's sense of hearing. See the callout box below for suggested qualitative methods to check the fit of foam ear plugs and ear muffs.

Note: For new workers, a baseline test must be conducted within the first 6 months of employment.

1.15 Cell Phone/Electronic Device And Texting Policy

PURPOSE
The purpose of this policy is to give clear guidelines for use of cell phones/electronic devices during working hours and the disciplinary action for non-compliance.

POLICY
It is LC Greenough Construction Ltd.'s company policy that all workers regardless of position are required to leave the work/danger zone prior to answering a call, text, email or social media notifications. Personal phones not authorized for business or for working alone purposes must be kept in vehicle. If you need to make alternate arrangements in the event of a family emergency
or important calls, you can give them your supervisor's cell number as an alternate or the office and we can contact personnel.

Management is sensitive to this policy and will leave a message if you do not answer your phone or they will text you to return the call at your safest convenience. When responding to managements texts and/or calls, move to a "safe zone" on the jobsite.
Use of cell phones (company or personal) may not be used for personal calls or texting while on duty at the jobsite. During breaks outside of the work zone only! Company cell phones may be used while driving ONLY if you have a blue tooth or similar device. Cell phones and electronic devices used for recording and photographing with negative, slanderous, disrespectful, unauthorized or malicious purposes is strictly prohibited in reference to our Section 8 Social Media Usage Policy

MSI (Musculoskeletal Injury) POLICY
PURPOSE
The purpose of this policy is to ensure that all workers are educated and take the necessary precautions to prevent musculoskeletal injuries (MSI) in the workplace. To ensure that if such injury does occur to a worker, the worker recovers with little chance of reoccurrence.
AB Occupational Health and Safety defines: "musculoskeletal injury" (MSI) as an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue that are caused or aggravated by work, including overexertion injuries and overuse injuries; Some examples are:

- Repetitive motion
- Forceful exertion
- Vibration
- Mechanical compression
- A sustained or awkward posture
- A limitation or motion or action
- Any other factor that creates a risk of musculoskeletal injury.

POLICY
At LC Greenough Construction Ltd. it is our responsibility to assess and inform workers of the potential musculoskeletal risks that could be encountered during their regular course of work. We are also responsible to educate workers on the signs and symptoms of a MSI and provide training for control measures and prevention strategies to reduce or eliminate their exposure to musculoskeletal risks. Job

Hazard Analysis' and risk assessments will aid us in identifying tasks that pose musculoskeletal risks to workers in order for us to reduce the impact.

RESPONSIBILITIES

MANAGEMENT

At LC Greenough Construction Ltd. it is our responsibility to prevent any worker from being exposed to musculoskeletal injuries. This will be achieved by monitoring the effectiveness of all control measures in place that reduce the impact of MSI's and when control measures are recognized as ineffective, further implement control measures.

SUPERVISOR

Be aware of ergonomic issues, basic equipment use and body positioning. Evaluate tasks for potential ergonomic risks and ensure that workers are using proper safe work procedures. Provide workers with the basic knowledge of MSI prevention.

WORKER

Be aware of ergonomic issues, basic equipment use and body positioning. Report any discomfort to their supervisor immediately. Request for an ergonomic assessment or modification to workstation if suspicion if potential MSI risks exist.

1.16 Working Alone Policy

PURPOSE

At LC Greenough Construction Ltd. we want to ensure that every worker is safe when they are working away from a central office or work site and are alone or are working in isolation from other workers. Working alone requirements of the Alberta Occupational Health and Safety Code apply when both of the following conditions are met:

(a) A worker is working alone at a work site, and (b) When assistance, in the event of an injury, illness or emergency, is not readily available to the worker. A person is alone at work when they are on their own; when they cannot be seen or heard by another person and when they cannot expect a visit from another worker. While it is not always hazardous to work alone, it can be when other circumstances are present. Whether a situation is high or low risk depends on the location, type of work, interaction with the public, or consequences of an emergency, accident, injury, etc.

Policy

Wherever and whenever possible we will make all attempts to eliminate the need for a worker to work alone or in isolation of the rest of the crew. We recognize from time to time that workers will have no other choice than to work alone. When this occurs, the worker together with their supervisor must develop and implement a safe work procedure to eliminate or reduce the identified risks to workers working alone or isolation. Workers must be trained and must comply with this safe work procedure.

The safe work procedure must include an effective method of communication and pre-determined intervals where the supervisor or his designate is to regularly check the status of the person working alone or in isolation. When electronic communication is not feasible, someone will be required to visit the worker working alone or in isolation. Where applicable, provisions for emergency supplies for use when travelling or working under conditions of extreme cold or other inclement weather conditions.

Recognize examples of high-risk activities while working alone:

- At Heights;
- In Confined Spaces;
- With Electricity;
- With Hazardous Substances Or Materials;
- With Hazardous Equipment;
- With Materials At Great Pressure;
- With The public, where there is a potential for violence.

Steps to be taken to help ensure the safety of the lone worker:

- Assess the hazards of the workplace;
- Avoid having a lone worker whenever possible; especially for jobs with a recognized risk;
- Take corrective action to prevent or minimize the potential risks of working alone;
- Provide appropriate training and education;

- Establish a check-in procedure and maintain regular contact with all employees working alone.

An example of a check-in procedure:

• Prepare a daily work plan so it is known where the lone employee will be and when;
• Identify one main person to be the contact at the office, plus a back-up;
• Define under what circumstances the lone employee will check in and how often;
• Stick to the visual check or call-in schedule. You may wish to have a written log of contact;
• Select a code word to be used to identify or confirm that help is needed;
• Develop an emergency action plan to be followed if the lone employee does not check in when supposed to.

The main contact person should know the following details:

• Destination,
• Estimated time of arrival,
• Return date or time,
• Contact information,
• Mode of travel, and,
• Alternate plans in the event of bad weather, traffic problems, etc.

Some tips for working alone safely are:

• Always wear or carry your identification badge: it will show you are working in an official capacity and you are an employee doing your job;
• Always take your cell phone with you and keep it in a place you can access it quickly;
• Be alert and make mental notes of your surroundings when you arrive at a new place;
• Arrange to meet clients in a 'safe' environment where other people are around;
• Wear comfortable, professional clothing and practical shoes which will enable you to leave quickly if necessary;
• Do not enter any situation or location where you feel threatened or unsafe.

The working alone policy has been developed to help avoid potentially high-risk situations and ensure preventative measures are taken at all times while working alone.

1.17 Social Media Usage Policy

PURPOSE

LC Greenough Construction Ltd. must ensure the use of social media communications upholds our exceptional brand, identity, integrity and reputation while minimizing legal risk, inside or outside of the workplace. The purpose of this policy it to provide guidance and understanding for all COMPANY employee use of and interaction with social media on behalf of LC Greenough Construction Ltd. as well as personal use of social media when referring to LC Greenough Construction Ltd.

POLICY

LC Greenough Construction Ltd. supports the use of social media to provide information on, and to promote awareness of the company. Social media sites may enhance the company profile in the public domain, increase traffic to a website, invite collaboration, obtain feedback or network. The Social Media Usage Policy outlines requirements to be followed while representing our company through social media or while using personal social media at work.

APPLICABILITY

This policy is applicable to ALL Company employees, including supervisors and managers.

DEFINITIONS

"Social Media" refers to social networks, video and photo file sharing, social bookmarking, blogs, micro=blogs, podcasting, wikis and other similar tools. It also refers to freely accessible online social media tools used to produce, post and interact using text, images, video, and audio to communicate, share, collaborate or network.

REQUIREMENTS

When using personal Social Media accounts at work and/or representing or referencing the company Social Media account, we expect our employees to act carefully and responsibly to protect LC Greenough Construction Ltd.'s image and reputation.

Employees must:

Be respectful, polite and patient. Employees should be extra careful when making declarations or promises on social media. They should keep content current and avoid plagiarism. Avoid speaking on matters outside their field of expertise. Employees should be careful not to answer questions or make statements that fall under someone else's responsibility.

Ensure others know that personal account statements don't represent out company. Employees should not state or imply that their personal opinions and content are authorized or endorsed by LC Greenough Construction Ltd.

Avoid sharing intellectual property. Employees must avoid:

o Posting copyright or trademarked material without approval

o Sharing inter-office exclusive information

o Posting original photos unless proof of purchase for stock photos is on file and readily available

o Sharing site photos without Safety, Health and Environmental approval to ensure they meet all regulations. Avoid any defamatory, offensive, libelous or derogatory content. Employees must avoid comments that may be considered as harassment if directed towards colleagues, clients, stakeholders or competitors. Employees should also avoid using profanity, racial or religious comments, political remarks or comment, controversial posts or controversial post feedback or any other online behaviors

that are contrary to LC Greenough Construction Ltd.'s Corporate Mission Statement and Values.
Use common sense. Employees should act responsibly and ensure productivity isn't affected. Using social media excessively can reduce efficiency and concentration.

NON-COMPLIANCE

All employees are expected to comply, in every aspect, with this policy. Instances of non-compliance with this policy will result in employee disciplinary action up to and including termination. Any questions and clarifications needed can be directed to the Human Resources Department. For further clarification, refer to LC Greenough Construction Ltd.'s Progressive Discipline Policy. We reserve the right to modify this policy in whole or in part, at any time, at our discretion.

NOTICE REGARDING THE USE OF CANNABIS

LC Greenough Construction Ltd. is committed to the health, safety and wellness of our employees, clients and visitors. In preparation for the legalization of Cannabis, we take this
opportunity to remind all employees of the standards, expectations, and consequences regarding the use of substances in the workplace with a focus on the element of impairment versus the substance causing it. ***See Drug, Alcohol & Cannabis Policy.***

All employees are responsible for:

Maintaining an understanding and awareness of, and ensuring compliance with our Company policies; Reporting to work fit for duty and remaining fit for duty at all times while on Company business; Informing their supervisor immediately if they are unable to safely and efficiently perform their duties due to the consumption of any substance; Refraining from the possession, use, distribution or dispensation of any substance prohibited by law or by Company policies and/or the misuse or overuse of any substance (such as alcohol or non-medical cannabis) on Company property or while visiting the office/site of a client of the Company Group; Advising their supervisor whenever they witness wrongdoing, misconduct or any concerns regarding a co-worker's fitness for duty.

If the use of cannabis is medically prescribed, participating, and co- operating with human resources throughout the accommodation process.

FREQUENTY ASKED QUESTIONS

1. WHAT DO I DO IF I SUSPECT A CO-WORKER IS NOT FIT FOR DUTY?

Employees should advise their Senior Manager whenever they witness any wrongdoing, misconduct or any concerns regarding a co-worker's fitness for duty. This includes any incident where an employee's conduct, behaviour, or work performance appears to be adversely affected by substance use, i.e., slurred speech, glass eyes, smell of alcohol or any other substance, poor balance and/or coordination.

2. CAN I HAVE CANNABIS IN MY POSSESSION IN THE WORKPLACE IF DON'T PLAN ON USING IT?

No. The possession, use, distribution, or dispensing of alcohol, non- medical cannabis or other substances prohibited by law are strictly prohibited on Company premises or while attending the premises of a Company Group client.

3. AM I PERMITTED TO PURCHASE CANNABIS ON MY BREAK AND STORE IT IN THE WORKPLACE UNTIL THE END OF MY SHIFT?

No. The possession, use, distribution, or dispensing of alcohol, non- medical cannabis or other substances prohibited by law are strictly prohibited on Company premises or while on the premises of a Company Group client.

4. HOW LONG MUST I WAIT BETWEEN CONSUMING CANNABIS AND REPORTING FOR WORK?

The impact of cannabis on an individual and the concentration of the substance consumed can vary. At this time, there are currently no standards established for measuring the effects of cannabis. All

employees are required to report to work fit for duty and not impaired.

5. I BELIEVE I HAVE A SUBSTANCE USE PROBLEM, WHO CAN I CONTACT?

Employees are encouraged to inform their Senior Manager about the use of any substance that may impair performance or compromise personal safety. In addition, employees may wish to seek professional care and support through the Employee Assistance Program or through their personal health care professional.

6. I HAVE FURTHER QUESTIONS ABOUT CANNABIS IN THE WORKPLACE WHO CAN I CONTACT?

Your supervisor or the human resources department

1.18 Company Safety Rules

- For any company, rules are in place to protect the health and safety of employees so that unsafe working habits can be eliminated. LC Greenough Construction Ltd. will ensure that all employees are treated equally and fairly, so that employees at all levels of our company are aware of the general rules and know that they must be enforced to ensure the safety of all workers. Any disregard for our rules will lead to immediate disciplinary action at the discretion of management and supervisors.
- Incidents, injuries, near misses, spills and occupational illnesses, regardless of severity, must be immediately reported to supervisors.
- First aid treatment is to be obtained immediately for any injury regardless of severity.
- Follow safe work practices and safe job procedures where applicable.
- Personal Protective Equipment appropriate to the job will be worn at all times when in the yard and on the worksite. Minimum requirements are hard hat, steel toed boots, and safety glasses.
- Avoid wearing loose fitting clothing.
- Jewelry is prohibited on the worksites where a hazard may arise, with the exception of medical alert tags which must be break away style.
- Damaging, disabling or interfering with safety, fire-fighting, or first aid equipment is strictly prohibited.
- Never operate a piece of equipment or perform a job in which you are not competent.
- Know the location of fire extinguishers and first aid supplies.
- Misuse of company equipment and tools is not permitted.
- All vehicles will be operated in a safe and courteous manner in compliance with all private, local, provincial, and federal laws.
- Housekeeping in equipment, company vehicles, yard, office and at work sites are mandatory at all times to maintain a safe work area.
- Running is not permitted anywhere except in the case of an emergency.
- Horseplay, fighting, practical jokes, gambling, stealing, possession of firearms are strictly forbidden on the job.
- Possession or use of intoxicating beverages or unauthorized drugs are strictly forbidden.
- Report fit for duty each day.
- All employees are required to treat each other with respect and dignity to prevent workplace violence.
- Workplace violence and harassment will NOT be tolerated.
- Smoking is prohibited in all company property, including buildings, vehicles, and equipment. Any smoker must be at least 5 meters from any entrance or window.

1.19 Crane, Hoist and Sling Safety Procedure

INTRODUCTION

Cranes, hoists and slings pose a serious safety hazard if not used properly. It is the policy of LC Greenough Construction Ltd. to ensure employees are trained on the hazards of using cranes, hoists and slings and also to ensure that such equipment is safely maintained.

PURPOSE

This procedure has been established to:
Ensure the safe use of cranes, hoists and slings.
Ensure that operators understand and comply with safety standards related to cranes, hoists and slings.
Assign responsibilities to personnel which are necessary for successful implementation of crane operation.

SCOPE & APPLICABILITY

This procedure applies to all employees operating cranes.

RESPONSIBILITIES

Senior Management

- Ensure that responsibilities assigned within this operation are carried out.
- Designate individuals responsible for the implementation of this operation.
- Actively support safe crane operation as part of the work company overall safety effort.

Managers

- Assist operators in implementing the provisions of this program.
- Annually review and update the written program.
- Annually evaluate the overall effectiveness of this program.
- Determine the applicability of this program to activities conducted within operators.
- Coordinate implementation of this program at floor.
- Be knowledgeable of components of program and ensure program compliance.
- Assist in the investigation of serious accidents related to cranes, etc.
- Actively support this program as part of the company overall safety effort.

Supervisors

- Be thoroughly informed of the contents of this program and its application to their areas of responsibility and authority.
- Ensure employees comply with all provisions of this program.
- Ensure employees receive training appropriate to their assigned tasks and maintain documentation of such training.

Ensure employees are provided with and use appropriate protective equipment.
Take prompt corrective action when unsafe conditions or practices are observed.

Investigate injuries and incidents within their work unit related to crane, hoist and sling usage.

Employees
Follow the work practices described in this program, including the use of appropriate protective equipment.

Attend all training required by this program.
Immediately report any unsafe conditions or concerns related to cranes, hoists or slings to their supervisor.

Definitions:
Bridge: means that part of a crane consisting of girders, trucks, end ties, foot walks, and drive mechanism which carries the trolley or trolleys.
Bridge Crane: A load lifting system consisting of a hoist which moves laterally on a beam, girder, or bridge which in turn moves longitudinally on a runway made of beams and rails. Loads can be moved to any point within a rectangle formed by the bridge span and runway length.
Bumper: a device for reducing impact when a moving crane or trolley reaches the end of its permitted travel, or when two moving cranes or trolleys come into contact. This device may be attached to the bridge, trolley, or runway stop.
Crane: is a machine for lifting and lowering a load and moving it horizontally, with the hoisting mechanism an integral part of the machine. Cranes can be driven manually or by power.
Drum: the cylindrical member around which rope is wound for lifting or lowering the load.
Designated Person (monthly inspections): means selected or assigned by the employer or the employer's representative as being qualified to perform specific duties.
End Truck: an assembly consisting of the frame and wheels which support the crane girder(s) and allow movement along the runway.
Floor operated crane: crane controlled by an operator on the floor or an independent platform using a pendant or non-conductive rope.
Gantry crane: A crane that has a hoist in a trolley which runs horizontally along gantry rails, usually fitted underneath a beam spanning between uprights which themselves have wheels so that the whole crane can move at right angles to the direction of the gantry rails.
Hoist: a suspended machinery unit that is used for lifting or lowering a freely suspended (unguided) load.
Limit Device: a device that is operated by some part or motion of a power-driven hoist to limit motion.
Monorail: A trolley suspension crane hoist, whose trolley is suspended from a single rail. This type of crane hoist is used to move a load horizontally.
Overhead crane: a crane with a movable bridge carrying a movable or fixed hoisting mechanism and traveling on an overhead fixed runway structure.
Reeving: a system in which a rope or chain travels around drums, sheaves, or sprockets.
Rope: refers to wire rope unless otherwise specified.
Sheave: a grooved wheel or pulley used with a rope or chain to change direction and point of application of a pulling force.
Trolley: the unit which travels on the bridge rails and carries the hoisting mechanism.
Wall mounted jib crane: A crane with a jib and with or without a trolley. The wall crane is supported from a side wall or columns of a building.

General Requirements for Cranes, Hoists and Slings:
Only trained employees shall operate a crane or hoist.
Cranes and hoists shall go through a pre-use, monthly and annual inspection.
Slings shall go through pre-use and annual inspections.
Any unsafe condition noted during an inspection shall be corrected before the equipment is used.
Operators shall comply with the manufacturer's specifications and limitations applicable to the operation of the equipment.
Operators shall follow safe work practices when operating a cranes, hoists and slings.

Training:

- Training must be completed prior to any use of a crane or hoist. Training of crane and hoist operators is a two-step process for the majority of cranes/hoists which consists of classroom instruction & hands-on training.
- Training must be specific to the type of equipment being used.
- Training shall include the following:
- Characteristics of safe crane and hoist operation;
- Inspection procedures;
- Basic load handling considerations;
- Operator responsibilities;
- Communication used during crane and hoist operation;
- Hands-on equipment training.

Trainees must successfully complete hands-on training before being allowed to operate the equipment independently. Trainees will be given adequate supervision and time to learn basic operating skills.

Refresher training in relevant topics will be provided to a crane or hoist operator when any of the following occur:

The operator has been observed to be using the equipment in an unsafe manner.
The operator has been involved in an accident or a near-miss incident.

- The operator is assigned to operate a different type of equipment.
- A condition in the workplace changes in a manner that could affect safe operation of the equipment.

Inspections for Cranes, Hoists and Slings:

***Part 6 – Cranes, hoists, and lifting devices - Section 97 has been amended to require inspections of a roofer's hoist at reasonably practicable intervals instead of daily. This will give employers flexibility in making sure equipment is inspected when required.**

Operator is responsible for ensuring inspections are conducted at the following frequencies:

Pre-Use Inspection
Prior to use the operator shall visually inspect the crane, hoist and/or slings for defects.

The pre-use inspection will identify conditions that could affect the safe use of the equipment.
Operators must immediately report any unsafe crane conditions to their supervisor. The supervisor is then responsible for ensuring the necessary arrangements are made for repair.
Only authorized personnel shall perform repairs and adjustments.

Annual Inspection (Cranes and Hoists)

A documented annual inspection of all cranes and hoists shall be performed by a third party.
All cranes and hoists shall be labeled or marked to show date of last annual inspection.

Annual Inspection (Slings) –
A documented annual inspection of all slings shall be performed by a designated person or third party who has gone through sling inspection training.

If any unsafe conditions exist, the equipment shall be removed from service. In order to remove a crane or hoist from service it shall be locked out and tagged out to prevent use.

Maintenance:
Preventive maintenance shall be performed as prescribed by the manufacturer as detailed in the owner's manual.

Recordkeeping:

Each work unit is responsible for maintaining the following records in order to meet the requirements of this program:
A listing of all cranes and hoists.
Company is responsible for maintaining the following records in order to meet the requirements of this program:

- Copies of annual inspection records for at least four years.
- Copies of repair records for the life of the equipment.
- Copies of load test results for the life of the equipment.

Appendix A

Pre-Use Crane, Hoist and Sling Inspection Guidelines

Item (Cranes and Hoists)	Yes	No	N/A
Load rating marked on each side of the crane.			
Load rating of the hoist marked on the hoist or its load block and legible from the ground? (If the crane has more than one hoisting unit, each hoist shall have its rated load marked on it or its loading block and this marking shall be clearly legible from the ground.)			
At least 3 inches of overhead clearance and 2 inches laterally between crane and obstructions.			
All controller functions labeled and legible.			
All operational controls and functional operating mechanisms working properly, properly adjusted and no unusual sounds.			
Upper limit switch operating properly. It shall be tested with no load on the hook. Extreme care shall be exercised; the block shall be "inched" into the limit device or run in at slow speed.			
Excessive wear of components on any functional operating mechanisms.			
Deterioration or leakage in lines, tanks, valves, drain pumps, and other parts of the air or hydraulic system.			
Excessive dirt, grease, or foreign matter.			
Deformation and/or cracking of the hook, load block, drums and/or sheaves.			
Safety latch on crane/hoist load block that automatically closes.			

Appendix A - Pre-Use Crane, Hoist and Sling Inspection Guidelines

Item (Slings)	Yes	No	N/A
***Chain Slings*:**			
Nicks, cracks, breaks, stretches, distortions, twists, gouges, bends, heat damage, discoloration, worn or damaged links and components,			
Lack of ability of the chain or components to hinge (articulate) freely,			
Pitting, corrosion or weld splatter,			
Missing or illegible sling identifications,			
Other conditions that cause doubt as to the continued safe use of the sling.			
***Wire Rope Slings*:**			
Broken wires,			
Pitting or corrosion,			
Localized wear (shiny worn spots), abrasion or scrapes,			
Damage or displacement of end fittings, hooks, rings, links, or collars,			
Distortions, kinks, bird caging, crushing, or other evidence of damage to wire rope structure,			
Missing or illegible sling identifications,			
Other conditions that cause doubt as to the continued safe use of the sling.			
***Synthetic Fiber Rope / Synthetic Webbing Slings*:**			
Melting, charring or burning of any part of the surface,			
Snags, punctures, tears, cuts, fraying, broken or worn stitches,			
Change in diameter,			
Discoloration,			
Hard or stiff areas,			
Wear or elongation exceeding the amount recommended by the manufacturer,			
Distortion of fittings,			
Missing or illegible sling identifications,			
Other conditions that cause doubt as to the continued safe use of the sling.			
***Metal Mesh Slings*:**			
Broken weld or brazed joints,			
Broken wire in any part of the mesh,			
Abrasion, corrosion, distortion, pitting, twisting, bending, cracking, gouging of any component,			
Lack of flexibility,			
Missing or illegible sling identifications,			
Other conditions that cause doubt as to the continued safe use of the sling.			

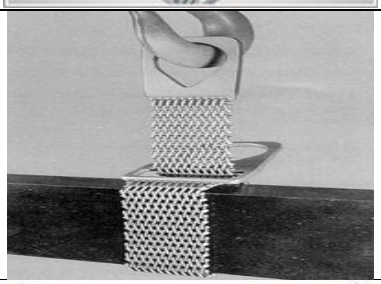
Examples of Cranes and Hoists

	A type of crane where a horizontal member (*jib* or *boom*), supporting a moveable hoist, is fixed to a wall or to a floor-mounted pillar. **Jib Crane** **Wall Crane**
	A type of crane has a hoist which typically runs horizontally along rail/s. **Gantry Crane** **Semi Gantry Crane** **Monorail** **Switching Monorail**

	A load lifting system consisting of a hoist which moves laterally on a beam, girder, or bridge which in turn moves longitudinally on a runway made of beams and rails. Loads can be moved to any point within a rectangle formed by the bridge span and runway length. **Bridge Crane**
	Mobile Cranes ***ARE NOT COVERED IN THIS PROGRAM***
	Winches ***ARE NOT COVERED IN THIS PROGRAM*** ***Follow the manufacturer's recommendations***
	Electric Chain Hoist
	Manually operated hoists **Lever Hoist** **Chain Fall Hoist** **Come Along Hoist**

	Pneumatic Chain Hoist
	Electric Wire Rope Hoist
	Pneumatic Wire Rope Hoist
	Engine Hoists ***ARE NOT COVERED IN THIS PROGRAM*** **Follow the manufacturer's recommendations**

Examples of Slings

	Alloy Steel Chain
	Wire Rope
	**Metal Mesh**
	Natural and Synthetic Fiber Rope
	Synthetic Web

Safe Work Practices of Cranes, Hoists and Slings Cranes and Hoists

General:

1. A personal protective equipment (PPE) hazard assessment must be performed for the task. PPE considerations should include a hardhat, safety glasses and safety shoes.
2. Rated load capacities, recommended operating speeds, special hazard warnings and/or instructions, shall be conspicuously posted on all equipment. Instructions or warnings shall be visible to operators while they are at their control stations.
3. Do not exceed the rated load capacity of the crane, hoist, slings, or other components. (Keep in mind that the hoist may be higher rated that the rail/beam or vice versa)
4. Persons operating the crane, hoist or sling shall inspect all machinery and equipment prior to each use to make sure it is in safe operating condition.
5. Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or other moving parts or equipment shall be guarded if such parts are exposed to contact by employees, or otherwise create a hazard.
6. No modifications or additions which affect the capacity or safe operation of the equipment shall be made without the manufacturer's written approval. If such modifications or changes are made, the capacity, operation, and maintenance instruction plates, tags, or decals, shall be changed accordingly. In no case shall the original safety factor of the equipment be reduced.
7. Disconnect power to a hoist or crane that is unsafe or in need of repair. Arrange to have the equipment locked out and tagged out.
8. Never operate a hoist or crane that in your opinion is UNSAFE TO OPERATE.

Engaging the Load:

9. The sling or other device shall be properly seated and secured in the base of the hook.
10. The load shall not be applied to the point of the hook or the hook latch.
11. Before moving the load, the operator shall be sure chains and wire rope are not kinked or twisted and that multiple part chains or ropes are not twisted about each other.
12. The rope or chain must be properly seated on the drum, sheaves, or sprockets before the lift takes place.
13. Remove slack from the sling, chain, or cable before lifting a load.
14. The hoist must be centered over the load.
15. The operator shall not pick up a load in excess of the rated load of the hoist or crane.
16. Specific attention should be given to balancing of the load to prevent slipping.

Moving the Load:

17. The operator shall not engage in any activity that will divert his/her attention from the task.
18. The operator shall respond to signals from a designated person only. However, the operator shall obey a stop signal at all times, no matter who gives it.
19. The operator shall make sure the load and hoist will clear all obstacles before moving or rotating the load.
20. A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.
21. The operator shall inch powered hoists and cranes slowly in engagement with a load, but should avoid unnecessary inching and quick reversals of direction.
22. A load shall not be lifted more than a few inches until it is well balanced in the sling or lifting device.
23. When lifting loads at or near capacity, brake action shall be tested by lifting the load a few inches off the surface to verify that the brakes are holding.
24. On rope hoists, the load shall not be lowered below the point where less than two wraps of rope remain on each anchorage of the hoist drum, unless a lower limit device is provided. In this case no less than one wrap may remain on each anchorage of the hoist drum.
25. Loads shall not be suspended over personnel.
26. All employees shall be kept clear of loads about to be lifted and of suspended loads.
27. Under no circumstances may anyone ride the hook or load.
28. Directional movement should be made smoothly and deliberately to avoid swing.
29. Never pull a hoist by the controller cable.
30. Contact between trolleys (on two trolley cranes) or between trolleys and stops should be avoided.
31. The operator shall not use the upper (or lower, if provided) limit device(s) as a normal means of stopping the hoist. These are emergency devices only.

Placing the Load:

32. Never leave the controls unattended while a load is suspended. If it becomes necessary to leave the controls, lower the load to the floor.
33. The load block should be positioned above head level when the hoist is not in use.
34. Care shall be exercised when removing a sling from under a landed and blocked load.

Slings

1. Slings shall be inspected prior to each use to make sure they are in safe operating condition.
2. Slings that are damaged or defective shall not be used.

3. Slings shall not be shortened with knots or bolts or other makeshift devices.
4. Sling legs shall not be loaded in excess of their rated capacities.
5. Slings used in a basket hitch shall have the loads balanced to prevent slippage.
6. Slings shall be securely attached to their loads.
7. Slings shall be padded or protected from sharp edges of their loads.
8. Suspended loads shall be kept clear of all obstructions.
9. Hands and fingers shall not be placed between the sling and its load while the sling is being tightened around the load.
10. Shock loading is prohibited (abrupt starting or stopping of the load).
11. A sling shall not be pulled from under a load when the load is resting on the sling.
12. Slings shall be properly stored when not in use so that they are not subject to mechanical damage, moisture, corrosives, extreme temperature, or kinking.

Section 2
Public, Visitors and Contracted Employers

2. Public, Visitors and Contracted Employers

2.1 Public and Visitor Policy

2.2 Contractor Selection and Monitoring Procedure

Section 2: Public, Visitors, and Contracted Employers

LC Greenough Construction Ltd. has developed the following subcontractor guidelines as standards that are required to be met on all Company projects. The extent of implementation may be adjusted somewhat to fit the specific requirements of the project, depending on the size, duration, and associated hazards. LC Greenough Construction Ltd. will work with the subcontractors' personnel to assist in the implementation of this program.

All subcontractors are required to administer their own safety program as well as their subcontractors. Subcontractors will be monitored by LC Greenough Construction Ltd. during the length of the contract to ensure it's being followed and make necessary adjustments and improvements.

Copies of subcontractor field level hazard assessments, inspections and other relevant documentation must be submitted to LC Greenough Construction Ltd. and may be requested at any time by our company for auditing purposes during or after any project.

All subcontractors are expected to have a Health and Safety Program which meets:

- Applicable government standards and regulations.
- Applicable Workplace Hazardous Materials Information System (WHMIS) requirements.
- Local fire code.
- Local electrical code.
- Client's safety program.
- Applicable environmental protection standards.
- And other program as applicable to job

In the event that a subcontractor Health and Safety program does not meet the Company safety requirements, the subcontractor may be conditionally accepted.

A conditional acceptance will have a specific time period and additional safety requirements and/or controls necessary for the relative level of risk for the work to be performed.

Subcontractor Pre-Qualification

As a minimum requirement Subcontractors must submit for review, an applicable Health and Safety Manual and current "Letter in Good Standing" from the WCB.

Subcontractors may be required to submit their Health and Safety statistics to Company for review. Required Health and Safety stats must include:

- Lost-time incident rate as compared to industry average.
- Number of fatalities.
- Number of lost-time incidents.
- Recordable injury incidence rate.
- Substance abuse program.

General Safety Rules for Subcontractors

Subcontractors must comply with all laws, regulations and codes concerning safety as applicable to the work. They must follow the safety standards established during the progress of the work by the subcontractor and must conduct all operations within Company Guidelines.

No health and safety program can be truly effective without the cooperation of each subcontractor performing work on the site.

Each subcontractor must be made aware of the following general safety rules:

- Subcontractors must actively promote safe working performance on the part of their employees and their subcontractors. Site Supervisors must participate in such activities as safety meetings and safety inspections. It is expected that all subcontractors will also conduct their own safety programs as best suited to their trade or scope of work and in accordance with OH&S codes and regulations.
- All subcontractors must hold safety meetings with their workers as required by the project and/or prime contractor.
- Orientation and training of new employees to Company projects is expected of each subcontractor.
- Subcontractors must inform each employee of applicable laws, safety rules, safety procedures and WHMIS/HAZCOM requirements before the employee begins on-site work.
- Subcontractors must review with their employees of the location of emergency equipment and the site Emergency response plan including muster points and emergency contacts in addition to the jobsite Hazard Assessment before commencing work.
- Subcontractors must review with their employees of existing project procedures for first aid and emergency response plan.
- Subcontractors must use their own regular systems of inspection to detect and correct hazardous conditions, safety rule violations and unsafe working practices in their own areas.
- Good housekeeping and orderliness are basic requirements for all jobs and must be always maintained. Special attention must be given to maintenance of clear walkways, removal of trash, removal of slipping and tripping hazards and proper storage of materials.
- The subcontractor site supervisor or representatives must provide a contact number to the Company superintendent in the event of after-hours emergencies.
- Subcontractors must confirm that employees are equipped with personal protective equipment as required by OH&S codes or by company site rules.

Hazard Assessment

All subcontractors must be familiar with the jobsite and the hazards associated with the work being performed. Before commencing work on any Company jobsite, all workers including supervision, must go through the established Site Access Orientation for that project before commencing work.

In addition to the Site Access Orientation, all subcontractors must assess the hazards in their area before commencing work. This hazard assessment is done daily, as conditions change or if work locations change considerably. This field level hazard assessment (FLHA) must be documented on an applicable form and submitted to company site requirement.

If the Subcontractor does not have an acceptable form, they will use LC Greenough Construction Ltd.'s (FLHA) form.

Submission of the FLHA's to LC Greenough Construction Ltd. will be done as they are available and no later than the end of each work week. The location for submittal or drop off will be determined by LC Greenough Construction Ltd. and communicated to the subcontractors once established.

The daily FLHA must be kept with the worker or crew and available for updating as conditions change or auditing purposes. Along with the assessment of the hazards each FLHA must contain emergency response information including the address of the site, emergency phone number and muster location.

Emergency Response
Along with the Hazard Assessment, all subcontractors must review the site Emergency Response Plan before commencing work on a Company jobsite. This includes the location of the physical address, first aid kit, fire extinguishers, eye wash station and emergency contact lists.

Personal Protective Equipment
Subcontractors are responsible for verifying that their employees are provided with and use the appropriate approved personal protective equipment. The requirements must be outlined in detail during employee orientations if practical to do so.

Incident Reporting
All subcontractors are required to notify LC Greenough Construction Ltd. of all incidents and near misses regardless of severity. An investigation is to be conducted by the subcontractor supervisors or subcontractor representative for all accidents and incidents. The investigation report must be submitted to Company as soon as it becomes available.

Inspections
Subcontractors must monitor their work areas and their subcontractors' work areas on an on-going basis to ensure compliance with safety regulations. If non-compliance is observed, the subcontractor supervisors will be notified of the findings and will rectify any unsafe acts and/or conditions. Corrective actions assigned to any subcontractor must be acted upon in a timely manner. If actions are not taken in a timely manner or action is substandard, the work will be stopped until corrective action is implemented.

Orientation and Training
All subcontractor personnel must be trained and competent. Competency can include certifications, training, and experience. It is the responsibility of all subcontractors to provide proof of training if requested by company, failure to provide such information could result in the termination of any or all contract(s) between company and the contractor.

Company requires that the subcontractor site personnel to take the Company orientation before commencing work on any Company jobsite. This orientation will be valid for one year from the date of issue to which time the orientation will be reissued.

Meetings
All subcontractor personnel must attend any Company safety meetings, specialty meetings or any info sessions as requested.

2.1 Public and Visitor Policy

- Visitors are to be accompanied by authorized personnel while within the Company office and yard.
- All visitors are required to wear the appropriate personal protective equipment at all work sites.
- All visitors must sign the visitor's logbook in order to be accounted for should an emergency arise.
- Visitors must review the Company health and safety policies if entering into the yard or working zone.
- All visitors entering into the yard or working zone must complete the visitor orientation which includes location of health and safety documentation, review of work site hazards and controls, health and safety responsibilities and identifying changes to the work site.

2.2 Contractor Selection and Monitoring Procedure
It is the policy of LC Greenough Construction Ltd. to ensure that all workers are aware that there is a process for the use, selection, compliance and evaluation of sub-contracted workers. This program will ensure that any sub-contractor hired shall:

- Complete a pre-qualification package identifying their safety programs, training systems, and safety statistics. This pre-qualification package will be evaluated by the Authorized Management Representative to select and determine that safety requirements are met for the approval of selection for hire;
- Provide training records for all workers that will be working for LC Greenough Construction Ltd.
- Training requirements must meet both the Company and the prime contractor's requirements, as per the Training Matrixes. Workers that do not meet these training requirements will be required to do so prior to working for company. All workers must also have proof of task competency;
- Provide COR/SECOR certificates, WCB clearance, premium rates, and insurance, if applicable;
- Provide a copy of their company's safety manual and safety documentation, if available;
- Complete the Company orientation which includes location of health and safety documentation, review of work site hazards and controls, health and safety responsibilities and identifying changes to the work site;
- Monitoring will be done with the yearly contractor evaluation ensuring the contractor is abiding by company rules and addressing any non-compliance;
- Non-compliance will be identified, and corrective action taken using a disciplinary action form;
- Complete hire-on packages for all workers that will be working for our company.
- Sign a contract of agreed work, and;
- Abide by company safety policies and procedures while working.

This includes but is not limited to:

- Participation in site inspections and audits.
- Participation in company health and safety meetings.

- Refusal of unsafe work.
- Reporting of any workplace injury, illness, accident or near miss.
- Communicating change of job scope/conditions/new workers.
- Wearing required PPE.

LC Greenough Construction Ltd. will also monitor all sub-contractors for safety compliance by means of:

a. Completing inspections of work site, equipment and worker performance;
b. Completing investigations of any sub-contractor involved injury, illness or accident.

Section 3
Health and Safety Committees (HSC) / Health and Safety Representatives (HS Representatives)

3. Health and Safety Committees (HSC) / Health and Safety Representatives (HS Representatives)

3.1 Health and Safety Committee Procedure

Section 3: Health and Safety Committees (HSC) / Health and Safety Representatives (HS Representatives)

3.1 Health and Safety Committee Procedure

LC Greenough Construction Ltd. recognizes that joint health and safety committees (HSC) are a key element of the internal responsibility system. They bring work site parties together to collaborate on topics such as hazard identification and control, investigation and responding to reports to dangerous work.

When work is expected to last 90 days or more, an employer must:

- Establish an HSC if the employer has 20 or more full or part-time workers in total.
- Designate an HS representative if the employer has 5 to 19 full or part-time workers in total.

The system in place and committee minutes are designed to include legislated requirements of:

1. Terms of Reference;
2. Policies and Procedure;
3. Duties of Committee Members;
4. A Quorum of at least 50% Worker Members.

The established committee or designated representative allows workers to participate in occupational health and safety and support the three basic rights of workers:

1- The right to know.
2- The right to participate.
3- The right to refuse dangerous work.

Responsibility/Duties of HSC or HS representative:

- Organize and set health and safety committee meetings.
- Ensure training records are kept up to date (HSE 09).
- Post health and safety committee minutes and make readily accessible.
- Ensure copies of the OHSMS are controlled.
- Set a standard of performance and behaviour.
- Demonstrate commitment to health and safety.
- Communicate expectations for health and safety to workers.
- Manage the receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers.
- Participate in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site.
- Develop and promote measures to protect the health and safety of persons at the work site and check the effectiveness of such measures.
- Cooperate with an officer exercising duties under the OHS Act, the Regulations and the OHS Code.
- Develop and promote programs for education and information concerning health and safety.

- Make recommendations to the employer, prime contractor or owner respecting the health and safety of workers.
- Inspect the work site at regular intervals.
- Participate in investigations of serious injuries and incidents at the work site.
- Maintain records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee.
- Such other duties as may be specified in the OHS Act, the Regulations and the OHS Code.

Terms of Reference
Requirements to appoint the HSC or HS Representative:

If the company has over 20 employees, a HSC must have at least 4 members, with at least half representing the workers:

- Worker representatives are selected by the workers for a term of not less than one year,
- Employer representatives are assigned by the employer

Each committee must have 2 co-chairpersons:

- Worker co-chair is chosen by workers
- Employer co-chair is chosen by employer

A register of all committee members (HSE 08) will be kept and posted on the health and safety board in the shop.

If the company has 5 to 19 full or part-time workers in total a HS representative is designated:

- a worker representative is selected by the workers for a term of not less than one year,

Membership Succession:

A succession plan must be in place to handle new members to the committee:

- Worker representatives are selected by the workers during the next monthly health and safety meeting, each time that an employee committee member steps down or leaves the company,
- Employer representatives are assigned by the employer each time an employer committee member steps down or leaves the company.

Term of Office: Committee members or HS representatives are appointed or selected to a term of no less than one year, and hold office until reappointed or re-elected, or until a replacement is appointed or selected. Members or representatives can hold office indefinitely.

Dispute Resolution:

For any dispute, where there is not a majority of committee members in favour of an implementation, and where the votes are tied, the tiebreaker will be broken by the worker representation of the committee.

Complaints/Concerns:

Workers are to be aware of HSE 30 Complains/Concerns form, available on the HSE board and submitted any time a worker feels the need to pass information onto the committee members. All complaints or concerns will be discussed during the monthly HSC meetings and documented in the minutes.

Meeting frequency and reporting to management:

- HSC members must meet within 10 days after being established, and then once every quarter.
- Health and safety meetings and functions are to be carried out during normal work hours.
- Meeting minutes must be recorded and available for inspection by an HSC member or OHS officer.
- Meetings must meet quorum in order for the committee to make decisions.

Training requirements:

Company is committed to provide work site health and safety committee co-chairs and/or HS representatives with training requirements:

- Health and safety committee (HSC) co-chairs, members and health and safety representatives (HS representatives) shall be permitted to take the greater of 16 hours or the number of hours they would normally work during two shifts, to attend work site health and training programs, seminars or courses of instruction.
- The required HSC co-chair and HS representative training includes a mandatory 6 to 8 hour course, provided by a designated training agency.

Section 4
Training and Communication

4. Training and Communication

4.1 On-The Job Training/Competency

4.2 Short Service/ New Employee

4.3 Training and Communication Policy

4.4 Orientation Policy

4.5 Qualification Verification Policy

4.6 Competency Assessments

4.7 Training Matrix

4.8 Two-Way Communication Policy

4.9 First Aid Training

Section 4: Training and Communication

Communication

LC Greenough Construction Ltd. will ensure effective communications of all aspects of work on any jobsite are being met. This will be done through, site-specific safety orientations, job site hazard assessment, daily toolbox/inspection meetings, including Field Level Hazard Assessments and weekly safety meetings/toolbox meetings (duration of project) and formal safety meetings. All contractors must be involved in these processes and responsible for rectifying and signing off any issues assigned to them in a timely manner.

Health and Safety Meetings

Safety meetings are important forums where information and ideas can be transferred between managers, supervisors, and employees. The objective of a safety meeting is to enhance the employee's awareness of safety.

LC Greenough Construction Ltd. will require employees to participate in daily meeting. The items shared within the safety meetings that require corrective action or follow-up will need to be recorded, and then communicated to the employees upon reaching a solution. Formal management safety meetings will occur annually.

Records must be retained for all meetings. The records must include date and time of meeting, attendance record, as well as an outline of the issues discussed and the two-way communication throughout the meeting.

Daily Toolbox Meeting/Job Inspection/Field Level Hazard Assessment

Before starting any job, where there is a reasonable possibility that employees could be injured, and a daily meeting will be held. The supervisor on the worksite will direct this meeting. During this meeting, a Daily Toolbox Meeting/Job Inspection/Field Level Hazard Assessment will be completed.

The topics included in the pre-job meeting include, and not limited to:

- Description of the work to be performed.
- Site location – review address and closest hospital or medical facility.
- Muster Point location, Emergency Response Plans, and worker responsibilities in an emergency.
- Worker input – hazards that have developed on site or safety concerns.

Site Access Safety Orientations

These orientations are provided to anybody who is new to the worksite including visitors, Company workers and contractors.

Formal Safety Meetings

Safety meetings will be held annually, depending on company operations or unforeseen circumstances. These meeting will be held at a convenient time and location to ensure that the majority of employees and subcontractors can attend. Either the manager or his designate will chair the safety meetings. All employees and subcontractors are encouraged to participate at these meetings.

Orientations
A new hire orientation must be conducted before the start of work with LC Greenough Construction Ltd..

- The new hire orientation must encompass the following, as a minimum:
- Health, safety and environment policy and commitment, company, and employee philosophy.
- Roles and responsibilities.
- Employee privacy, attendance and punctuality, probation period and termination.
- Company Rules.
- Disability Management and Modified Work Program (Code of Practice in Appendix C).
- Duty to refuse unsafe work.
- Harassment and Violence in the workplace.
- Disciplinary Action Policy.
- Substance Abuse Policy.
- Emergency Response.
- Hazard Assessments and Inspections.
- Incident reporting and near-misses.
- Use, care and limitations of personal protective equipment.
- Applicable Safe Work Practices and Safe Job Procedures.

Training

LC Greenough Construction Ltd. and its contractors will be responsible to be sure anyone working with PPE, equipment or in conditions that require training must be trained before beginning the work. Newly trained workers should be mentored until competency in the training has been verified. LC Greenough Construction Ltd. reserves the right to request proof of training from anyone working on any Company worksite.

Training requirements for employees must include, but is not limited to:

- New hire safety orientations.
- Task and trade-specific training and certification.
- Specialized safety and related training.
- Safety training for management & supervisors.
- On the job training program.

A training record will be maintained for each employee. The record will be checked annually to determine the requirements for employee training.

employees before any work commences to which training is required. Unless special arrangements are made, LC Greenough Construction Ltd will not be required to provide safety training for sub-contractors.

All contractors have the responsibility to ensure that they and their employees have received adequate training acceptable to Company standards before commencing a task. Company may require proof of training for subcontractors.

The initial orientation can be the most important training program for both the employee and the employer. This training outlines the safety policies and practices to the employee including an overview of the safety manual. At the end of the orientation, the employee will be more aware of their personal responsibilities concerning their specific job and the company in general.

The safety information in this policy does not take precedence over OH&S Regulations.

Job Competency

LC Greenough Construction Ltd has established an organizational chart complete with list of job titles. The organizational chart indicates the structure of company. This chart consists of all Company employees, showing their certificates and orientations. It is maintained by Human Resources as it is an ongoing program.

Guidelines

- Each role at LC Greenough Construction Ltd has been clearly identified and clearly states the minimum standard of qualification.
- Procedures have been established to verify minimum requirements of qualification are met, examples are training certificates, references, and resumes; such documentation will be kept on file.
- Definition of competent as stated in the Alberta OH & S code
- In relation to a person, means of adequately qualified, suitable trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.
- LC Greenough Construction Ltd verifies the competency of workers before they are allowed to perform their roles and responsibilities independently. Competency is determined by a worker that has been deemed competent.

4.1 On-the-Job Training (Mentoring & Task Competency)

On the Job Training provides hands on experience using safe work practices for each job and ensures employees & contractors are competent to do their work.

On the Job Training will be provided to all workers new to the job or worksite. It will also be conducted when work procedures or requirements are changed. On the Job Training can be used to demonstrate new or revised safety requirements, new or modified equipment or new processes or methods.

Trainees' performance will be measured against set criteria by assigned qualified employee (mentor/trainer) who is familiar with the work site and competent in skills required to perform the particular job safely.

Procedures/Practices

- A Worker Competency Evaluation Form must be completed for the new employee to identify his qualification level.
- A Mentor Sign On Form will be competed.
- Copies of all worker's tickets obtained and kept in their files.

Worker must be monitored for certain period of time (site specific), after that reviewed by mentor & supervisor and possibly placed to new level position.

4.2 Short Service Employee / New Worker

A Short Service Employee (SSE) is an employee who does not have three months of experience with their current employer or in their present role.

Application

1. A visual indicator must be used to identify short service employees, such as stickers' hard hats or hi-visibility clothing.
2. The method used to identify short service employees will be communicated to the owner client.
3. LC Greenough Construction Ltd must notify the owner client that they have a short service employee on site.
4. Short service employees cannot work alone and must be under close supervision.
5. Short service employees are to be mentored by an experienced and knowledgeable worker.
6. A work crew must have more long term than short service employee.
7. Company must ensure that SSE's will be monitored for compliance with health and safety policies and procedures.
8. Removal from SSE status requires the approval of the HSE manager, who must document the change; upon change of status sticker identifiers can be removed.
9. Subcontractors are required to comply with the Short Service Employee policy.

Training Records

Senior management will be responsible for obtaining related training certificates as well as orientation and job specific training records and retaining them in personnel files.

4.3 Training and Communication Policy

Training is an important part of safety and is supported by management. It fulfills the legal responsibility of the employer (due diligence) to prove the competency of its workers and ensure work site safety by:

1. Explaining the need for safe work operations, policies and procedures.
2. Ensuring that employees/contractors possess necessary skills and knowledge for equipment/work site requirements.
3. Ensuring proper communication and reporting procedures.
4. Ensuring training at regular intervals.
5. Making sure accurate records are kept related to training.
6. Having HSE meetings that are conducted monthly.
7. Giving employees/contractors the confidence to work safely and properly in accordance to policy, procedure and legislation.

Training and skill development are critical to the reduction of injury incidents, environmental and equipment damage, and other potential losses. Personnel with completed skills and orientation training help contribute to safety and productivity. Through the application of acquired knowledge, technical competence can be applied to ensure that any losses associated with company are minimized and progressively reduced over time.

Two-way Communication is key with all levels of employees. Face to face meetings or discussions, open communication and feedback is strongly encouraged for all of our employees.

4.4 Orientation Policy

LC Greenough Construction Ltd. requires all new and seasonal employees, as well as employees with employment gaps greater than 3 months, to complete the Company orientation within the month of beginning work. Once the orientation is complete, it is recorded in the Training Matrix. Orientation and refresher training requirements are completed yearly with each employee as part the Training Review or as is required by operations.

This orientation includes, but is not limited to:

- Worker Rights
- Introduction to company Health and Safety Program
- Health and Safety Policies and Procedures
- Health and Safety Responsibilities
- Task Specific Hazards and Controls
- Hazard Reporting
- Applicable Regulatory Requirements
- Discipline/Enforcement Policies
- Violence and Harassment Prevention Plans
- Emergency Response Procedures
- Incident and Near Miss Reporting Procedures

The overall message of the orientation stresses that workers need to take responsibility for their own personal safety, as well as the safety of those they work with and around. It also emphasizes the workers right and obligation to refuse unsafe work; the obligation to inform other employees/supervisors/management of unsafe conditions; and the right to participate in safe work processes.

Orientation for new employees is to be completed within the first month of employment, however critical elements will be addressed prior to beginning work. Upon completing the safety orientation, all personnel must sign the orientation acknowledgment form, acknowledging that they have received and will comply with company policies and procedures.

Employees performing formal hazard assessments, inspections or investigations must have completed Leadership Safety Excellence course (LSE) and it must be documented in the health and safety matrix . All supervisors must also take the Leadership Safety Excellence course (LSE).

4.5 Qualification Verification Policy

LC Greenough Construction Ltd requires that all employees maintain competence with an adequate level of training along with regulated certifications throughout their service with company.

Training needs and progress are reviewed during orientation and then annually with supervisory and management staff and appropriate training opportunities are identified. Training is one of the attributes considered in job promotion.

4.6 Competency Assessments

LC Greenough Construction Ltd uses a new worker, on-the-job training program to ensure employees are trained and competent for the tasks at hand. This training, which is completed with a supervisor or HS representative, includes a training practical demonstration, and is documented.

On-the-job training is also performed when anyone is assigned new tasks or when an operational change affects an employee's work.

4.7 Training Matrix

A training matrix is maintained which includes all of the Company employees.

4.8 Two-Way Communication Policy

Two-way communication is important to the success of the health and safety system. Quarterly HSC/HSR meetings between worker and employer representatives create a channel of communication that is posted for everyone to review. Yearly health and safety meetings and daily field level hazard assessments are also opportunities to foster two-way communication between all levels of employees, including senior management, management, supervisors and workers.

4.9 First Aid Training

LC Greenough Construction Ltd. will ensure that the number of certified first aiders on site is directly proportional to the number of workers at the work site per shift, as per legislative requirements.

Employees are educated on the location of first aid supplies, emergency contact phone numbers, and the nearest health care facility in the event of an emergency.

Section 5
Hazard Assessment & Control

5. Hazard Assessment & Control

5.1 Hazard Identification

5.2 Job Hazard Analysis

5.3 Hazard Recognition & Evaluation

5.4 Job Inventory

5.5 Hazard Elimination and Control

5.6 Formal Hazard Assessment Policy

5.7 Site-Specific Hazard Assessment Policy

5.8 Hazard Priority Ranking

5.9 Workplace Violence and Harassment

Section 5: Hazard Assessment and Control Policy/Procedure

General

Understanding hazards and dangers associated with each job or task is critical to worker health and safety and protection of the environmental. LC Greenough Construction Ltd. is committed to reduce all risks and hazards associated with a workplace.

5.1 Hazard Identification

LC Greenough Construction Ltd. must describe how hazards are identified. This includes, but is not limited to, job Hazard Analysis (JHA) (JSA), daily hazard assessments, or pre-job hazard assessments.

- Hazard assessments must be done before work begins to formally identify and assess hazards.
- A Job Hazard Analysis (JHA), or job Safety Analysis (JSA), must be developed for all routine tasks.
- Formal workplace inspections must be completed on a regular basis.
- Hazard assessments and JHAs/JHAs must be updated whenever changes occur to processes, equipment, and/or facilities.
- Workers must be actively involved in the hazard identification process.
- Subcontractors are also involved, that is if they are performing work at the same location.
- Identified hazards must be reviewed with all affected employees.
- LC Greenough Construction Ltd. established a formal system for classifying and ranking hazards according to risk.
- Risk must be determined by analyzing the probability of the hazard causing harm, the frequency the hazard is encountered, and the potential consequences of impact with the hazard.
- A risk matrix must be developed to assist employees with risk assessment.
- The hierarchy of controls must be used to mitigate hazards.
- When a hazard is identified, first attempt is to eliminate the hazard. If not practicable, use engineering controls. If not practicable. Implement administrative controls.
- If not practicable a combination of engineering controls, administrative controls, and personal protective equipment is usually the best.
- All workers must be trained on the hazard identification and risk assessment process.

Hazard Assessment Procedures

Hazard Assessment and analysis are done in order to prevent injury and illness to workers and to reduce other types of losses such as equipment damage, down time, and decreased productivity.

The objective of this program is to identify hazards present in the workplace, eliminate those hazards; or where elimination is not reasonably practicable, develop adequate engineering or administrative controls and enforce the use of appropriate PPE.

Field Level Hazard Assessments (FLHA)

FLHAs are to be completed DAILY by field staff. Even though Company employees are required to fill out a FLHA daily, our employees are expected to be constantly on the look-out for possible hazards and substandard acts and conditions.

5.2 Job Hazard Analysis

From time-to-time Company employees will be asked to provide feedback or assist in the development of a Job Hazard Analysis (JHA). The purpose of a JHA is to identify, control or eliminate potential or actual dangers associated with a job or task.

A JHA will be completed and updated as per Part 2 of the OH&S Code.

LC Greenough Construction Ltd. ensures that the hazard assessment is repeated:

- At reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions
- When a new work process is introduced
- When a work process or operation changes, or
- Before the construction of significant additions or alterations to a work site

Methods

- Some methods used to perform hazard assessments must be included but are not limited to:
- Job hazard analysis
- Job site inspection/assessment
- Field level hazard assessments
- Daily meetings prior to starting work
- Vehicle and/or machine walk-around inspections
- Pre-trip inspections
- Tool, material, or equipment inspections

Hazard Prioritization

Workers are required to participate in the identification of health and safety hazards and the selection of appropriate hazard controls. Once potential health and safety hazards have been identified, they must be assessed to determine the risk. Acceptable methods to involve workers in the hazards assessment and risk analysis process must be included but not limited to:

- Questions, interviews, and observations
- Consequences or extent to which a hazard is likely to cause harm or loss
- The probability of loss or occurrence
- The frequency of exposure, including number of persons and duration

Risk information is used to determine the type of control that is required and to set priorities for implementing controls. LC Greenough Construction Ltd. will use and maintain hazard assessment forms on work site and all locations. All forms will be dated, signed, and documented on regular intervals or as the hazards change.

Control Methods

Appropriate measures must be taken to eliminate or minimize and control hazards. Hazard control measures must be included but not limited to:

- Elimination of the hazard (i.e. remove the hazard)
- Engineering controls (i.e. install guards or bumpers etc.)
- Administrative controls (i.e. safe work practices or job procedures etc.)
- Personal protective equipment (i.e. used to reduce the consequences of exposure)
- Combination (i.e. a combination of the above controls are used when appropriate)

Communication of Hazards
All hazard assessments will be communicated to onsite personnel through toolbox/safety meetings as well as posted in conspicuous locations.

All workers determined to be affected by the hazard identification in a hazard assessment must be notified immediately.

5.3 Hazard Recognition and Evaluation
LC Greenough Construction Ltd. will utilize a hazard assessment program to ensure work activities are completed in a safe manner that will mitigate potential health and safety hazards (physical, chemical, biological and psychological) in the workplace.

A formal hazard assessment involves a detailed look at the company's operations. It is meant to identify hazards, measure risk to prioritize tasks and develop, implement, and monitor related controls. Worker jobs or types of work are broken down into separate tasks. Hazard assessments are detailed and will require many people and time to complete.

Formal hazard assessment will be reviewed with employees on annual basis as well as if MOC changes including but not limited to equipment, weather condition, process, or procedure change.

- Hazards shall be ranked individually using the Risk Matrix below:

		Severity		
		Makes you uncomfortable (1)	Sends you to the hospital (2)	Kills you or causes disability (3)
Likelihood	Unlikely (1)	1	2	3
	Might happen (2)	2	4	6
	Highly likely (3)	3	6	9

Formal Hazard Assessments
- Will be used to assess all positions in the Company
- Will be conducted by trained personnel (including managers, supervisors and a selection of workers who perform the tasks)
- Formal Review will be conducted-At a minimum, on an annual basis
- When new operation, work, process, equipment, material, personnel, or products have been introduced to work site or modified
- For all work sites
- Will be reviewed daily if required

- When equipment, procedure or process is modified
- In the event of process or operational change (including change in work site or construction)
- As needed or identified site specific hazard assessment. In an inspection or incident investigation
- As needed, as identified in a site-specific hazard assessment
- When site specific hazard assessments, inspections, or investigations identify a previously unrecognized hazard

A site-specific hazard assessment is performed before the work starts at site each day, when conditions change, or when non-routine work is added. This is done to flag hazards identified at the location or introduced by a change in conditions. Any hazards identified are addressed right away. All corrective actions shall be implemented in a timely manner, recorded, and kept on file. Findings of the hazard assessments
will be communicated to all employees immediately during health and safety meetings, daily toolbox meeting, through emails or through phone and sent to Company management.

Site-specific Hazard Assessments(FLHA's)

- Will be used to assess all tasks performed before the job begins in the field or yard
- Will be conducted by affected, trained workers with involvement from the Site Supervisor
- Will be conducted at the beginning of shift (i.e., daily basis) and re-assessed if conditions change (including the addition of new workers) or task, or personal or equipment or process change or modified at site
- Before any new activity or non-routine tasks are performed
- At temporary or mobile work sites or work sites not owned by the company
- Employee will review if any changes, situation, process, condition is changed or modified
- Will be done at all sites, company sites, client sites, before work begins
- With the inclusion of all affected employee involved in participation of site specific pre work hazard assessment or at the work site
- Controls will be identified for each task and hazard

5.4 Job Inventory

It is company policy to create an inventory of all positions within the organization.
Each position is to have a list of tasks identified that relate to that position, with the health and safety hazards identified for each task.

A job hazard analysis is an effective tool used to analyze the potential hazards associated with a specific task. The task is broken down into separate steps to determine the potential for personal harm or property damage to occur.

Document includes a complete list of critical tasks for company.

Both the List of Jobs and Critical Tasks will be linked together to ensure tasks/activities are identified for each position.

5.5 Hazard Elimination and Control

After hazards are ranked utilizing a severity/probability matrix system, hazards with a higher priority ranking are to be controlled or eliminated first and immediately and should based on:

Hierarchy of controls.

- Meet local and OHS legislative requirement
- With ongoing, monitoring, and evaluation and employee and prime contractor feedback
- Should include all level of employee, visitor and contractor assignment of responsibilities, involvement and implementation of controls as identified
- Inclusion of employee involved and effected at work site
- All hazards are rated as risk priority

Controls may include:

- Elimination: Remove the hazard or hazardous situation whenever reasonably practicable
- Substitution: Substitute the hazardous product or element with a less hazardous one
- Engineering: Implement engineering design and control measures whenever reasonably practicable
- Administrative: Implement safe work policies, procedures and practices to ensure the hazardous element is adequately controlled
- Personal Protective Equipment (PPE): Implement adequate PPE to ensure the hazard does not affect exposed workers
- Or a combination of the methods listed above to effectively mitigate the identified hazard(s)
- Control and/or elimination methods will be documented, specifying the persons responsible for implementing the control measures, including a target date for the completion of the control

5.6 Formal Hazard Assessment Policy

LC Greenough Construction Ltd. is committed to an on-going formal hazard assessment process and the completion of the formal hazard assessment form, which identifies existing and potential hazards related to each job task. This will be completed:

- When new operations, work processes, equipment, materials or products are introduced
- When operations or work-related processes are modified
- When site-specific hazard assessments, inspections, or investigations identify a new hazard
- Once per year each formal hazard assessment will be reviewed and revised
- Review will include involvement of all levels of employees including senior manager, managers, supervisors, and workers

The purpose of the hazard assessment is to identify hazards and evaluate them according to a risk matrix. Managers and supervisors receive hazard assessment training, as per the training section of the occupational health and safety system. Hazard assessments must be reviewed by individuals who are competent.

Procedure

- Identify the task
- Identify hazards relevant to the task
- Determine the priority of the hazard by using the risk matrix
- Identify controls
- Assign a competent worker to implement the control by a specific date
- Ensure controls are effective through continuous monitoring
- If controls are not effective, new controls must be identified
- Repeat if changes are made to work processes or if conditions change

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

- Will be reviewed annually
- When equipment, procedure or process is modified
- In the event of process or operational change (including change in work site or construction)
- As needed or identified site specific hazard assessment , in an inspection or incident investigation
- As needed, as identified in a site-specific hazard assessment

5.7 Site-Specific Hazard Assessment Policy

LC Greenough Construction Ltd. is committed to an on-going site-specific hazard assessment process and the completion of the site-specific hazard assessment form this will be completed:

- When work is conducted at a temporary/mobile work sites
- When workers are conducting activities at a work site not owned by their employer
- When a new activity has been temporarily been introduced at the work site
- Before the job or task begins
- Repeated if changes are introduced to the jobsite

Site-specific hazard assessments must have workers involved in their development to identify deficiencies and ensure they are corrected according to the risk matrix. Controls are to be reassessed on an as-needed basis.

Managers and supervisors receive hazard assessment training, as per the training section of the occupational health and safety system. Site-specific hazard assessments are to be reviewed by individuals who are competent.

Procedure

- Consider the tasks that are being performed along with the workers involved
- Identify hazards of each task by using the site-specific hazard assessment template
- Determine the severity and probability of each hazard
- Identify controls
- Specify the date the control is to be implemented and who is responsible for implementing the controls

A site-specific hazard assessment is performed before the work starts at site each day, when conditions change, or when non-routine work is added. This is done to flag hazards identified at the location or introduced by a change in conditions. Any hazards identified are addressed right away.

All corrective actions shall be implemented in a timely manner, recorded, and kept on file.

Findings of the hazard assessments will be communicated to all employees immediately during health and safety meetings, daily toolbox meeting, through emails or through phone and sent to LC Greenough Construction Ltd. management.

Process will be Repeated

- Will be used to assess all tasks performed in the field or yard.
- Will be conducted by affected, trained workers with involvement from the Site Supervisor.
- Will be conducted at the beginning of shift (i.e., daily basis) and re-assessed if conditions change (including the addition of new workers) or task, or personal or equipment or process change or modified at site.
- Before non-routine tasks are performed.
- At temporary or mobile work sites or work sites not owned by the company.
- Employee will review if situation, process, condition is changed or modified.

- Will be done at all sites, company sites, client sites, before work begins.
- With the inclusion of all affected employee involved in participation of site specific pre work hazard assessment or at the work site.
- Controls will be identified for each task and hazard.

OH&S Change highlights: Managing the control of hazardous energy – Part 15 in the OHS Code - OHS information for work site parties 2023.

KEY INFORMATION

• Part 15 describes the requirements for isolating and securing sources of hazardous energy, and for verifying that sources are isolated or secured. Hazardous energy is defined as "electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal, gravitational, or any other form of energy that could cause injury due to the unintended motion, energizing, start up, or release of such stored or residual energy in machinery, equipment, powered mobile equipment, piping, or pipelines."

• Key changes include: Clarified work site party responsibilities to align with the OHS Act. , Streamlined wording to improve clarity. Removal of duplication in requirements.

Machinery, Equipment or Powered Mobile Equipment

The worker performing work on machinery, equipment, or powered mobile equipment is still responsible for verifying the machinery or equipment is safe in relation to hazardous energy. However, the new addition of "or otherwise made safe" to the "made inoperative" requirement provides flexibility in cases where the equipment may need to remain in operation but can be made safe without turning it off.

5.8 Hazard Priority Ranking

Risk Matrix				
		Severity (S)		
		1 (Minor Injury)	2 (First Aid)	3 (Major Injury)
Probability (P)	3 (Highly Likely)	3	6	9
	2 (Likely)	2	4	6
	1 (Unlikely)	1	2	3

Risk Rating	Risk Rank
Low Risk	1-2
Medium Risk	3-4
High Risk	6-9

Hazards are ranked based on probability and severity. The formula for calculating priority is: P x S = R. The higher the risk, the higher priority it is to control the hazard.

5.9 Workplace Violence and Harassment

It is the policy of LC Greenough Construction Ltd. to prevent violence and harassment at work and to promote a violence/harassment-free work environment. Any act of violence or harassment committed by or against any member of our workplace or member of the public is unacceptable conduct that will not be tolerated.

LC Greenough Construction Ltd. encourages a positive and enjoyable team environment where workers demonstrate respect and consideration for one another. Coaching, training, and support by and for co-workers at all levels are strongly encouraged. Workplace harassment or workplace violence is considered a hazard.

Workplace harassment includes verbal abuse, emotional or psychological abuse and sexual harassment. Workplace violence includes threats, attempts towards violence, or conduct of a person that causes or is likely to cause physical injury.

Workers that are subjected to, or become aware of, situations involving violence or harassment are required to report to management or seek external assistance as appropriate. Workers responsible for acts of violence or harassment will be subject to disciplinary action up to and including dismissal.

Supervisors are responsible to:

- Recognize workplace violence or harassment.
- Respond appropriately and obtain assistance.
- Report incidents of workplace violence or harassment to management.
- Eliminate/control any potential violent occurrence by the use of the disciplinary actions that are appropriate.

Workers are responsible to:

- Report incidents of workplace violence or harassment to a supervisor.
- Consult a health professional (if they choose) if exposed to, or injured by, incidents of workplace violence.

All improper conduct identified as horseplay, practical joking, unnecessary running, sexual harassment, verbal abuse, or such behaviour will be dealt with through the progressive disciplinary action process.

"Violence", whether at a work site or work-related, means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence. "Harassment" means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes: (a) conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and (b) a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management workers or a work site.

Acts of violence/harassment can take the form of physical contact. Acts of violence/harassment may occur as a single event or may involve a continuing series of incidents. Abuse in any form erodes the mutual trust and confidence that are essential to LC Greenough Construction Ltd.'s operational effectiveness.

Company is committed to:

- Ensuring workers are trained with company orientation, in recognizing violence and harassment,
- Reducing/eliminating violence/harassment in the workplace,
- Investigating reported incidents of workplace violence/harassment in an objective manner,
- Taking necessary action to respond to those incidents,
- Providing support and advising treatment options for individuals harmed by violence or harassment,
- Reviewing the harassment and violence policies and procedures when an incident occurs, when recommended by the HS representative, or at least every 3 years.

Prohibited Conduct:

- No employee or other individuals affiliated with this organization shall subject a person to violence/harassment in the workplace or allow/create conditions that support workplace violence/harassment. Violators may be subject to disciplinary action, up to and including immediate dismissal.

Management Responsibilities

- Promote a non-violent workplace and ensure workers are not subject to or participate in harassment or violence at the work site
- Ensure that employees are fully aware of this policy
- Identify training needs for employees
- Act respectfully towards employees
- Ensure employees understand who to contact regarding workplace violence
- Report criminal behaviour to the appropriate law enforcement agency
- Ensure the security and safety of all parties involved during an investigation of workplace violence

Employee Responsibilities

- To act respectfully towards coworkers and refrain from causing or participating in harassment or violence.
- Report any workplace violence to a supervisor or manager
- To co-operate with any efforts to investigate and resolve matters arising under this policy

Control measures that are currently in place to decrease/eliminate violence/harassment in the workplace are as follows:

- Working alone procedures
- Emergency response procedures
- Fencing installed around yard area
- Lights installed
- Security camera
- Alarm and motion detectors

- Doors locked when possible/at the end of the shift

The workplace violence and harassment policy is to be reviewed when an incident occurs related to violence and/or harassment, if the HSC or HS representative(s) recommend a review, annually, or additionally as required.

Prevention Policy and Procedure: Violence

Violence Prevention Policy

It is the policy of LC Greenough Construction Ltd. to prevent violence at work and to promote a violence-free work environment. Any act of violence committed by or against any member of our workplace or member of the public is unacceptable conduct that will not be tolerated.

LC Greenough Construction Ltd. is committed to eliminating the hazard of violence, or if the hazard cannot be eliminated, it must be controlled. Company will investigate all incidents of violence and take corrective action to address the incidents.

LC Greenough Construction Ltd. will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary:

- to investigate the incident or to take corrective action,
- to inform the parties involved in the incident of the results of the investigation and corrective action taken,
- to inform workers of a specific or general threat of violence or potential violence, or
- as required by law.

LC Greenough Construction Ltd. will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

This violence prevention policy is not intended to discourage a worker from exercising rights pursuant to any other law.

Violence Prevention Procedures

How to respond when an incident of violence occurs:

- Immediate threat:
- Call 911
- Get out of the area and away from the immediate threat.
- Run – if there is an accessible escape path, you should attempt to rapidly exit the premises.
- Hide – If evacuation is not possible, you should find a place to hide where the threat is less likely to find you. The hiding place would ideally be protected by a barrier such as a locked door and have more than one path of escape.
- Fight – As a last resort, and only when your life is in imminent danger, you should attempt to disrupt and/or incapacitate the threat.

1. Violence committed:
    a. Call 911 immediately if a person commits an act of violence against you or another person.
2. Intimidating situation:
    a. Call 911 if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (ie. oral or written, gestures, expressions, etc.).
3. Non-emergency procedures:
    a. If you are not in immediate danger, but you have information or concerns regarding workplace violence, contact your supervisor or management.

Employees should have a specific escape plan in mind prior to any emergency. They should leave belongings behind and evacuate even if others refuse to follow. They should warn others not to enter an area where a threat might be, helping others escape if possible. Upon exiting the building, they should keep their hands visible and follow all police instructions. Evacuees should not ask arriving law officers to assist with injured victims, as their immediate responsibility is to contain or neutralize the threat.

Internal violence reporting process:

- Ensure your own safety and do what is safely possible to ensure the victim's safety.
- Perform first aid or seek emergency assistance at 911 if required.
- Workers are to report all violence-related events to their manager or supervisor.
- Management will promptly conduct an investigation into the violent incident. All information collected will be kept in confidence; however, sharing information to ensure the safety of others and prevent recurrence may be necessary. Staff will be warned who might be affected about dangerous situations.
- Management will identify and implement actions to remedy and follow-up to the complaint.
- The respondent will be notified, where appropriate, of the investigation's conclusions and of further actions; the complainant will be notified, where appropriate, of the investigation's conclusions and general outcome, subject to applicable legislation and bylaws; and the reported incident may be forwarded, as required or permitted by applicable law, to external agencies including, but not limited to, the appropriate law enforcement agency or professional body.
- If the investigation reveals evidence to support the complaint of violence, the respondent will be disciplined appropriately. Disciplinary action up to and including termination of employment, privileges, contractual or other relationship with Company may be taken and the incident will be documented in the respondent's file.
- Regardless of the outcome of a violence complaint made in good faith, the employee lodging the complaint as well as anyone providing information will be protected from any form of retaliation by either co-workers or superiors. This includes, but is not limited to, dismissal, demotion, denial of opportunities within the company or harassment for having made a complaint or having provided evidence regarding the complaint.
- Company will provide support to all parties involved in an investigation, as required, to assist with the resolution of the incident.

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

Prevention Policy and Procedure: Harassment

Harassment Prevention Policy

It is the policy of LC Greenough Construction Ltd. to prevent harassment at work and to promote a harassment-free work environment. Any act of harassment committed by or against any member of our workplace or member of the public is unacceptable conduct that will not be tolerated.

LC Greenough Construction Ltd. is committed to eliminating the hazard of harassment, or if the hazard cannot be eliminated, it must be controlled. We will investigate all incidents of harassment and take corrective action to address the incidents.

LC Greenough Construction Ltd. will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary:

- To investigate the incident or to take corrective action,
- To inform the parties involved in the incident of the results of the investigation and corrective action taken, or
- As required by law.

This harassment prevention policy is not intended to discourage a worker from exercising rights pursuant to any other law, including the Alberta Human Rights Act.

Harassment Prevention Procedures

How to proceed if you are being harassed:

- If you are comfortable doing so, tell the harasser that the behaviour is unwelcome and ask them to stop.
- Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to make a complaint, but a record can strengthen your case and help you remember details over time.
- Make a complaint. If, after asking the harasser to stop their behaviour, the harassment continues, or if the employee is not comfortable approaching the harasser, report the problem to your supervisor or management.
- You also have the right to contact the Alberta Human Rights Commission to make a complaint of harassment that is based on any of the grounds protected from discrimination under the *Alberta Human Rights Act.* Visit the Commission's website at albertahumanrights.ab.ca for contact information. You can also report any incident of assault that has occurred to the police.

Internal harassment reporting process:

- Once an internal complaint is received by company, it will be kept strictly confidential. Appropriate action will be undertaken immediately to deal with the allegations.
- Management will interview the complainant as well as the respondent and any individuals who may be able to provide relevant information related to the allegations. All information collected will be kept in confidence.

- If appropriate, Company will attempt to resolve the complaint by mediation. If mediation is not successful, an investigation will be undertaken by management.
- Management will identify and implement actions to remedy and follow-up to the complaint.
- The respondent will be notified, where appropriate, of the investigation's conclusions and of further actions, if any; the complainant will be notified, where appropriate, of the investigation's conclusions and general outcome, subject to applicable legislation and bylaws; and the reported incident may be forwarded, as required or permitted by applicable law, to external agencies including, but not limited to, the appropriate law enforcement agency or professional body.
- If the investigation reveals evidence to support the complaint of harassment, the respondent will be disciplined appropriately. Disciplinary action up to and including termination of employment, privileges, contractual or other relationship with Company may be taken and the incident will be documented in the respondent's file.
- Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint as well as anyone providing information will be protected from any form of retaliation by either co-workers or superiors. This includes, but is not limited to, dismissal, demotion, denial of opportunities within the company or harassment for having made a complaint or having provided evidence regarding the complaint.
- LC Greenough Construction Ltd. will provide support to all parties involved in an investigation, as required, to assist with the resolution of the incident.

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

Section 6
Personal Protective Equipment

6. Personal Protective Equipment

6.1 PPE Policy

6.2 Selection, Use, and Care of PPE

6.2.1 Eye Protection

6.2.2 Hand and Arm Protection

6.2.3 Head Protection

6.2.4 Foot Protection

6.2.5 Hearing Protection

6.2.6 Fall Protection Harness

6.2.7 Respiratory Protection

6.2.8 Limb and Body Protection

Section 6: Personal Protective Equipment (PPE)

The Alberta Occupational Health and Safety Act, Regulation and Code state that an employer must take reasonable measures to reduce hazards to a level where personal protective equipment would not be necessary. However, during some work operations conducted by LC Greenough Construction Ltd. it is impractical or impossible to eliminate all workplace hazards. Therefore, all workers performing jobs for Company require personal protective equipment.

While steps have been taken to control hazards at the worksite, additional PPE can be issued to further reduce the possibility of injury. It is the responsibility of each employee to use the equipment that is provided, in accordance with the company's safety rules and regulations. Additional work practices are contained in the site specific HSE plans based on local operating requirements.

LC Greenough Construction Ltd. will provide head protection, safety glasses and any additional or specialized PPE such as hearing protection, fall protection, respiratory protection, clothing, and specialized hand protection, as required.

Employees are responsible to provide their own safety footwear and gloves.

Requirements

- All PPE must fit properly
- All employees must wear PPE appropriate to their job task (depending on the situation)
- PPE must always be cleaned, in good condition, and maintained according to the manufacturer's specifications and CSA standards
- Proper use, store, inspection, and maintenance of personal protective equipment are the responsibility of the employee
- PPE must be inspected by the employee for defects prior to each use. If defective or damaged PPE is found during inspection, and cannot be repaired, it is disposed of. PPE must be kept clean and in good repair at all times
- Subcontractor must have a personal protective equipment policy and comply with company health, safety and environmental policies
- All equipment must meet regulatory and Canadian Standards Association (CSA) standards or Occupational Health and Safety (OH&S) regulations

Personal Protective Equipment Training Program

Workers must be trained in using the specific personal protective equipment required for the job. Training must include proper selection of personal protective equipment appropriate for the existing or potential hazards, how PPE is worn, manufacturer's specifications, limitations of the PPE selected, and the care, maintenance, replacement, and proper disposal procedures, where required. Training will be documented and kept on file.

Inspection

Inspections must be completed before each use. Pre-use inspections will be informal; however, broken or damaged PPE will be documented on the FLHA. A PPE checklist will be posted at all sites for referral.

6.1 PPE Policy

Health and physical hazards exist in workplaces. The risks are managed using engineering or administrative controls. However, if these controls are impractical or insufficient, personal protective equipment (PPE) and other specialized protective equipment may be used in conjunction with these controls to reduce worker exposures. Our workers are trained on the selection, use and care of PPE.

6.2 Selection, Use, and Care of PPE

Selection of PPE:

Personal protective equipment requirements shall be established for every job by LC Greenough Construction Ltd. management, using the following resources:

1. Legislation;
2. Client requirements;
3. Job hazard analyses;
4. Worksite hazard assessments;
5. Employee input;
6. Event data, and;
7. SDS requirements.

All assessment and training records regarding personal protective equipment will be forwarded to the Corporate Head Office for retention in the safety program master files.

Employees will demonstrate competence in the use of PPE before being allowed to perform any work requiring its use. Employees/contractors/subcontractors are responsible for wearing PPE supplied to them by management. Employees/contractors/subcontractors are also responsible for reporting defective PPE to their supervisor immediately.

Personal Protective Equipment & Its Use:

Equipment – General & Specialized	**To Be Used**
Safety Glasses	When handling, or exposed to materials that have the potential to injure or irritate the eyes
Gloves	When handling sharp objects, chemicals, hot or cold objects or ropes and cables
Coveralls	Whenever working in the shop or at site
Arc Flash Gloves	When working with live electrical components
Hard Hats	On all worksites where overhead hazards exist
Welding Helmets	When welding
Safety Toed Footwear	Where feet are at risk from falling objects or other hazards at field sites
Hearing Protection	When working in area that exceed the OHS noise exposure limits
Fall Protection Harnesses	When working at heights

Cleaning & Care of PPE:

1. Formal PPE Inspection is to be completed monthly by a COMPANY representative for the company's overall PPE .
2. All PPE should be kept clean and ready for use. Consult the manufacturer's recommendations for care and cleaning.
3. Before use, the equipment should be visually inspected for any damage or defects by the user, and any defects should be brought to the supervisor's attention immediately.
4. Proper storage is essential for the cleanliness, availability, and extended lifetime of PPE.
5. The care and cleaning of PPE is the responsibility of the user.

6.2.1 Eye Protection

Properly fitted eye protection must be worn anytime workers eyes may be injured or irritated at the worksite. A hazard assessment will determine the proper eyewear required.

The basic eye protection includes eyecup goggles, and goggles and spectacles with side shields. Comfort and fit are very important in the selection of safety eyewear. Lens coatings, venting or fittings may be needed to prevent fogging or to fit with regular prescription eyeglasses. Hard contact lenses should NOT be worn at the worksite. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. These contact lenses may break into the eye when hit and cause severe damage.

Type

Safety glasses must be approved to meet CSA Standard Z94.3-07 or Z94.3-02, Industrial Eye and Face Protection CSA Standard Z94.3-99. When eye and face protection are required, advice from the Safety Data Sheet (SDS) will provide assistance in selection.

Use

This personal protective equipment is used to protect the worker from such hazards as:

- Swarf/grindings (shavings removed by grinding or cutting tools)
- Air blown dust particles
- Flying objects and materials
- Chemicals, mist, gases, and vapours
- Intense light or heat
- Reflective brightness

Inspection and Maintenance

Inspect safety glasses for damage. Replace glasses when they no longer provide protection, i.e. if glasses show excessive wear, if side arms are damaged or when lenses are cracked, badly scratched or faded.

Follow the rules below when conducting inspections:

Must

- Ensure your eye protection fits properly (close to the face)
- Clean safety glasses using a cleaner and soft cloth
- Store safety glasses in a safe, clean, dry place when not in use
- Replace pitted, scratched, bent and poorly fitted PPE (damaged eye / face protection interferes with vision and will not provide the protection it was designed to deliver)

Never

a. Modify eye / face protection
b. Use eye / face protection which does not have a CSA certification (CSA stamp for safety glasses is usually on the frame inside the temple near the hinges of the glasses)

The employer MUST maintain available eyebaths, showers or other means of flushing the eyes of any worker who has come in contact with any material hazardous to the eyes.

Eye and face protection must comply with CSA Standard Z94.3-99, *Industrial Eye & Face Protectors*, or CSA Standard Z94.3-02, *Eye & Face Protectors*. Prescription eyewear is acceptable if it meets these standards. For more information on this topic, please refer to Alberta Occupational Health and Safety Code, Part 18, Section 229 *"Eye Protection – Compliance with Standards".* Below are eye/face protection requirements.

CSA Approved Eyeglasses c/w Side Shields:

- At any time as is mandated by client requirements
- Any work in industrial areas where the possibility of flying objects, particles or debris exists - this includes company employees/contractors and visitors conducting inspections or walk-arounds
- Indoor maintenance (i.e. changing light bulbs, painting, plumbing, etc.)
- All operations that require machine repair work
- Hand and power tool use

6.2.2 Hand and Arm Protection

Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, pinch points, punctures, burns, and harmful temperature extremes are present. Gloves shall be carried on all COMPANY employees at all times when on a worksite. Glove selection shall be based on performance characteristics of the gloves, conditions, duration of use, user characteristics, and hazards present.

1. Leather Gloves – Gloves made of leather, typically used to protect hands from cuts, abrasions, and blisters.
2. Nitrile-Dipped Gloves – Gloves made of cloth, with the palm and fingers of the glove dipped in nitrile foam to promote a snug fit with maximum dexterity. Protect hands from cuts, abrasions, and blisters.
3. Rubber Electrical Gloves – Gloves made of rubber, typically used to insulate the hands from electrical current.
4. Arc Flash Gloves – Specialized insulated gloves used to protect the hands from cuts, abrasions, blisters, and arc flash.

Employees at LC Greenough Construction Ltd. are required to wear shirts that have a minimum sleeve length of 6” at all times when on-site.

If in doubt about the selection or requirement for hand protection, please consult your supervisor, Safety Data Sheets (SDS), and Occupational Health and Safety regulations.

Ensure gloves fit properly and are free of rips and holes before using. Reusable gloves shall be cleaned regularly to prevent accumulation of flammable materials. Caution shall be exercised when operating moving machinery or equipment, as a glove may get snagged or caught.

6.2.3 Head Protection

Protective headgear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals/harmful substances, and contact with energized objects and equipment. Employees/contractors/subcontractors are required to wear protective headgear when working in industrial and other appropriately deemed areas and at any time as is mandated by client requirements.

Headgear must be worn in the proper fashion and may not be structurally or visibly altered. All headgear must be fitted with a chinstrap for use in high wind conditions; must not be worn with any liner that contains metal or conductive material and should be protected from the effects of the sun. All head protection must be suitably maintained. Headgear that has been subjected to a blow, regardless of whether damage is visible, must be replaced immediately. If there is any doubt about the serviceability of the headgear, it shall be removed from service and destroyed.

Safety headgear is designed to protect the head from impact due to falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

Type

i. Approved hard hats meeting CSA Standard CAN/CSA-Z94.1-05, Industrial Protective Headwear, or ANSI Standard Z89.1-2003, American National Standard for Industrial Head Protection for Type II Head protection must be worn.
ii. If attachments are used with the hard hat, they must be designed specifically for use with the specific hard hat used.

Use

1. Wear hard hats with the peak facing forward. Hard hats may only be worn in the reverse position if they have been designed for that purpose – 8 point harness is required.
2. Must ensure hard hats are not able to fall off or be displaced, i.e. when leaning over or in windy conditions.
3. Hard hat liners are available for winter conditions.
4. Baseball caps are not to be worn under any hard hat in any circumstance.

Inspection and Maintenance

Proper care is required for hard hats to perform efficiently. The service life is affected by many factors including temperature, chemicals, and sunlight. The usual maintenance for hard hats is simply washing with a mild detergent and rinsing thoroughly.

Hard hats must be inspected for damage prior to the start of every job. It is also recommended that hard hat stickers be kept to a minimum; proper inspection of hard hat is difficult if it is covered in stickers.

Follow the rules below when conducting inspections:

Always

- Replace hard hat that is pitted, holed, cracked or brittle.
- Replace hard hat that has been subjected to a blow even though damage cannot be seen.
- Remove from service any hard hats if its protection is in doubt.
- Ensure suspension provides 1 ¼” spacing between head and shell; replace when it shows excessive wear or when it no longer provides the appropriate spacing.
- Replace hard hat and components according to manufacturer’s instructions.
- Must wear hardhats in designated hardhat areas
- Chin straps or other means of retention must be used on hard hats when workers are climbing or working from a height in excess of 3 meters (10 feet) or are exposed to high winds or other conditions that may cause loss of hard hats

Never

- Drill, remove peaks, and alter the shell or suspension in any way
- Reverse the suspension so the peak is in the back
- Use solvents or paints on the shells (makes shells “break down”)
- Use any liner that contains metal or conductive material
- Carry anything in the hard hat while wearing the hardhat

Please note: Head protection is not required at all times while working for company. This information is provided only for the workers required to work at field sites where head protection is required.

Head protection must meet the requirements of CSA Standard CAN/CSA-Z94.1-92 (R1998), *Industrial Protective Headwear*, or ANSI Standard Z89.1-1997, *American National Standard for Industrial Head Protection*. For more information on this topic, please refer to Alberta Occupational Health and Safety Code, Part 18, Section 234 *"Industrial Headwear".*

6.2.4 Foot Protection

Safety footwear is designed to protect against foot hazards in the workplace. It protects against compression, puncture injuries, and impact. Protective footwear must always over protect, not under protect.

Type

Footwear must be approved to meet CSA Z195-02, Protective Footwear. Boots must:

- Be a minimum 6" high and fully laced at all times.
- Have steel toe protection and a puncture resistant sole.

The tag color tells the amount of resistance the toe will supply to different weights dropped from different heights and the symbol indicates the strength of the sole.

For winter conditions Kevlar lined boots are CSA approved and can be more comfortable than traditional steel toed boots.

Use

Choose footwear according to job hazard and CSA Standards. Choose a high cut boot to provide ankle support (reduces injuries).

Inspection and Maintenance

Maintain safety boots by using a protective boot dressing that helps the boot last longer and provide greater water resistance (wet conduct current).

Follow the rules below when conducting inspections:

Always

- Lace up boot and tie laces securely; boots don't protect if they are a tripping hazard or fall off

Never

- Wear defective safety boots (i.e. exposed steel toecaps or any punctures or holes in boot)
- Wear safety boots when the sole tread reveals excessive wear resulting in poor or a lack of tread for traction

- Alter boots by spray painting, taping or adjusting in any way that might result in decreased effectiveness

Exceptions to the standard exist in office areas, within vehicles or in areas where no physical work is being performed.

For more information, look at Alberta's OHS Statute and Regulations or CSA Standard "Protective Footwear" Z195-M1981

Where the potential for injury to a worker's foot exists or may exist, the worker shall wear safety footwear appropriate to the hazards associated with the particular work process and which are approved to CSA Standard CAN/CSA-Z195-M92 (R2000), *Protective Footwear*, or CSA Standard Z195-02, *Protective Footwear*.

Workers must ensure that footwear is comfortable, is appropriate to the hazards associated with the work being performed and place of work and is regularly inspected for excessive wear. The footwear must be a full boot with a minimum height of six inches from the heel to the top of the boot. Bootlaces must be properly tied, and the pant leg should be placed over the top of the boot to prevent hot liquids or chemicals from entering the boot. Footwear with exposed metal, steel toe plates, heel plates or metal studs are not allowed.

6.2.5 Hearing Protection

Application

In the event that workers are exposed to noise in excess at the worksites, workers will follow the Alberta Occupational Health and Safety Code, exposure limits for noise. Hearing suitable to the noise exposure shall be worn by workers when the occupational exposure limits (OELs) are exceeded.

Guidelines

- LC Greenough Construction Ltd. must ensure that a worker's exposure to noise does not exceed the noise exposure limits in schedule 3, table 1, of OHS code, and 85 dBA Lex.
- LC Greenough Construction Ltd must ensure that the noise management program includes educating workers in the hazards of exposure to excess noise, and correct use of control measures and hearing protection.
- LC Greenough Construction Ltd must provide workers with training in the selection, use and maintenance of hearing protection, and equipment required to be used at a work site in accordance with the manufacture's specification.
- LC Greenough Construction Ltd. must ensure that all reasonably practicable measures are used to reduce the noise which workers are exposed to the area of the work site where workers may be present.
- LC Greenough Construction Ltd. must ensure that all affected workers wear the required hearing protection equipment.
- LC Greenough Construction Ltd. must ensure that hearing protection equipment provided to workers exposed to excess noise meets the requirements of CSA standard Z94.2-02.

- Hearing Protection Devices: Performance, Selection, Care, and Use, and is of the appropriate class and grade as described in the schedule 3, table 2 of OH&S.

Alberta OH&S Code 216 Duty to Reduce
An employer must ensure that all reasonably practicable measures are used to reduce the noise to which workers are exposed in areas of the worksite where workers may be present.

Alberta OH&S Code 218 Worker Exposure to Noise
An employer must ensure that a workers exposure to noise does not exceed
The noise exposure limits in Schedule 3, table 1, and 85 dBA Lex.

If reductions in noise levels and exposure times have not reduced worker exposures below the OELs, then appropriate hearing protection must be worn by workers. Hearing protectors must meet the requirements in CSA Standard Z94.2-02, *Hearing Protection Devices – Performance, Selection, Care and Use*. CSA classifies muffs and earplugs as Class A, B, or C or Grade 1, 2, 3, or 4 based on the level of protection they provide. Schedule 3, Table 2 of the OHS Code summarizes the minimum levels of protection required.

6.2.6 Fall Protection Harness

***OH&S Update 2023: Part 9 – Fall protection; Part 18 – Personal protective equipment; Part 39 – Tree care operations; Part 41 – Work requiring rope access**
Changes to these parts involve updating technical standards to reflect current practices and technology in health and safety. The changes support harmonization of personal protective equipment requirements across Canada.
In alignment with the updates to these technical standards, the applicable manufacturing date for the personal protective equipment referenced in these parts has been updated as well. Personal protective equipment that previously had to meet a technical standard if manufactured on or after July 1, 2009 now has to meet the updated standard if manufactured on or after March 31, 2023.
Note employers **do not need to purchase** new personal protective equipment if the already-owned equipment meets the standard that was in place at the time of its manufacture and remains in good working order. (See Section 3.1 of the OHS Code for details.
Change highlights: Miscellaneous amendments in the OHS Code ©2022 Government of Alberta | Published December 2022 | LH008 Classification: Public.)

In the event that workers are working at heights above three metres they will follow the fall protection plan and the Alberta OH&S Legislation.

OH & S Code 139(1)
Subject to subsections 3 through 8, an employer must ensure that a worker is protected from falling at a temporary or permanent work area if the worker may fall.

a) A vertical distance of 3 metres or more,
b) A vertical distance of less than 3 metres if there is an unusual possibility of injury, or
c) Into or onto a hazardous substance or object, or through an opening in a work surface.
d) A permanent work area, a vertical distance of more than 1.2 metres and less than 3 metres.

OH & S Code 140(1)
An employer must develop procedures that comply with this Part in a fall protection plan for a worksite if a worker at the worksite may fall 3 metres or more and the worker is not protected by guard rails.

OH & S Code 140(2)
The fall protection plan must specify:

a) The fall hazards at the worksite.
b) The fall protection system to be used - i.e. travel restraint or fall arrest.
c) The anchors to be used during work.
d) The clearance distances below the work area, if applicable, have been confirmed sufficient to prevent a worker form striking the ground or an object or level below the work area.
e) The procedures used to assemble, maintain, inspect, use, and disassemble the fall protection system, where applicable, and
f) The rescue procedures to be used if a worker falls and is suspended be a personal fall arrest system or safety net and needs to be rescued.

The fall protection plan must be available to workers at the worksite. The plan must be completed before the risk of falling begins. Workers must be made aware of this plan and what to do in the event of a fall. The plan must be updated as conditions change.

OHS Legislation requires fall arrest anchors to have a minimum breaking strength of 16 kN (3600 lbs), a reduction from the previous value of 22.2 kN (5000 lbs), specifies the limits for free fall and maximum arresting force.

Full body harnesses are the only type of harness allowed in personal fall arrest systems.
Full body harnesses have four main functions:

- to securely hold the worker's body during free fall, deceleration and final arrest;
- to distribute arrest forces to those parts of the body able to absorb the forces without significant injury. Full body harnesses with straps that pass across the buttocks are particularly good at doing this;
- to keep the body in an upright or near upright position after the fall and until the worker is rescued; and
- to allow workers to do their work without restricting their movement.

Chest harnesses without leg straps and sit harnesses having only leg and waist straps (no shoulder straps) are not permitted for fall arrest. Sit harnesses used in mountaineering are unacceptable. Only full body harnesses approved to one of the listed standards are acceptable.

For compliance purposes, the full body harness must bear the mark or label of a nationally accredited testing organization such as CSA, UL, SEI, etc. as evidence that the harness has been approved to the requirements of the Standard. Products bearing a CE mark also comply with this section. All personnel using fall arrest systems must be properly trained and fully competent prior to use.

Refer to Appendix D for Fall Protection Code of Practice

6.2.7 Respiratory Protection

Suitable respiratory protection equipment must be worn by all employees and sub-contractors of Company where they are or may be exposed to an atmospheric contaminant above the established Occupational Exposure limit (OEL). Only respirators bearing a NIOSH/MSHA approval appropriate for the particular respiratory hazard will be permitted for use.

Code of Practice Section 245(1)

When working in areas that are above the occupational exposure limit for chemical substances, specialized respiratory protection must be used. Refer to Alberta OH&S Schedule 1, Table 2 for occupational exposures to substances. If there is a question whether a worker is being exposed to a toxic substance or to what extent, air quality testing may/will be conducted, then appropriate protection will be supplied to the worker(s) following appropriate training.

Respirators are selected based on the selection criteria in CSA Standard Z94.4-02, *Selection, Use and Care of Respirators.* This standard does not specify selection criteria for biohazardous materials, however the OHS legislation requires that respiratory protection be provided and made available when the effects of worker exposure to airborne biohazardous materials are unknown i.e. the health effects and mechanism of transmission have not yet been characterized, and no procedures are in place to effectively limit exposure. Unknown exposure effects include adverse health effects such as an acute or chronic illness, acute or chronic disease, or death.

Respiratory protective equipment must be properly fitted to the wearer's face. Employers must comply with the CSA Standard Z94.4-02 when fit testing respiratory protective equipment and use the assigned protection factors (APFs) specified in that standard.

Air-purifying particulate filters are classified as:

- N for not oil resistant
- R for oil resistant
- P for oil proof

Particulate filters can be obtained with filter efficiencies of 95%, 99% or 99.7% indicated on the filter as N95, N99 or N100 respectively; the letter indicating oil resistance quality and the number indicating the efficiency factor. Oil resistant filters should be used if air may be contaminated with oil mist/particulates. The level of efficiency to be used is relative to the toxicity of the airborne contaminant(s).

Consult material safety data sheets (SDS) for respirator recommendations. When there is a risk of a hazardous atmosphere to the worker, specific respiratory protection shall be used in accordance with the table above. In selecting proper respiratory protection, the material safety data sheet for the specific air-borne contaminant or chemical needs to be consulted. If the degree of toxicity or concentration of the contaminant is not fully known maximum protection should be worn.

User Pre-use Inspections of Respirators
All employees are responsible to perform a visual inspection before using any respirator. The following inspection points must be checked before donning the respirator.

Headbands – Check to see that the headbands still have their elasticity. Inspect for cracks or tears and make sure all buckles are in place and working properly.

Facepiece – Check for dirt, cracks, tears, or holes. Inspect the shape of the facepiece for possible distortion that may occur from improper storage and make sure the rubber is still flexible not stiff.

Inhalation and Exhalation Valves – Check for dirt, cracks, tears, distortion, or build-up of material between valve and valve seat.

Cartridge Receptacles – Check to make sure gaskets/cartridges are in place and check for cracks and damage to threads.

Cartridges and/or Filters – Make sure cartridges and filters are clean. Never try to clean a filter or cartridge by washing it or using compressed air. Inspect cartridges for dents, scratches, or other damage, particularly the metal sealing band around the bottom.

Cleaning of Respirators
Respirators must be cleaned and disinfected after each use. Users will not share respirators except when respirators are cleaned and disinfected between users. Cleaning procedures must meet or exceed the manufacturer's recommendations for each type of respirator.

The user of an air purifying respirator must be responsible for maintenance after each use. Maintenance must be limited to inspections, cleaning, and storage as set out by the manufacturer's guidelines. Only designated and certified individuals may repair or clean certain components according to the level of work being performed. Equipment being returned to the shop must be thoroughly checked and tagged to ensure equipment performance. This includes equipment returning from the field that has not been used.

Storage of Respirators
All respiratory protective equipment must be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. All equipment that has been cleaned and serviced must be checked and tagged by certified personnel before going on the ready-to-go shelf. Air purifying respirators and filters must be protected from contamination and damage. This equipment must be stored in a locked/closed up cupboard. An employer will also ensure that there is a procedure in place to ensure that respiratory equipment that is not used on a routine basis and is kept for emergency use only is inspected at least once a month by a competent worker, ensuring that it is still in proper working condition, in case of an emergency.

Refer to Appendix F for Respiratory Protection Code of Practice
The safety information in this policy does not take precedence over OH&S or any other law concerning PPE.

6.2.8 Limb and Body Protection

All body and limb protection are required to minimize the risk of exposure to chemicals, fire, extreme heat and other hazards. All body and limb protection are used to detour any burns, chemicals, cuts, and scrapes from coming into contact with the skin. Protective clothing, in conjunction with other personal protective equipment requirements, will aid in minimizing or eliminating exposure to these hazards.

Any employees will reference SDS for any other protective measures to be taken while performing work that may be a hazard to the body.

Use and Type of Clothing
High visibility clothing will be worn at all work sites while worker is outside of the vehicle. Clothing must not create a hazard when worn. If a reflective vest is worn it will be zipped up or with Velcro closed. This will prevent the garment from accidentally being caught in/around equipment. Reflective vests are required when working around machinery, cranes, and sites with truck traffic. When working around moving machinery the clothing must fit closely, no bracelets, watches, earrings, rings, or other protruding items shall be worn.

Flame Resistant Clothing
When workers have a potential to be exposed to flash fire, electrical flashover, or any fire hazard it is this Company's requirement that:

- Workers wear flame resistant outerwear and use other protective equipment appropriate to the hazard.
- A worker must also ensure that clothing worn beneath flame resistant outerwear and against skin is made of flame-resistant fabrics or natural fibers that will not melt when exposed to heat.

Use and Type of Hand Protection
PPE for hand protection includes finger guards, thimbles, cots, hand pads, mitts, gloves and barrier cream. Choose the correct protection for the task at hand. Gloves should be comfortable and fit well. Of course, chemical, welding, work gloves all have their applications.
Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects. When selecting hand PPE, keep in mind the task, which needs to be completed. Inspect and maintain hand PPE regularly. If in doubt about what PPE to use, refer to the SDS sheets. If still not sure consult with your manager or immediate supervisor.

Inspection and Maintenance

- Inspect clothing and hand protection for defects, holes, tears, and any other damage before each use.
- Wash all chemicals and fluids off before removing any item of protective clothing to limit skin contact.
- Use the proper PPE for the task at hand.
- Ensure they fit properly and comfortably.
- Ensure exposed skin is covered (no gap between the sleeve and the hand).
- Follow manufacturer's instructions on care and use.

Section 7
Inspections and Maintenance

7. Inspections & Maintenance

7.1 Inspection Policy

7.2 Site Health and Safety Inspections

7.3 Preventative Maintenance Policy

7.4 Lockout and Tagout Program/Devices

Section 7: Inspections and Maintenance

7.1 Inspection Policy

The inspection process at L.C. Greenough Construction Ltd. and all of its work sites is not to be limited to formalized inspections conducted by the project supervisor. The expectation is that there will be other active inspection processes in place.

Pre-start daily inspections must be conducted by all employees for their specific areas.

- Informal Inspections must be conducted by supervisors on a weekly basis in their areas of responsibility.
- Formal safety inspections must be conducted and documented by the management in cooperation with the department supervisor's and the HSC Committee and/or HSC Representative **on a monthly basis.**

Inspections are a gauge by which the employees and subcontractors can determine how effective they are in promoting safety attitudes and actions in the workplace. The inspections must be performed by the supervisor and workers, they are designed to help recognize good, acceptable performances, and unacceptable performances.

LC Greenough Construction Ltd recognizes the need for inspections to ensure that any deficiencies and potential hazards are corrected in a timely manner. Inspections are a proactive approach to building and maintaining an effective safety program.

- All company facilities including offices and worksites must be included in the inspection program.
- Informal inspections must be conducted by Company supervision and contractor supervision on an ongoing basis in their areas or responsibility.
- Formal inspections shall be conducted by a Company manager or designate at each facility or jobsite at a minimum monthly.

If requested by LC Greenough Construction Ltd. a contractor representative must participate as part of the inspection team.

Documented inspections on any Company owned, leased, or rented vehicles and equipment must be done at a minimum once a month. Records of these inspections will be filed.
All contractors must submit all inspection records as required for any vehicles and equipment to be used on any Company jobsite.

Formal inspections of the shop and office must be completed on an annual basis. Jobsites must be formally inspected and documented once a month.

Management must:

- Review and signoff on appropriate formal inspections.
- Corrective actions are identified, and follow-up is completed.

7.2 Site Health and Safety Inspections

Informal Inspections

All employees must maintain continual awareness of hazards in their work areas.

This is accomplished by supervisors conducting regular walk-throughs of their work area of authority and by workers checking their work areas prior to commencing work.

A general inspection report is required, and any detected hazard must be corrected immediately if the task is within the employee's capabilities. If not, the hazard must be reported to the area supervisor or management for correction.

On-going inspections must be conducted by all work site personnel on a continual basis. It is everyone's responsibility to watch for unsafe acts and unsafe conditions. In many cases, a worker can correct a problem by discussing an unsafe act with the involved party and have the unsafe condition corrected. Situations that require additional corrective action must be brought to the site manager's attention and recorded for follow-up.

Reports must be discussed during morning toolbox talks. All personnel are encouraged to find pro-active solutions. Actions to correct the unsafe act(s) or condition(s) shall be initiated and once the report has been followed-up, completed reports must be retained on file.

All workers must bring forward their observations of unsafe conditions on an on-going basis. In fact, this is a worker right and responsibility under the Occupational Health and Safety Act.

Formal Inspections

Formal Inspections must occur monthly at all company sites. Each site inspection must produce a site-specific inspection report that will be forwarded and reviewed by each project manager and supervisor respectively.

The site management team must ensure that any corrective action arising from these reports is taken so that the hazard is eliminated or controlled.

These completed reports must be compiled into an annual report to be forwarded to senior management and the HSE Committee or HS Representative for review.

Planned inspections are conducted by the site manager, or by an inspection team made up of management and workers. Planned inspections must be conducted and documented on a regularly scheduled basis, depending on the length and scope of project, but not less than once per month.

The basic procedure for conducting a planned inspection is:

- Identify the inspector or inspection team.
- Locate and review reports of previous inspections.

- Obtain an inspection report form.
- Proceed with the inspection tour. During the tour, get off the "beaten path". Look over, under, around, behind, inside, etc.
- Take the time to observe the activities of all personnel.
- Take immediate corrective action where there is imminent danger.
- Record all unsafe acts and conditions.
- Assign responsibility and target dates for corrective actions.
- Follow up on previously reported concerns to ensure effective corrective action took place.

It is the policy of LC Greenough Construction Ltd. to maintain a program of safety inspections. The objective of this program is to control hazards in the workplace and to ensure compliance with company rules, policies, procedures, legislation and this program.

Company facilities and jobsites must be included in the inspection program.

Formal Inspections must be conducted and DOCUMENTED by supervisors and employees as follows in their areas of responsibility:

- Office Annually-Formal/Semi Annually-Visual/Quarterly-Visual
- Yard Quarterly/Monthly/Weekly-Visual
- Tools/Equipment Semi Annually/Quarterly/Monthly
- Vehicles/ Monthly/Weekly/Daily-Visual
- Trailers Prior to Use (Documented)
- Specialized PPE: (Harnesses/Lanyards/Respirators)
- Visual Pre-Use --(In-House) Quarterly/Monthly AND
- Annually----by a competent outside professional source
- Jobsites Weekly/Bi-Weekly/Monthly
- Storage Facilities Monthly/Semi Annually/Annually
- Sub-Contractors Weekly

Informal Inspections must be conducted by supervisors on an ongoing basis in their areas of responsibility**.**

It is the policy of LC Greenough Construction Ltd. to conduct regularly scheduled safety inspections of workplace facilities, locations, and job sites. By proactively identifying and correcting unsafe acts or conditions and ensuring effective hazard controls are in place, we can control any potential loss. All employee levels are to be included in the inspection process, and findings are presented in the monthly health and safety meeting. All inspection findings must be documented, and corrective actions assigned to individuals for completion and recorded on the inspection once completed. Please refer to the maintenance and inspection schedule for more information and for inspection frequency of each work area.

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

Facility and Site Inspections:

Company Facility Inspections include the office, yard, equipment, vehicles and warehouses or storage areas and project sites where applicable. Inspections will be conducted as per the monthly Inspection and Maintenance Schedule.

These inspections assess the site, equipment, and material hazards as well as worker behaviour. If managers, supervisors, or employees notice any unsafe behaviour, work practices or conditions, work shall be stopped immediately, and the problem rectified. This sends a strong signal that proper behaviour and work practices must always be followed. Also, if you witness ongoing safe work or safe work practices, let
the workers involved know their efforts to maintain a safe workplace are working and are appreciated.

Equipment (Including Vehicles) Inspection & Maintenance:

Inspections and regular preventative maintenance are needed to detect loss exposures created by the day-to-day activities and subsequent wear and tear of equipment before loss occurs. Equipment inspection and maintenance shall also include leased or rented equipment, prior to and during the rental/lease period.
Employees, contractors/subcontractors, and maintenance personnel, as part of their normal job, shall conduct continuous and ongoing inspections. Defective equipment will be tagged or locked out as required.

Formal scheduled inspections and maintenance will be conducted as per the Inspection and Maintenance Schedule. Equipment and vehicle inspections must follow governmental (i.e. Alberta Transportation, Federal Transportation and National Safety Code regulations) and regulatory agency legislation.
All findings must be posted on the Safety Bulletin Board, with corrective actions, target dates, and person(s) responsible for correcting the deficiencies found.

Mobile Equipment Inspections

An inspection of the mobile equipment will be done prior to operating the machine. A dated record must be completed and kept on file. Regular maintenance must be done on the forklift and any other mobile equipment, in accordance with manufacturer's specifications.

7.3 Preventative Maintenance Policy

LC Construction Ltd. is built on the belief that our people are our single most important resource. Company is committed to protecting the health and safety of all its employees as well as clients, contractors, subcontractors, visitors and the public by, among other things, implementing a Preventative Maintenance Policy.

LC Greenough Construction Ltd. has made a commitment to ensure that all tools and equipment will be properly maintained so as to reduce the risk of injury and/or property damage.

The policy is written to provide instruction and guidance to all workers, supervisors, managers and senior managers ensuring that our established maintenance programs are followed. Scheduled maintenance requirements for equipment are to be adhered to and any additional concerns brought to the attention of the appropriate supervisor/manager immediately. All employees are responsible for checking their tools and equipment regularly. Any tool or piece of equipment found to be defective will be taken out of service.

This means the equipment/tool must either be discarded or tagged as defective and sent for repair. It is the policy of the organization to purchase tools and equipment in accordance with CSA, provincial and industrial standards and according to manufacturer's specifications.

Maintenance Schedule & Frequency of Inspections

All tools and equipment must be properly maintained to reduce risk of injury to workers or damage to property. Supervisors must ensure that qualified personnel according to established schedules carry out all preventative maintenance and that those records are kept on file.

Preventative Maintenance List:

Type of Equipment	**Schedule**
Tools	Prior to each use, Monthly
Mobile Equipment	Prior to every operation, Monthly
Trailers	Prior to each use/Monthly
Vehicles	Monthly
PPE	Prior to each use, and/or Monthly
Specialized PPE/Respirators/Lanyards	Prior to each use, and/ or Monthly
Fire Extinguishers	Monthly Visual Check Yearly- Recertification, Every 6 years
Office equipment	As per manufactures specifications/Prior to each use

All workers/subcontractors must check all tools and equipment that they are working with prior to commencing work and must take out of service any tool or equipment that poses a hazard due to a need for repairs. Defective tools must be identified by use of red flagging and tagging. All defective tools must

be reported to a supervisor to be removed from service until they are repaired. This inspection shall be documented. All equipment and rental equipment must be inspected and maintained according to the owner's manual or rental agreement as a minimum. Records of all inspections and maintenance to equipment and rental equipment are to be kept on file.

LC Greenough Construction Ltd. owned vehicles and equipment must be maintained according to the manufacturer's recommendations.

Tools and Equipment in Need of Service

Generally speaking, most of the tools and equipment are small enough that they can be unplugged/disengaged from their power source and taken out of service for maintenance or repair. Only cost-effective repairs must be done, and in most cases, small power tools will be replaced with new ones.

Any larger, power-driven equipment or machinery (with an electrical, mechanical, hydraulic, or pneumatic energy source) that is in need of service, repair, inspection, or other work must strictly follow lock out procedures established by Company in accordance with the Alberta Occupation Health and Safety Legislation.

Removal of Defective Tools and Equipment LOTO SYSTEM Red, Yellow, Green Tag System)

7.4 Lockout/Tagout Program

A Lockout/Tagout procedure or method must include the following six steps:

1. Preparation
2. Shutdown
3. Isolation
4. Lockout/Tagout
5. Stored energy check
6. Isolation verification

Let's have a look at each of these steps of LOTO safety more firmly in the sections below.

Step 1: Preparation – Lockout/Tagout

The first step of the locking and tagging out equipment or machine etc. for service & the maintenance is to prepare.

While during the preparation phase, the approved or authorized employee must investigate and obtain a complete understanding of all kinds of hazardous energy that might control. It is important to identify the hazards and of course, intends for the controlling or monitoring that energy.

Step 2: Shut Down – Lockout/Tagout

With the planning complete, the actual or exact process of powering down and locking out machines starts.
It is time to shut down or turn off the machine or the equipment at this time that must be sustained or maintained.

Another essential part of this step is to notify any employee affected or concerned by the shutdown, even if they won't play a role in the service or the maintenance.

Step 3: Isolation – Lockout/Tagout
The next step of the Lockout/Tagout process or procedure is to isolate the machine and or the equipment from any source of energy. This may determine any number of items, such as the turning off the power at a breaker or shutting a valve.

Step 4: Lockout/Tagout
With the machine or equipment separated or isolated from its energy source, the next step or the level of lockout/Tagout is to lock and tag out the machine or device. It is reasonable to say that this entire six-step process gets its name from this step. During this step, the approved or the authorized employee must attach the lockout and Tagout devices to every energy-isolating device.
The point is to apply lockout device on the energy-isolating device in the way so it says in the "safe" position & cannot pass to the unsafe situation besides by the person performing the lockout.
Tagout relates to applying a tag on the device as well.
This tag carries the name of the person who presented the lockout and additional information.

Step 5: Stored Energy Check – Lockout/Tagout
Even after the energy source has been separated or disconnected, in step 3 (three) of the lockout safety process, and the machine has locked & secured out.

In step 4, that doesn't fully guarantee that there's no hazardous energy still stored or saved within the machine or that it's safe to perform maintenance.

At this time, it's important to look for any hazardous energy that's been "stored" within the machine, or any "residual" energy. During this phase, any potentially hazardous stored or residual energy must be relieved, disconnected, restrained, or made non-hazardous in some other way.

Step 6: Isolation Verification – Lockout/Tagout

This last step of the Lockout/Tagout safety is all about making sure. Yes, you've shut down or turned off the machines, isolated them from their root of the power, locked them out, and inspected for hazardous stored energy.

But now's the time to multiply-check that you did it all accurate and it's now safe to work on the machine or types of equipment.

At this point, an authorized employee verifies the machine or devices has been suitably isolated and de-energized.

This procedure applies to all Company employees who may become exposed to hazardous energy during service or maintenance work. Uncontrolled energy includes potential, kinetic, flammable, chemical, electrical and thermal sources.

ockout / Tagout Procedure

- Identify defective equipment.
- Tag out the defective equipment by using the tagout form .
- If applicable, move the defective equipment to a safe location for repairs.
- Inform workers and supervisors of how the equipment was tagged out.
- Continually monitor the defective equipment to ensure it is not being used.

LC Greenough Construction Ltd. is responsible for implementing and enforcing this procedure.
Supervisors must enforce the use of Lockout and Tagout devices when employees do service or maintenance work and may be exposed to hazardous energy. Employees who work in areas where Lockout/Tagout procedures are used must understand the purpose of the procedures and are prohibited from attempting to restart machines or equipment that are locked or tagged out.

Section 8
Emergency Response

8. Emergency Response

8.1 Emergency Response Plan Policy

8.2 Emergency Response Procedure

8.3 Fire Response Procedure

8.4 Motor Vehicle Accident Response Procedure

8.5 Medical Emergencies Response Procedure

8.6 Explosion Response Procedure

8.7 Severe Weather Response Procedure

8.8 Hazardous Material Spills Response Procedure

8.9 Acts of Violence/Threat Response Procedure

8.10 Utility Failure Response Procedure

Section 8: Emergency Response

LC Greenough Construction Ltd. will ensure an Emergency Response Plan (ERP) is in place and posted at each worksite location. LC Greenough Construction Ltd. must ensure that all affected workers are made aware of the emergency response plan and familiar with the required procedures. The plan must be up-to-date and reflect the current circumstances at the worksite. A copy of the emergency response plan must be made available or posted at each worksite.

A site-specific response plan including emergency phone contact numbers, evacuation routes and muster points must be established and posted. The ERP plan must be reviewed by all persons on site as part of the Hazard Assessment review.

When developing site-specific emergency response plans, the following factors must be considered:

- Legislative requirements.
- Location from outside emergency services such as police, fire, and ambulance.
- Nature and scope of the work.
- Training requirements for emergency responders on site.

The emergency response plan must include but will not be limited to:

- Location and use of emergency facilities.
- The location and identification of operational procedures for emergency equipment
- Contact information and phone numbers to emergency services.
- Fire protection requirements.
- Alarm and emergency communication methods.
- First aid facilities and trained first aid personnel.
- Procedures for rescue and evacuation.
- Muster area(s).

LC Greenough Construction Ltd. Requires annual Emergency Response Plan/Fire Drills annually at the office location and quarterly at the worksites.

Along with an emergency response plan, LC Greenough Construction Ltd must ensure all contractors are aware of their roles and responsibilities in the event of an emergency. Additional training may be necessary to fulfill these responsibilities.

All Company offices must have an emergency response plan in place. The emergency response plan must provide details on how Company office staff is to vacate their office in the event of an emergency. A muster area must be chosen by management and the evacuation route plan posted at highly visible locations in the office to ensure effectiveness. LC Greenough Construction Ltd. must conduct mock drills annually.

*While on client sites employees and contractors must follow existing emergency response plans.

8.1 Emergency Response Plan Policy

LC Greenough Construction Ltd. strives to provide and maintain a workplace free of incidents, but despite our best efforts to prevent incidents, there may be occasions where our actions, the actions of others or natural occurrences result in the need for emergency response. All employees across our organization share responsibility for ensuring LC Greenough Construction Ltd. is capable of effective emergency response. By accepting this responsibility, we take control of our own health and safety and contribute to the health and integrity of the communities in which we work.

To ensure LC Greenough Construction Ltd is prepared to respond effectively, we will:

- Provide training for all employees and review during health and safety meetings.
- Have the required fire extinguishers onsite as per legislation.
- Have the required first aid kits onsite as per legislation.
- Have the correct number of people onsite at all times that have first aid training as per legislation.
- Develop an appropriate emergency response process for the control of emergencies.
- Provide the resources necessary to prepare for, respond to and recover from incidents in a timely manner.
- Comply with regulatory requirements and industry best practices for all aspects of emergency response.
- Adopt a positive and proactive approach to emergency response with the aim of minimizing adverse effects resulting from any emergency.
- Establish methods for tracking and measuring response capabilities during incidents, and;
- Develop and follow up with a corrective action plan to improve response and effectiveness.
- Roles and responsibilities during emergency.
- Employees at site follow prime contractor ERP procedure and reporting guidelines.
- Management and middle employee to ensure employee have proper training and equipment (medical and nonmedical supplies) to handle emergency situations.
- Designated first aider to provide first aid as required.
- Joint and health safety person to ensure roll call is completed and everyone is accounted for.
- Supervisors to ensure all updated information is posted and employee are updated on monthly basis.
- All ERP incident reports are completed, and all corrective actions are implemented is all employee responsibility.

The ERP will be evaluated annually to identify any issues or deficiencies with the program. If required, there will be corrective actions taken to rectify and correct any issues or deficiencies with the performance of the program.".

An Emergency Response Plan form will be completed and posted in all work sites that the company works in. ERP Drill form will be completed each year during a health and safety meeting to ensure that the performance of the emergency response plans can be measured.

Each completed ERP will include:

- Identification of potential emergencies;
- Procedure identified to deal with each identified emergency;
- Identification of the location of operational procedures and emergency equipment;
- Emergency response training requirements;
- Location and use of emergency facilities;
- Fire protection requirements;
- Alarm and emergency communication requirements;
- First aid services required;
- Procedures for rescue and evacuation;
- Designated rescue and evacuation workers.

LIST OF POTENTIAL EMERGENCIES

8.2 Emergency Response Procedure

Please note that the following steps should be used as a guideline for all emergency situations:

- Assess the situation (major or minor)
- Secure the area and evacuate in the event of pending danger
- Report to proper authorities (ERP Contact Lists)
- Apply first aid if required
- Contact the supervisor or manager
- Stand by for help
- Follow prime contractor ERP plan
- At client site be aware of client
- Communication procedure
- Emergency contacts
- Evacuation plan – including muster and meeting points
- Rescue plan for spill, fire or gas release
- If not sure or provided , ask the site supervisors in the beginning of the shift

After an emergency, the following steps should be followed:

- Protect evidence (marking or barricading of area)
- Determine the extent of damage
- Contact insurance (if applicable)
- Isolate damaged equipment
- Take necessary steps to prevent further damage and control hazards in damaged areas
- Clean up the site, returning it as closely as possible to its original state
- Barricade damaged areas/sections and erect temporary shelters as necessary
- Document cleanup activities
- Restore the work site and surrounding area

8.3 Fire Response Procedure

If a fire occurs, notify the people and emergency response services identified in the ERP Contact List. If you can do so without personal risk, try to extinguish the flames using one or more portable appliances (fire

extinguishers). If the fire cannot be contained, sound three short blasts on the air horn (or yell FIRE! FIRE! FIRE!) if unable to reach air horn) and exit through the closest emergency exit and meet at the muster point.

For fires, please follow the steps below:

- Call 911, sound the airhorn (or yell FIRE! FIRE! FIRE! if unable to reach air horn) and exit through the closest emergency exit and meet at the muster point. Check that there are no individuals remaining in the bathrooms, office, shop, etc.
- Assess the situation for:
  - Additional or contributory dangers
  - Danger to and impact on the health and safety of emergency responders
  - The effectiveness of remedial actions
- Cut off any fuel supplies, including heaters if safe to do so.
- Shut off all high voltage power supplies to all equipment in the immediate area of the emergency if safe to do so.
- Remove any nearby flammable sources if safe to do so (chemicals, vehicles, etc.).
- After the fire, follow the direction of the emergency response personnel. No one is to re-enter the building until the "all clear" signal is given.
- Complete the appropriate company report forms. If unsure which forms to complete, contact the company HS representative for assistance.

Note: Only personnel trained in firefighting techniques should attempt to extinguish a fire. Always identify an escape route before attempting to fight a fire.

Using a fire extinguisher (P.A.S.S.):

- **P**ull the safety pin at the top of the extinguisher
- **A**im the nozzle at the base of the flames
- **S**queeze the handle
- **S**weep from side to side at the base of the fire until it is out.

Extinguisher Types:

a. Type A (Green Triangle) – Used to combat paper and wood fires
b. Type B (Red Square) – Used for flammable liquids such as oil
c. Type C (Blue circle) – Used for electrical fires involving wires or appliances.

8.4 Motor Vehicle Accident Response Procedure

1. Secure the accident area.
2. Set out cones, reflectors, or designate a signal person to request the assistance of a witness or passerby if required.
3. Send for help if needed. Never leave the scene of an accident. Use a radio, mobile phone or witness to get help. Witnesses should write down the assistance required (i.e. ambulance, police) before leaving the scene.

4. Give first aid to any injured persons (this should only be provided by personnel who have been trained in first aid techniques). DO NOT attempt to move persons who are badly injured or have broken bones, or bodies of fatalities.
5. Contact management and provide complete and accurate details of the situation.
6. Obtain vital information at the scene of the accident, which includes the names and addresses, insurance, driver's information of ALL persons involved in, or witnessing, the accident.
7. Stay at the accident site until help arrives and provide information as required.
8. Complete the appropriate company report forms. If unsure which forms to complete, contact the company HS representative for assistance.

8.5 Medical Emergencies Response Procedure

1. Survey and assess the situation, including an assessment of any potential hazards. Ensure your own safety first!
2. Secure the area and evacuate as per the ERP evacuation flow chart in the event of pending danger.
3. Designate a specific person to:
   a) Call 911
   b) Retrieve first aid supplies
   c) Meet and escort responding emergency personnel
   d) Contact the supervisor/management
4. If trained, provide first aid until emergency personnel arrive. If not trained, have an individual consult the first aider list posted and have the first aider accompany them to the scene to assist.
5. Remember to calm and reassure the individual injured, keep them warm and stay with the person until emergency personnel arrive.
6. Complete the appropriate company report forms. If unsure which forms to complete, contact the company HS representative for assistance.

8.6 Explosion Response Procedure

1. Take immediate shelter. Tables, desks, or other objects will offer protection against flying glass or debris. Protect your face and head with your arms.
2. Remain under cover until the effects of the explosion have subsided.
3. When safe to do so, sound three short blasts on the airhorn to notify personnel.
4. Notify the fire department at 911.
5. Check to ensure the exit is free of obstructions and evacuate the building by exiting through the closest emergency exit and meet at the muster point.
6. If required and trained, provide first aid as needed until emergency personnel arrive.
7. After the event, follow the direction of the emergency response personnel. No one is to re-enter the building until the "all clear" signal is given.
8. Complete the appropriate company report forms. If unsure which forms to complete, contact the company HS representative for assistance.

8.7 Severe Weather Response Procedure

1. During an emergency caused by severe weather conditions, the supervisor/ management will send workers home if safe to do so.
2. Lightning
   a) In the event of increased lightning activity, employees who work outdoors are to seek shelter immediately inside, away from windows/other hazards.
   b) We recommend the 30/30 rule for lightning – if you see a flash of lightning and cannot count to 30 before hearing the crash of thunder, you should go indoors and stay indoors until 30 minutes after the last clap of thunder.
   c) When taking shelter, remember that telephone lines, metal piping and electrical wiring can conduct electricity and provide a path for lightning to reach you. Avoid using running water, land line telephones or electrical appliances during an electrical storm.
   d) If you are outdoors and cannot find shelter, go to a low-lying open place away from trees, poles, and metal objects. Lay down or squat with your head down to make yourself as small of a target as possible.
3. Winds and Tornados
   a) Find shelter immediately away from windows and objects that can be thrown through the air. Anyone on the upper floor of the building should move to the lower floor.
   b) If you are outside and you cannot find shelter, find the lowest possible area to lay down and cover your head and neck.
   c) If you are driving and see a tornado, do not try to outrun it. Leave your vehicle and lay down in a low ditch, covering your head and neck.
   d) It is important to use extreme caution, remain calm and listen to authorities before, during and after a tornado.

8.8 Hazardous Material Spills Response Procedure

1. Immediately alert area occupants and supervisor and evacuate the area if necessary.
2. If there is a fire or medical attention is required, call 911.
3. Attend to anyone who may be contaminated. Contaminated clothing should be removed immediately, and the skin flushed with water for no less than fifteen minutes. Clothing must be laundered before reuse. Refer to first aid training for chemical exposures for more information.
4. If volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.
5. Review the Safety Data Sheets (SDSs) or other references for recommended spill cleanup methods and materials, and the need for PPE (ie. respirator, gloves, protective clothing, glasses, etc.).

6. Complete the appropriate company report forms. If unsure which forms to complete, contact the company HS representative for assistance.

8.9 Acts of Violence/Threat Response Procedure

1. Immediate threat:
    a. Call 911
    b. Get out of the area and away from the immediate threat.
        i. Run – if there is an accessible escape path, you should attempt to rapidly exit the premises.
        ii. Hide – if evacuation is not possible, you should find a place to hide where the threat is less likely to find you. The hiding place would ideally be protected by a barrier such as a locked door and have more than one path of escape.
        iii. Fight – as a last resort, and only when your life is in imminent danger, you should attempt to disrupt and/or incapacitate the threat.

2. Violence committed:
    a. Call 911 immediately if a person commits an act of violence against you or another person.

3. Intimidating situation:
    a. Call 911 if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (ie. oral or written, gestures, expressions, etc.)

4. Non-emergency procedures:
    a. If you are not in immediate danger, but you have information or concerns regarding workplace violence, contact your supervisor or management.

Employees should have a specific escape plan in mind prior to any emergency. They should leave belongings behind and evacuate even if others refuse to follow. They should warn others not to enter an area where a threat might be, helping others escape if possible. Upon exiting the building, they should keep their hands visible and follow all police instructions. Evacuees should not ask arriving law officers to assist with injured victims, as their immediate responsibility is to contain or neutralize the threat.

8.10 Utility Failure

In the event of a utility failure:

- Ensure all mobile equipment, tools and machines are turned off immediately.
- Proceed calmly (do not run) towards the nearest exit sign, evacuate the building and meet at the muster point.
- After the event, follow the direction of the emergency response personnel. No one is to re-enter the building until the “all clear” signal is given.
- Complete the appropriate company report forms. If unsure which forms to complete, contact the company HS representative for assistance.

Section 9
Investigations

9. Investigations

9.1 Investigation and Reporting Policy

9.2 Investigation Procedure

Section 9: Investigations

Overview

LC Greenough Construction Ltd. recognizes that the purpose of an effective investigation process is to determine root causes so that corrective actions can be implemented to prevent reoccurrence. All employees must comply by OH&S, provincial, and federal laws regarding any reporting, investigating and/or responsibilities that will be taken if an incident does occur.

Within the company, the following types of incidents must be investigated fully:

- Incidents that result in injuries requiring medical aid or first aid.
- Incidents that cause property damage or interrupt operations with potential for a loss.
- Incidents or near-misses that have the potential to cause injury/damage.
- Occupational Illness.
- Environmental spills.
- Work Refusals.

Incidents/Injuries that must be reported to the appropriate governing body include:

- Death.
- A worker admitted to the hospital for more than two days.
- Unplanned or uncontrolled explosion, fire or flood that has the potential or will cause a serious injury.
- The collapse or upset of a crane, derrick or hoist.
- The collapse or failure of any component of a building or structure.

Responsibilities

All Employees and subcontractors are responsible to report all incidents and illness to the site supervisor as soon as possible, and to assist in the investigation process as requested. An investigation and a final report outlining the causes and recommendations for corrective action must be completed.
Management shall ensure the site supervisors will receive in-house training in incident investigations. Only supervisors who are trained in the incident reporting procedure will be responsible for the investigations.

LC Greenough Construction Ltd. will conduct its business affairs in ways to protect worker health and safety through education that addresses prevention of injuries, illnesses, and losses.
LC Greenough Construction Ltd. will continue to be a leader in the HSE area by performing its work in compliance with our policies and procedures.

Investigation and Reporting

LC Greenough Construction Ltd. has adopted the following investigation procedure for incidents and illnesses:

- After being notified of an incident, the designated investigator(s) must survey the area to determine if the work must be stopped to prevent injuries and preserve evidence. In a major emergency, all work must be stopped immediately.

- The designated investigators must determine if government and insurance investigator should be called in if they have not already been notified as part of the emergency response.
- Investigator(s) must gather evidence and interview witnesses and other employees involved in the incident. The investigator(s) must also photograph the site to record evidence and damage on film.
- If insurance or government investigators are brought in, the on-site company investigator must assist them as required.
- Once all the evidence is collected, then the investigator(s) can complete the investigation process which includes:
- Determining the contributing factors and identify ***root causes*** of the incident.
- Completing the Incident Investigation Form.
- Developing recommendations to prevent a recurrence, and a list of ***corrective actions*** required along with identified responsible parties and target dates for completion.
- Discussing the report and recommendations with everyone who was working on the site at the time of the accident, and with all other employees that are affected by the accident.
- The individual(s) assigned action items must then carry out the investigator(s)' recommendations and provide feedback to management until all actions are completed.
- Management must verify that all corrective action is completed, and the incident report is closed out.

All incidents including man hours will be recorded and maintained monthly, quarterly, and annually for comparison.

9.1 Investigation and Reporting Policy

LC Greenough Construction Ltd. recognizes that every effort should be made to ensure that incidents and accidents do not occur in the workplace. Incident investigations are intended to determine the direct cause of an incident that occurs and to recommend changes to the OHSMS to prevent similar issues.

Reporting and investigation are critical steps in preventing events from reoccurring. Events will be investigated to determine the facts surrounding the specifics of the occurrence so that root causes can be identified, and preventative measures and corrective actions are implemented to prevent reoccurrence. All incidents must be reported immediately.

All incidents must be reported immediately to supervisors and site contact person including near miss, first aid, vehicle accident, spills, injuries, illness, work refusal, occupational illness as per OHS regulation and guidelines. Supervisors to ensure employee understand and follow incident reporting procedure and incidents evidence, witness statement, pictures need to be protected and attached to report for management review.

LC Greenough Construction Ltd. will investigate the following event types:

- Incidents resulting in injuries that require first aid, medical aid, modified duties or lost time;
- Incidents that cause property, environmental, or third-party damage which interrupt operations with potential loss;
- Near miss events that have the strong potential to result in either of the above,

- Occupational illness;
- Work refusals;
- Incidents of workplace violence/harassment.

The reporting and documenting of near miss (no-loss) events or hazards is particularly important, as a near miss can direct attention to hazards that have not yet been identified and/or deficiencies within the Occupational Health & Safety Management System. Workers should be aware that reporting a near miss event will not result in discipline or dismissal; LC Greenough Construction Ltd. investigates cause, rather than blame.

To report the specific event types that occur (ie. near miss, work refusal, first aid, occupational illness, loss time injury, violence/harassment), anyone within the company is to notify a supervisor, manager, or HS representative.

LC Greenough Construction Ltd. has designed a multi-use form at will allow the investigator to separate the different types of occurrences. This form will also provide clarity in the collection of information, the documentation of facts, and the subsequent identification of root causes, which help identify necessary preventative measures and corrective actions.

All investigations and incidents will be communicated during the monthly health and safety meetings.

Purpose/intent of the investigation:

1. To ensure same kind of incidents and near miss does not occur again in future.
2. Employees have internal or external training to complete the investigation.
3. All identified corrective actions are assigned with target completion date and are completed on timely basis.
4. Follow up on corrective actions.
5. Senior management has reviewed the completed investigation and sign off.
6. Incident's information has been discussed in safety meetings.
7. Root causes, immediate causes, leading causes, contributing, and underlying factors have been identified during investigation.
8. All incidents, near miss, first aid, occupational illness, work refusal, spills, vehicle incidents must be reported.
9. Initial investigation, witness statement, freezing the incident scene. Pictures are taken, followed by full investigation.
10. All level of employee understood to participate, provide feedback in implementation of controlling measures and corrective actions to ensure same incidents are not occurred again.

9.2 Investigation Procedure

To maintain consistency with various event investigations, LC Greenough Construction Ltd. has set standard methods and responsibilities to be used by all investigators with the standardized investigation form used. Investigations are to include senior management, management, supervisors, and workers.

1. Designate competent team members to complete the investigation.
2. Develop an intent/purpose of the investigated incident.
3. The type of incident is outlined and documented as incidents causing injury, property damage, near misses, occupational illness, and work refusals.
4. Gather incident information.
5. Take pictures and videos.
6. Conduct interviews with witnesses and affected workers.
7. Identify the root causes.
8. Develop and implement corrective actions.
9. Communicate investigation results to employees.
10. Continual review is completed to ensure corrective actions are effective.

In all cases where legislative requirements require submission of reports to external agencies, those reports shall be prepared in the format required by the legislation and submitted within the required timelines.

Workers Compensation Board

LC Greenough Construction Ltd. works in compliance with the Workers Compensation Board. In doing so, all injury related events must be reported to WCB within 72 hours of the injury occurrence. Employees must visit a doctor as soon as possible after injury and must have the doctor complete a physician's report. Employees must then complete a modified work offer, modified work plan (if put on modified duties) and must continue to complete and submit modified work schedules to the Corporate WCB Claims Manager, until released to regular duties by a physician. The doctors release form must then be submitted.

During modified work the employee must be in attendance of work and scheduled full-time unless otherwise noted on the modified work agreement. The modified plan form will state the type of work the employee is to perform and all physical restrictions that apply to the employee.

Post Event Drug & Alcohol Testing

To maintain a safe workplace for all employees, LC Greenough Construction Ltd. requires post event testing for all employees directly involved in an event. Situations may arise whereby testing may seem irrelevant, in such cases, testing will be determined by the Authorized Management Representative.

Section 10
Program Administration and Legislation

10. Program Administration

10.1 Records Management

10.2 Measurements and Statistics

10.3 Legislation

10.4 Action Plan

Section 10: Program Administration and Legislation

LC Greenough Construction Ltd. is committed to the maintenance of all health and safety records as well continuous improvement required to demonstrate effective implementation of the health, safety, and environment (HSE) system. This will assist in continued monitoring, trend analysis, and implementation of HSE improvements.

Records

Records pertaining to health, safety and environmental processes must be retained for a minimum of a 3-year period. Good record keeping demonstrates diligence and meets legal requirements. Records must be stored in such a manner that they are readily available and are protected.

The following records must be maintained:

- Employee Orientation Training Sign Off Sheets
- Field Hazard Assessment/Daily Toolbox Records
- Toolbox Meeting Records
- Inspection Reports
- Hazard Identification, Near Miss, Injury Records
- Incident Investigation Reports
- WCB Reports
- First Aid Records
- Employee Training Records
- Safety Meeting Minutes
- Maintenance Records
- Miscellaneous Relevant Records
- Annual Statistics

Statistics

Information contained in HSE records is used to develop safety and prevention control statistics and are analyzed to identify trends. Safety and prevention control provides important data that is used to implement change and improve health and safety processes.

Management and/or the designated safety administrator are responsible for conducting trend analysis for pertinent HSE records and statistical information. Implementation of these changes and improvements is based on this information as approved by management. Targets will be set, and results will be tracked as appropriate.

Legislation

Quality health and safety programs must be based on legislation requirements. The specific legislation that governs the worksite depends on the combination of conditions, people, equipment, materials, environment, tools, and situations.

The Alberta Occupational Health and Safety Act, Regulation, and Code apply to most worksites in the province. This legislation sets out obligations for employers, workers, suppliers, manufacturers, owners, contractors, and prime contractors. The legislation stipulates that these groups must be knowledgeable and must follow the legislation on their worksites. The legislation describes performance standards, assigns responsibility, designates authority, and sets penalties.

It is the employer's responsibility to ensure that:

- Workers are competent or work under the direct supervision of a competent worker.
- Workers are aware of their responsibility for their own safety and the safety of other workers.
- Equipment is the correct type for the job.
- Workplace hazards are identified, evaluated, and controlled.

Workers have the responsibility to:

- Refuse work which presents an imminent danger to themselves, or other workers which is not normal to their occupation, or which would not normally be done.
- Co-operate with the employer for the purpose of protecting themselves and other workers.
- A copy of the OH&S Legislation must be available to workers.

10.1 Records Management

The Health & Safety Management System is a constantly evolving process. Safety forms, records and documentation provide historical data on the activities and improvements made within the program. Summaries of safety related reports provide everyone with an overview of the program's activities and results. Examining summaries will assist in determining trends and company priorities for future safety program measures.

Summaries are used for the development of statistics, which are useful as a diagnostic aid in identifying trends, hazardous conditions, and problem areas. To be of value, they should be identifiable per the type of work or area.

The Health & Safety Management System shall provide for the maintenance of records and statistics, with provision for making this information available to workers at the place of employment or at the request of a client.

Safety forms, records and documentation will be generated by workers, supervisors, or managers for recording specific information. This documentation will be submitted to the HS Representative. All documentation shall be neat and legible, filled out, and signed/dated by the appropriate worker, supervisor and/or manager.

All safety and other related documents will be retained for no less than three years.

10.2 Measurements and Statistics

The information compiled in summaries will provide raw numbers. These numbers will then be measured using common indicators for measuring safety performance. Common indicators are:

- Districts/Divisions
- Event/Unit Type
- Dates/Times
- Frequency/Severity

The Total Recordable Injury Frequency rate (TRIF) and the Lost Time Injury Frequency rate, as set out in the American National Standards Institute (ANSI) Z16.4 code, are two commonly used indicators.

The Total Recordable Injury Frequency (TRIF) rate is calculated as follows:

$$\frac{\text{No. of total recordable injury cases X 200,000}}{\text{No. of employee/contractor hours worked}}$$

**** Recordable injuries include… medical aid cases, modified duty cases, and lost time cases ****

The Lost Time Injury Frequency (LTI) rate is calculated as follows:

$$\frac{\text{No. of lost time injury cases X 200,000}}{\text{No. of employee/contractor hours worked}}$$

Alberta Human Resources and Employment (OH&S) uses a different method of calculating frequency rates. Their method is based on compensable incidents per 100 worker years of exposure. However, the values obtained are equivalent to ANSI values.

10.3 Legislation

Safety legislation is designed to protect workers, the public and the environment. Compliance with legislation helps prevent personal injuries, fines, and legal actions. Regulatory requirements include all acts, regulations, policies, practices, and procedures administered by governments and their agencies.

The HS representative will obtain copies of legislation that may affect their work and ensure that workers, contractors, equipment, and work sites meet these requirements. Copies of all legislation will be maintained in the office. These documents will be reviewed and updated annually or when otherwise informed of legislative updates.

10.4 Action Plan

An action plan is to be developed following the internal or external audit completed each year. The plan is to address COR audit findings and to:

1. Create measurable action items;
2. Create target and completion dates of action;
3. Monitor individuals responsible for follow-ups.

Section 11
First Aid

11. First Aid

11.1 First Aid Policy

11.2 Records of Injury and Illness

11.3 Information for Treatment

Section 11: First Aid

11.1 First Aid Policy

LC Greenough Construction Ltd. will ensure that the number of certified first aiders on site is directly proportional to the number of workers at the work site per shift, as per legislative requirements.

Employees are educated on the location of the required first aid supplies, emergency contact phone numbers, and the nearest health care facility in the event of an emergency.

LC Greenough Construction Ltd. is committed to ensuring that a means of transportation is available for taking injured or ill workers to a health care facility. Communication systems are in place at the facility to summon ambulance transport when needed.

First aiders are listed on the completed form and posted on the health and safety board.

All records of injury and illness is documented in Incident and Investigation Report. These records are kept and recorded for all incidents including near misses.

All records for product used including safety data sheets (SDS) are available within the SDS binder located on the Company premises. These records are kept in case information needs to be provided for treatment or to a medical professional.

First Aid Personnel Responsibilities

Superintendent will appoint adequate personnel to provide first aid services on all jobsites as required by the nature of the job and government legislation. The personnel appointed to this position will be trained and certified in first aid in accordance with the relevant OH&S Safety Act & Regulations. First aid personnel MUST be available at all times and ready to administer first aid if needed.

Administer First Aid as Required.

All company project Sites have current and valid certified First Aid personnel. Any injury or near miss must be reported to Site Supervisor or General Foreman immediately after incident. Document all information on injury and incident. Must require Incident Investigation to be filled out.

In case of injury/accident: Depending on severity of the injury 911 Emergency Services must be required. Before project start, designated personnel will be assigned and available to transport an injured employee to nearest emergency services location. Depending on type and severity of injury will dictate what 1st Aid will be rendered to employee to prepare him/her for transport to hospital.

Recognize the emergency: If life threatening CALL 911 for the following:

- Chest pain
- Shortness of Breath
- Stroke
- Seizure
- Head injury

- Bleeding
- Abdominal pain
- Broken Bones
- Loss of consciousness Burns

1st Aid

- Cuts, scrapes, etc. from general work.
- Chemical exposure to the eye or skin from paints, thinners, gasoline, etc.
- Muscle injuries from lifting and bending.

Maintain a first aid log that ensures confidentiality of the injured worker.

- Requisition all first aid supplies and equipment.
- All project sites have a safety station readily available; all personnel will have access to first aid supplies whether it be in job trailer, work truck or project office if applicable.
- Maintain relations with physicians, W.C.B., ambulance services and hospitals.
- Work within scope of practice when administering first aid.

11.2 Records of Injury & Illness/First Aid Records - A record must include the following:

- The name of the worker.
- The name and qualifications of the person giving first aid.
- Description of the illness or injury.
- The first aid given to the worker.
- The date and time of the illness or injury.
- The date and time the illness or injury was reported.
- Where at the work site the incident occurred?
- The work-related cause of the incident, if any.

All first aid responses must be detailed in a first aid treatment record and kept at the office in a secure location to protect the confidentiality of the affected employee for a period of three years.

***Change highlights: First aid – Part 11 in the OHS Code – 2023**

KEY INFORMATION

• Part 11 identifies requirements for workplace first aid training, equipment, and supplies.

• Key changes include: Harmonizing workplace first aid requirements in Canada.

Providing flexibility in implementation.

Clarifying requirements for work site parties, training agencies, service providers, and workplace first aiders.

First Aid Training

First aid training for workers must now meet CSA Standard Z1210-17 (*First aid training for the workplace – Curriculum and quality management for training agencies*). Here's how this change affects training providers and work site parties.

Training providers

Approved first aid training providers in Alberta have previously updated the curriculum of their courses as follows:

- "Emergency first aid" equals CSA Standard Z1210-17 "basic first aid".
- "Standard first aid" equals CSA Standard Z1210-17 "intermediate first aid".
- "Advanced first aid" equals CSA Standard Z1210-17 "advanced first aid".

Effective March 31, 2023, training providers must also update course names to align with the national standard.

Work site parties

Workplace first aiders are not required to get new certificates or complete new first aid training before their valid first aid certificate's expiry date.

For example, a worker who has a current emergency first aid training certificate from an approved training agency is considered to have basic first aid training, until the certificate expires. The first aider will recertify by taking a basic first aid course from an approved training provider.

First aid services, Supplies and Equipment

How to determine your work site needs

Prime contractors – or the employer, if there is no prime contractor – must refer to Tables 4-7 in Schedule 2 of the Occupational Health and Safety Code to determine the level of first aid services, supplies, kits and equipment they are required to provide at the work site.

These tables are updated to harmonize with the national standards. The tables still – as in earlier versions of the code – require the following considerations:

- Whether work performed on site is classified as low, medium or high hazard.
- The number of workers per shift.
- The distance the work site is from a medical facility.

First aid kits

First aid kits must now meet CSA Standard Z1220-17 (*First aid kits for the workplace*). By Director Order, Alberta OHS has permitted employers to use applicable CSA standard kits since May 2022. However, if you are a prime contractor or employer with an Alberta Type P, No. 2 or No. 3 first aid kit at your work site, you may have to add additional items in order for your kit to meet the new standards.

To help with this, you can use the tables at the end of this resource. These tables compare the previous and current kit requirements. It may also be helpful to understand that the CSA standard organizes first aid kits as follows:

- There are three types of CSA standard kits: Type 1 kits are for personal use.

Type 2 are for basic first aid in low and medium risk environments.

Type 3 are for intermediate first aid in higher risk environments. • Type 2 and Type 3 CSA standard kits come in three sizes. If your work site requires either a Type 2 or 3 kit, you have to figure out what size is required: Small kits are for two to 25 workers per shift.

Section 12
Vehicle Safety Procedures

12. Vehicle Safety Procedure

2.1 How to do a Pre-Trip and Post-Trip Inspection

12.2 Refueling Equipment

12.3 Hours of service

12.4 Drivers Duties

12.5 Logbooks

12.6 Provincial driving limitation

12.7 Fatigue Management

12.8 Enforcement and penalties

Section: 12 Vehicle Safety Procedures

12.1 How to do a Pre-Trip and Post-Trip Inspection

Before starting equipment/delivery trucks, do a walk around and thorough Pre-Trip Inspection before start up. Always look under, behind and in the bucket/forks/truck decks for obstacles. Also, look for any visible oil leaks. If there is a mechanics tag "DO NOT START" whether inside or outside of equipment, check with your supervisor before starting equipment.

Pre-Trip Inspection will include:

- Checking all fluid levels, wipers, and lights.
- Checking tires for any air leaks or low tires, also check wheel nuts.
- Checking for any major fluid leaks.
- Operations mechanics, brakes, chute, discharge function, instrument panel gauges.
- Ensuring the access areas, and all foot and hand controls are cleaned from mud, dirt, grease, ice, snow, or any other substance that will inhibit the controls from operating properly or making the area hazardous before operation.
- Clean cab. No papers, tools, clothing, materials etc. loose in the cab as well as clean/undamaged windows.
- Ensuring that all other workers are free from any danger of the vehicle when the vehicle is started up.
- Fill-out the pre-trip inspection form.

Report any concerns to your supervisor Start-Up:

- Turnkey to the "on" position and start unit.
- Watch gauges to see if oil pressure comes up to normal reading.
- Check that alternator is charging.
- Always allow unit to warm up as per manufactures specifications.
- Park machine in its designated area as per your supervisor's instructions.
- All buckets/forks are to be left in the down position.
- Check that the brakes are engaged.
- Allow the equipment to cool down as per manufactures specification.
- Shut off engine.
- Turnkey to the off position.
- If equipped with air, drain all air tanks as per manufacturers specification.
- Complete your start and end of shift equipment maintenance such as greasing pins.
- Return key to the assigned area or your supervisor.
- Check tires for low air pressure and unit for any major oil leaks.
- Record hour meter reading in the logbook.
- Fill out post-trip inspection form.

12.2 Refueling Equipment

Refueling equipment has the potential to become one of the most hazardous jobs. Equipment refueling procedures and practices are designed to reduce the risk and the potential hazards when refueling equipment. Refueling equipment is a common procedure in which the potential hazards are often overlooked. Always take the necessary precautions when refueling equipment.

1. Fuel must always be handled carefully; it can be very dangerous and has the potential to cause a serious injury or fatality.
2. Provide and be familiar with the fire protection equipment. Fire extinguishers and blankets must be in close proximity to the refueling location.
3. Never smoke or refuel near any type of ignition source. Inform others that you are refueling and ensure that other workers are not smoking in close proximity.
4. Always turn off the engine before refueling, let the engine cool before refueling the tank. A hot engine can ignite the fuel causing a flash fire.
5. Before refueling check with the manufactures specifications to ensure that you are using the proper fuel type or mixed fuel type for the equipment.
6. Always ground yourself out before refueling, static electricity can cause the fuel to ignite.
7. Cellular phones should not be used while refueling.
8. Always remove the fuel cap slowly to relieve the pressure in the tank.
9. When transferring fuel from a portable fuel tank or a fuel truck always ensure that you maintain contact with the nozzle and the equipment's tank. As fuel is dispensed it can cause static in the line.
10. Never "top up" the tank, the fuel may expand in the tank and cause the fuel to leak or produce excessive vapors.
11. A spill kit or absorbent material should always be available at the refueling location. All spills must be cleaned up and the absorbent material must be disposed of properly.
12. After refueling and before you remove the nozzle, be sure that all of the fuel has drain from the hose.
13. If possible, start the equipment 3-4 meters away from the refueling location.
14. Always secure the equipment, put it in park or chock the wheels before refueling.
15. Replace the fuel cap hand tight, do not over tighten.
16. Always remove the fuel tank and place it away from the equipment before starting the equipment.

12.3 Hours of service

Provincial hours of service regulations define maximum driving limits and minimum off-duty requirements for drivers of regulated commercial vehicles (both bus and truck) in Alberta. These limits were created to prevent dangerous fatigue-related incidents. Company must include information about drivers' hours of service laws in their safety programs.

Alberta hours of service laws do not apply to the following vehicles:

i. Private Passenger vehicles;
ii. Commercial vehicles with a total registered gross vehicle weight(including trailers) of less than 11,794 kilograms;
iii. "Emergency vehicles" as defined in Section 1(m) of the Traffic Safety Act;
iv. Commercial vehicles transporting goods or passengers for the purpose of
v. providing relief in the case of a natural disaster or a disaster caused by human

vi. intervention;
vii. Commercial vehicles that are used primarily to transport an agricultural product where the driver of the vehicle:
viii. Is a bona fide farmer who owns or produced that agricultural product, or
ix. Is an employee of that farmer;
x. Two or three-axle vehicles transporting primary products of a forest, lake or river, and the driver (carrier) is the producer of the products. This includes tree farms and fish farms;
xi. Recreational vehicles;
xii. Urban transit buses;
xiii. Commercial vehicles with a mounted mobile service rig, or equipment used in the operation/transportation of a mobile service rig;
xiv. Commercial vehicles that are exempted by the Registrar.

12.4 Drivers Duties

In the Alberta hours of service regulations, "on-duty time" means the period that begins when a driver begins work or is required by the motor carrier to be available to work. This period ends when the driver stops work. On-duty time includes driving time and time spent by the driver:
a) Checking in or preparing reports at the start or end of a work shift;
b) Inspecting, servicing, repairing, conditioning or starting a commercial vehicle;
c) Driving a vehicle;
d) In the case of a vehicle that is being operated by co-drivers, travelling as one of the drivers, except the time that the driver spends resting en route in a sleeper berth;
e) Participating in the loading or unloading of a commercial vehicle;
f) Inspecting or checking the load of a commercial vehicle;
g) Waiting, at the request of the carrier by whom the driver is employed or otherwise engaged, for a vehicle to be serviced, loaded or unloaded;
h) Waiting for a vehicle or load to be checked at customs, at a vehicle inspection station or by a peace officer;
i) At the request of the carrier by whom the driver is employed or otherwise engaged, travelling as a passenger to a work assignment when the driver has not been off-duty for at least 8 consecutive hours immediately prior to departure;
j) Waiting at a point en-route due to an accident involving the vehicle that the driver is operating or other unplanned event. Off-Duty Time, Sleeper Berth Time, Driving Time and On-Duty Time
(k) at the request of the carrier by whom the driver is employed or otherwise engaged, waiting in readiness for work at any place other than
(i) a private residence, or
(ii) a motel, hotel, or other similar place of rest, where the accommodation is provided by the carrier.

12.5 Logbooks

LC Greenough Construction Ltd. must ensure their drivers maintain accurate records of their duty status times for each calendar day. These times must be recorded in a logbook or on a radius record (when all criteria are met for the 160-kilometer radius record exemption). These records must be kept so that a

carrier may ensure a driver does not exceed the specified hour limitations. Company and drivers can obtain blank daily logbooks from truck stops, stationary stores, or printing companies.

12.6 Provincial Driving Limitations

It is important that all carriers are aware of and enforce these work shift driving limitations to ensure the safety of their drivers and of the motoring public.
Fatigued drivers pose a great risk to themselves and all motorists around them and must not operate a commercial vehicle in such a state. A work shift is the period of time that a driver is "on the job". The work shift begins when a driver starts work for the day (or is required to be available for work) and ends when the driver stops for a period of rest which lasts for at least 8 consecutive hours. A work shift can span across more than one calendar day.

13 hours driving rules According to Section 6(1) of the provincial Drivers' Hours of Service Regulation (AR 317/2002), driver may not drive a commercial vehicle after they have already driven 13 hours in a work shift. They may drive again after they have taken at least 8 consecutive hours of off-duty time.

15 hours on duty rule-According to Section 6(2) of the provincial regulations, a driver may not drive a commercial vehicle at any time after they have been on duty for 15 or more hours. They may drive again after they have taken at least 8 consecutive hours off-duty.

12.7 Fatigue Management

Driver fatigue is a critical safety issue that affects the transportation industry and increases the risk of collisions, which in turn impacts the safety of the motoring public. Fatigue impacts driver attention and alertness and, as a result, increases instances of human error. It is estimated that 20 percent of fatal collisions can be linked to driver fatigue as a contributing factor (Canadian Council of Motor Transport Administrators, 2010). It is recommended that all carriers create a fatigue management program. This program can be used to address issues related to fatigue in the workplace while reducing risks related to fatigue and decreasing the number of fatigue-related incidents. Every carrier can benefit from having a fatigue management program, regardless of the size or type of business. Fatigue management policies should be a part of a company's journey management. Planning the journey ensures that employees are better prepared to safely handle unplanned events or circumstances during trips. With journey management processes in place, potential risks can be better identified prior to the trip, and proactive measures can be taken to help manage or prevent the risks from happening during the trip.

12.7 Enforcement and Penalties

According to Section 8 of the Drivers' Hours of Service Regulation (AR317/2002), a peace officer may prohibit a driver from driving a vehicle where the peace officer determines that the driver:
8 Has not had the time off duty as required by the regulation;
9 Has been driving for a longer period of time than permitted in the regulation;
10 Has been driving when prohibited from doing so under the regulation.
If a driver has been prohibited from driving, they will not be permitted to drive a vehicle until the driver:

1. Has had the time off duty as required under the regulation; and
2. Has met all on-duty and time break requirements under the regulation.

Hours of service violations are included in the carrier's Profile. An accumulation of these violations may result in the carrier being identified for further monitoring, penalties, or enforcement actions.

Hours of service violations will also be shown on the driver's commercial driver abstract (CDA). More information on the CDA can be found on the Alberta Transportation website at:
www.alberta.ca/commercial-driver-abstract.aspx

Section 13
Safe Work Practices

13. Safe Work Practice

13.1 Aerial Work Platforms
13.2 Attaching Cable Clips and Clamping Rope Wire
13.3 Barricade, Flagging, Signs
13.4 Cell Phone Usage
13.5 Chainsaws
13.6 Chop Saw
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13.11 Compressed Air
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13.13 Confined Space
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13.18 Explosive/Powder Actuated Tools
13.19 Fatigue
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13.21 Grinding
13.22 Ground Disturbance
13.23 Handheld Power Circular Saw
13.24 Hammer Drill
13.25 Hot Work/Welding
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13.28 Knives
13.29 Lifting and Hoisting
13.30 Liner Panel Installation
13.31 Load Securement
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13.35 Overhead Power Lines
13.36 Plate Tamper
13.37 Portable Arc Welders
13.38 Portable Grinders
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13.40 Power Mobile Equipment/Heavy Equipment
13.41 Pump Truck
13.42 Rebar Installation
13.43 Removal of Contaminated Insulation

13.44 Rigging
13.45 Router/Laminate Trimmer
13.46 Safeguards/ Machine Guarding
13.47 Scaffolds – Metal
13.48 Scaffolds – Wood
13.49 Skill Saw (Circular Saw)
13.50 Sliding Compound Miter Saw
13.51 Step Ladders
13.52 Table Saw
13.53 Tiger Torch
13.54 Transportation of Dangerous Goods (TDG)
13.55 Waste Management
13.56 Winter Work
13.57 Workers Exposed to Heat
13.58 Working at Heights
13.59 Working Alone
13.60 Working Near Heavy Equipment/Powered Mobile Equipment
13.61 Workplace Violence
13.62 Workplace Hazardous Material Information System
13.63 Loading and Unloading Skid Steer

- Excavating and Trenching
- Lifting Practices (Hoisting)

Section: 13 Safe Work Practices

Introduction

Safe Work Practices (SWP) are a set of positive guidelines of **"DO's** and **DON'Ts"** on how to perform a specific task that may not always be done in a certain way. Conducting the work safely means that the individual follows Safe Work Practices.

Safe Work Practices are ways of controlling hazards and doing jobs with a minimum of risk to people and property. Management understands and fully endorses these Safe Work Practices through orientation, ongoing training, and ensures that:

- Safe Work Practices are in writing.
- All employees understand the Safe Work Practices that apply to them.
- Develop Safe Work Practices as required.

On the Company toolbox meeting forms, as well as the formal inspection form, there is an area designated for employees and supervisors alike to express their concerns and add their comments about the SWP's and the SJP's that have been reviewed during the safety meeting. All employees are encouraged to participate in the revising of these documents as they are the people who use them, and they would know best if there was a problem with the current documents.

- Each of these toolbox meetings, when received, will be reviewed by management and/or the safety administrator.
- All suggestions are collected by the safety administrator and cross-referenced with the existing document.
- Suggestions are taken to other supervisors and/or industry professionals to find an agreement as to if the change should be made if it should be altered or if they disagree entirely.
- Once agreement has been established, the safety administrator makes the necessary changes to the document and reproduces copies to go into each safety manual.
- Notice of changes in the manual will be posted at all worksites.

General

Greenough Construction Ltd. has developed various codes of practice to help ensure the safety of workers. Worker safety must not be compromised to complete jobs faster. Employees are aware that short cuts could potentially result in an injury/fatality and are not tolerated.

Remember – Keep your mind on your work at all times. Daydreaming about the weekend will leave you unprepared for a possible incident.
Keep your eyes open. Do not just think about your task; keep in mind what people are working around you and what they are doing.
Do not let your site get too messy. When things get going, the place gets messy and becomes hazardous for tripping.
Communicate. Things move faster and more safely when people talk to each other and coordinate activities.
Remember lifting practices. Left with your knees, not your back and 2 people should lift heavy/awkward objects at all times.
Do not get complacent. Even though your task may be very repetitious and boring, do not underestimate any possible hazards that may be associated with it.
Think about what you are doing. Those few seconds of focus could save a smashed finger or two.

Aerial Work Platforms

13.1 Application

Due to time and labor restrictions in today's competitive construction market, the use of aerial platform instead of standard scaffolding is becoming more popular than ever. These machines are very useful and extremely dangerous if an inexperienced operator runs it.

Guidelines

- Employee must be fully competent (adequately qualified, suitable trained and with sufficient experience) at operating AWP.
- Employee operating AWP must read through owner's manual and have a clear understanding on how to operate one safely (each machine is different).
- Ensure the proper platform is used for the job.
- Always perform a 'walk-around' inspection of unit before operating to find any deficiencies.
- Ensure the ground in which the machine will be stabilized on is firm, level, free of debris, potholes, and any other obstruction.
- Always test moving functions (drive enabler) on AWP before operating.
- Be aware of proximity of power lines (Part 17, Schedule 4)
- Never exceed maximum loads for platforms that are outlined in operator's manual.
- Only use AWP as it is designed.
- No platform is to be made higher by the use of ladders or scaffold in/outside of the cage.
- Always use a safety harness inside the cage at all times, connect when you enter, disconnected when you leave.
- Never attempt to get on/off the machine while it is moving or in any sort of raised position.
- No more than 2 people in the cage at one time.
- Ensure proper communication is used at all times with ground personnel.
- Never work under AWP at any time.
- Keep clear of the rear end of machine while it is operating.
- Always flag area in which AWP is working with signs that read "danger" and 'do not enter' to keep both workers and bystanders away from work area.
- Employees must always be aware of their responsibilities and the dangers associated with the machine in the event of an emergency.

13.2 Attaching Cable Clips and Clamping Rope Wire

Application

Wire rope is stronger, lasts longer, and is much more resistant to abrasion than fiber line. Because of these factors, wire rope is used for hoisting tasks that are too heavy for fiber line to handle.

Guidelines

- Always wear the appropriate piece of PPE.
- Always follow manufacturer's specifications.
- Maintain equal distances between clips to prevent weak spots.

Ensure all employees are aware of the cable clip and wire rope guidelines:

Diameter of Rope (millimeters)	Number of Clips	Spacing (between clips, center to center in millimeters)	Torque (Newton.metres)
6	2	38	20
8	2	51	40
10	2	57	65
11	2	64	90
12	3	76	90
16	3	102	135
19	4	114	176
22	4	133	305
25	4	152	305
29	5	178	305
32	5	203	488
38	6	229	488
44	7	267	628
50	8	305	881

13.3 Barricade, Flagging, Signs

Application

Barricades

- To prevent employees from coming in contact with hazards, use a physical barrier.
- Barricades can be portable wood-type (for excavations: posts and ropes, or posts and temporary fencing).
- Ensure barricades are of a fixed nature that can restrain employees in situations where crossing the barricade poses an immediate and serious hazard. Some examples of this are perimeter guardrails at elevations, ponds or holding tanks, and roof and floor openings.

Flagging

- Use flagging to warn personnel of hazards that exist in work areas.
- The following types of flagging shall be used:
  - RED: "DANGER – DO NOT ENTER". This type of flagging provides warning when there is danger of an imminent hazard such as falling objects. Only personnel involved in the work and aware of the hazards are allowed in these areas. Red flagging must only be installed by the authority of the first line supervisor, who will tag it with his/her name, ID number, date, and reason for use.
  - YELLOW: "CAUTION". This type of flagging provides a warning when a hazard exists in the area. Yellow caution flagging can be crossed by personnel other than those who installed it, but increased awareness is required of the surrounding work areas.
- Personnel using flagging shall:
  - Identify all projected objects with high visibility markings or flagging.
  - Use the appropriate type of flagging for the hazard. Check with the supervisor for the installation of red "DANGER – DO NOT ENTER" flagging.
  - Flag off only the areas where the hazard exists. Flagging off too large an area may interfere with other work.
  - Remove the flagging when the work is complete and recover it for further use.

Warning Signs

- Use warning signs to indicate specific hazards. Some examples of warning signs on the project are:
  - "DANGER – MOVING EQUIPMENT"
  - "CAUTION – OVERHEAD WORK"

13.4 Cell Phone Usage

Application

Protecting workers from injuries associated with the **IMPROPER** use of cell phones while operating a motor vehicle. Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public.

Guidelines

- Make driving your first priority.
- Whenever possible, let your voice mail take your incoming calls.
- Do not engage in stressful or emotional conversations.
- A hands-free device must be used to talk on your phone while driving.
- Ensure you know your wireless phone and its features such as speed dial and redial.
- Do NOT take notes or looking up phone numbers while driving.
- Due to the Distracted Driving Legislation, holding, viewing or manipulating a cellular telephone or other communication device is strictly forbidden.
- The use of 2-way radio may be used with the purpose set out by regulations that employees must keep in contact at all times while driving or operating an escort, pilot or trail vehicle.
- These guidelines do not take precedence over municipal and/or provincial legislation.

13.5 Chainsaws

Application

Chainsaws are used for many jobs in construction. Since this tool was primarily meant for use in the industry, it can be an unfamiliar tool to some workers.

Guidelines

- Ensure the proper PPE is being used that follows manufacturer's specifications and OH&S legislation.
- Do not fuel the chainsaw when machine is running, ensure area is well ventilated.
- Follow manufacturer's specifications when starting, holding, carrying, operating, and storing.
- Ensure the chain brake is functioning properly and adequately stops the chain.
- Ensure the chain is sharp, adequately lubricated and has the correct tension.
- Ensure when carrying/transporting chain saw the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off.
- Do not use a chain saw above shoulder height.
- Do not attempt to cut anything other than wood with a chainsaw.
- In order to prevent kick back and hands getting lodged, hold the saw securely with both hands, fingers and thumb around the handles.
- Do not operate saw if drowsy or fatigued in any way.
- Know where the bar tip is at all times.
- Do not allow the cut to bind (close) on the saw chain.
- Ensure extra care is taken when making pocket cuts.
- Always start the cut with the underside off the chain tip, then work the saw down and back to avoid contact with the kickback zone (top quarter of the saw blade).
- Consider the use of a sabre (reciprocating) saw to make pocket cuts.
- Always take extra care to avoid contact with nails, piping, or other objects (Particularly important when making a pocket cut through framing lumber such as a sub floor or when cutting used lumber such as shoring, lagging or blocking timbers.

Chainsaws will comply with CSA Standards Z62. 1-M-77

13.6 Chop Saw -Application

- The proper use of wheels and maintenance is imperative when operating as the abrasive wheels can cause severe injuries.

Guidelines

- Always wear the proper safety equipment. Safety glasses face shield, and ear plugs are mandatory with the use of chop saws for cutting rebar.
- Always keep the owner's manual with the saw, in the job box is acceptable.
- Never wear loose-fitting clothing or anything that could get caught in the saw.
- Do a visual inspection of the cord, blade, and guards before use. Document on the field level hazard assessment.
- Disconnect saw from its power source before making any blade changes or guard adjustments.
- Ensure that the arbor diameter and the blade diameter are proper for the saw.
- Ensure that saw blades are installed in the proper rotational direction. Saws cut in an upward motion. Most blades with have a directional arrow printed on them.
- Never operate a saw with a modified, missing, broken, wedged open or tied retracting guard.
- Check the material before starting; make sure it is free of obstructions.
- Ensure that there are no obstacles underneath the material being cut. Ensure all cords are clear of the cutting area.
- Ensure material is held in place securely when cutting.
- Use horses to hold material and secure with tie wire.
- Both hands should be used whenever possible when cutting.
- If both hands cannot be used, always keep your free hand on the long side of the material and clear of the saw.
- Maintain a firm, well balanced stance.
- If cutting right-handed, keep the cord on that side of your body. Stand to one side of the cutting line.
- Never reach under the material being cut.
- Use caution when cutting. Do not relax your grip on the saw.
- Take the saw to the material. Never place the saw in a fixed, upside-down position and feed material into it.
- Avoid kickbacks as much as possible. If the cut goes offline do not force the saw back onto the line. Withdraw the blade and either start over on the same line or start a new line.
- Always maintain complete control of the saw until the blade stops turning and the retracting guard has fully returned to its down position.
- Continued next page.
- Remember that plywood, wet lumber, and twisted grains tend to tighten around a saw blade when cutting and can cause the blade to stall and also cause kickbacks to occur.
- Ensure guards are in place. Equipment that is missing guards must not be used unless the manufacturer has indicated otherwise. **Never use a blade that is wet.**

13.7 Cladding

Purpose

The purpose of this Safe Work Practice is to ensure the health and safety of all personnel working with or around Sidewall sheets during its installation or removal.

Required Personal Protective Equipment (PPE)

• Cut-proof gloves
• Eye protection
• Steel toe boots
• Face shield and Hearing Protection when using a grinder or cut-off saw
• Fall protection plan

Hazards:

• Sparks, fire, smoke
• Sharp edges, burrs, hand tools drills cords
• Repetitive work heavy lifting and twisting
• Weather: Wind, ice, snow
• Pinch points slip trips and falls
• Untrained personnel faulty rigging
• Faulty tools, cables, and cords

Safety:

- Toolbox talk covering tasks at hand.
- Complete daily field level hazard assessment.
- Wear full PPE at all times.
- Complete any daily inspections for required PPE & equipment, AWP for example.
- Restrict access to areas below overhead work to crew members only.
- Be aware of other trades and inform the site superintendent of proposed work.
- Review and sign off on Safe Work Procedure.
- If in doubt, ask for guidance from supervision.

Procedures:

- Find all trim flashing and store it in a safe place.
- Install trim flashings as required.
- Depending on the job at hand, procedures may vary.

o Height of sheets may require a scissor lift or man lift.
o Whether it is too windy to install or remove sheets.
o The length may be too long for one or two employees only to handle.
o Install barrier tape to restrict access to areas below overhead work.

- Remove the old sheets if it is a renovation job using either cordless or power drills. With two workers in the lift and one more on the ground, remove the screws from sheet.

- When everyone is ready, one worker in the lift holds the top of the sheet and the worker on the bottom holds the bottom of the sheet while the third person unscrews the sheet. Once the sheet is loose, the worker holding the bottom walks out while the third worker runs the lift, slowly lowering the sheet to the ground.
- Once the sheet is on the ground and placed out of the way, it must be weighed down or tied down to prevent it from blowing away.
- Continue the process until all sheets are down.
- If cutting is required to remove the sheets, all PPE is to be worn including a face shield and a Hot Work Permit must be filled out. Use of snips is preferred, if at all possible, to prevent sparks.
- Have a fire extinguisher nearby.
- Once the sheet is cut watch for sharp edges!
- When installing the new sheets, measure the length needed and predrill for girt spacing. When cutting is required using a grinder cut-off saw or nibblers a face shield must be worn along with gloves and hearing protection.
- When ready to install, two workers are in the lift; one is holding the sheets while the other one runs the lift. The third worker is on the ground holding the bottom of the sheet.
- As the lift goes up, the ground worker walks the sheet to the vertical position (a secondary safety device should be used in case the sheet gets dropped, i.e. a hole shall be drilled in the lap and a safety pin and rope shall hold the sheet as the process continues.
- Once the sheet is vertical the top is held in place and the bottom of the sheet is lined up with the holes on the base channel/angle. Once the first screw is in place, the guy in the lift can check for plumb and then screw out the bottom of the sheet.
- The sheet must be secured at the top then plumbed and then the screws installed going down the sheet and the process will repeat till all sheets are installed.
- At the end of the shift, coffee break and lunch break, make sure everything is tied off or weighted down until you can return to continue the work.
- Good housekeeping and garbage removal.

13.8 Cleaning Solvents and Flammables

Application

Cleaning solvents are used in work to clean tools, equipment and within the shop areas for general cleaning purposes. Special care must be taken to protect the worker from hazards which may be created from the use of these liquids. Wherever possible, solvents must be non-flammable and non-toxic. Employees will not enter any site if the Lower Explosive Limit of a flammable (gas/vapor) or explosive substance is more than 20%.

Guidelines

- Ensure all WHMIS requirements are met.
- At all times, SDS MUST BE referenced before any work starts.
- When atmospheric hazards exist, atmospheric testing will be conducted, and the minimum number of employees will be exposed to the elements.
- NO employee will exceed occupational exposure limits (Schedule 1, Table 2).
- All employees will be informed of the health hazards and procedures to minimize the risk of exposure to workers to the harmful substances.
- Use non-flammable solvents for general cleaning.
- Never leave solvents in open tubs or vats, return them to storage drums or tanks.
- When flammable liquids are used, make sure that no “HOT” work is permitted in the area.
- Provide adequate ventilation where all solvents and flammables are being used.
- Ensure that proper containers are used for transportation, storage, and field use of solvents/flammables Metallic or conductive containers used to transfer flammable liquids must be electrically bonded to each other or electrically grounded while their contents are being transferred from one container to the next.
- Do not use solvents in areas where food may be contaminated.
- Emergency washing equipment may include but not limited to baths, showers, eye wash station will be readily available.
- If a worker’s clothing or skin is contaminated with a flammable or combustible liquid, the worker must:
- Avoid any activity where a spark or open flame may be created or exists.
- Remove the clothing at the earliest possible time keeping clear of areas where a spark or open flame may be created or exists.
- Wash skin immediately.
- Ensure that the clothing is decontaminated before it is used again.

When storing flammable substances and solvents, the following guidelines must apply:

- Will not be in sufficient quantity to produce an explosive atmosphere if inadvertently released.
- Are not stored within 30 meters of an underground shaft.
- Are not in the immediate vicinity of the air intake of ventilation supply system, an internal combustion engine, or the fire box of a fired heater or furnace.
- Must be in CSA approved containers.
- Materials used in the construction of a storage facility will not be flammable or combustible material unless required as part of the fire separation.

13.9 Commercial Vehicles

Application

Due to the size, load, and days worked for commercial vehicles, strong reinforcement must be put into place to protect not only the employee operating the truck, but everyone that they come into contact with as well.

Guidelines

Cargo transported by a vehicle must be contained, immobilized, or secured so that it cannot leak, spill, blow off, fall from, fall through, or otherwise be dislodged from the vehicle, or shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected.

- The Company must not permit a driver to drive, and a driver must not drive, a commercial vehicle unless: (a) the commercial vehicle has been inspected in accordance with the daily trip inspection requirements, and (b) no major defect was detected in the vehicle during the daily trip inspection.
- A daily trip inspection is valid for 24 hours from the time recorded in the trip inspection report.
- If the driver or the person authorized by the employer to prepare a trip inspection report believes or suspects there is a safety defect in the commercial vehicle that was inspected, the driver or the person shall report the defect to the employer without delay if the defect is a major defect, or in a timely manner, and not later than the next required daily trip inspection, in all other cases.
- Provincial Regulations- company must not permit a driver during the driver's work shifts (a) to exceed 13 hours of driving time, or (b) to drive at any time after the driver has been on duty for 15 or more consecutive hours.
- Federal regulations- no motor carrier must not request or permit a driver to drive after the driver has accumulated 13 hours of driving time in a day.
- The Company must ensure that for each workday, a daily log is maintained by every driver employed.
- Every driver must, for each workday that the driver is engaged as a driver, maintain a true and accurate daily log.

13.10 Company Vehicles

Application

Knowing how to safely operate a vehicle is important to drivers, operators, and pedestrians. Basic guidelines must be followed to ensure your safety and the safety of others.

Guidelines

- All vehicles must have a daily inspection immediately before departing for a job location.
- A current valid driver's license is mandatory when driving any company vehicle.
- Do not operate any company vehicle while under the influence of any sort of drugs or alcohol.
- Never carry more passengers than seat belts.
- Must have a valid registration and pink card in vehicle at all times.
- No persons will operate company vehicles unless they are employed by LC Greenough Construction Ltd. or an emergency.
- Use of a spotter and or walking around the vehicle when backing up.
- Must have all road safety equipment such as fire extinguishers, first aid supplies, etc., is in the vehicle.
- Seat belts are to be worn at all times when a vehicle is in motion.
- All company vehicles must be driven with their headlights on at all times to ensure that they can be seen by oncoming traffic.
- Designated drivers must ensure that equipment and tools are properly stowed.
- While driving a company vehicle equipped with a cellular phone, or two-way radio, the operator should pull over to the side of the road wherever possible, when receiving or making a call.
- Company vehicles will be operated in a safe and courteous manner in compliance with private, local, and provincial regulations.
- Company vehicles must be driven at speeds consistent with road and weather conditions as well as visibility and traffic density.
- Do not fuel equipment while it is running.
- Put the vehicle in park and apply parking brake when stopping the vehicle.
- Designated drivers will take responsibility for ensuring the tidiness and cleanliness of the deck and cab.

13.11 Compressed Air

Application

The use of compressed air is a power source that is used for many purposes. Knowing how to safely operate tools and equipment using pressurized air and understanding hazards is imperative.

Guidelines

- Regularly inspect hoses before using.
- Must ensure that defective hoses are repaired or replaced.
- Wear suitable clothing and PPE.
- Follow manufacturer's general instruction and keep maintained according to manufacturer's requirements.
- Must ensure that the correct air supply hose is being used for the tool/equipment being used.
- A proper pressure regulator and relief device must be in place to ensure that the correct desired pressures are maintained.
- Must ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
- Compressed air must not be used to blow debris or clear dirt from a worker's clothing.

13.12 Compressed Gas Cylinders and Accessories

Application

All compressed gas cylinders support combustion, therefore, all safety precautions must be used when handling cylinders and accessories and be fully aware of the potential hazards.

Guidelines

- Must ensure WHMIS and TDG labels are attached and visible.
- When in transport, cylinders must be secured in an upright position in a ventilated area and will not be carried in closed canopies, vehicles, or vans.
- Protective caps must be in place when the cylinder is not in use or being transported.
- Cylinders must not be stored inside buildings, and must be stored away from heat, fire, molten metal, or electric lines.
- Cylinders must be returned to the designated storage area after use and must not be left lying around the worksite.
- Flashback arresters must be present on oxygen and acetylene gauges.
- Regulators must be installed on propane cylinders prior to use.
- Acetylene or liquid gas cylinders must never be used in a horizontal position.
- Hoses and other accessories must be checked for faults daily; any cracks or punctures must be immediately repaired or replaced.
- Oxyacetylene equipment must be kept clean, free from oil, and in good condition. Valves, couplings, regulators, hoses, and torches must not be lubricated; oil and grease are spontaneously combustible with oxygen.
- Cylinders must not be painted over in any fashion.
- Clothing must not be oily, and pockets and cuffs must not be open to receive sparks or hot slag.
- Cylinders must not be used if shoulder label/stamp is not legible.
- All cylinders are to be stored in an upright position, chained, and secured.

13.13 Confined Space

Application
Alberta's OHS Code defines a confined space as: "A confined space means a restricted space which may become hazardous to a worker entering it because of:

a) an atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosivity or toxicity,
b) a condition or changing set of circumstances within the space that presents a potential for injury or illness, or
c) the potential or inherent characteristics of an activity which

Guidelines

Know the confined space associated with the work activity, hazards involved, safe work procedures, how to test and monitor the atmosphere in the confined space, safety equipment required, first aid requirements, permits and emergency response and rescue.

Training:
Confined space work requires an effective training program to ensure that everyone understands the hazards and safe work procedures. Training must be provided for those who supervise workers, those who perform the work, tending workers and rescue personnel. Training may be provided at the work site or in classrooms using in-house or external trainers. The code of practice may contain the specific training requirements for confined space entry work, or it may reference other employer documents that address worker training.

(1) Identify Confined Spaces at the Work Site Confined spaces can be found at almost any workplace. The first step to preparing a code of practice for confined space entry is to inspect the workplace and identify all confined spaces that workers may be required to enter for planned or unplanned maintenance or in an emergency.
(2) Identify Hazards in the Confined Spaces To prepare a code of practice, the hazards present in the confined spaces must be known. When assessing the hazards that workers are likely to be exposed to in a confined space, the requirements of Part 2 of the OHS Code, Hazard Assessment, Elimination and Control, must be met. The hazard assessment needs to be reviewed on a regular basis and revised if conditions change at the work site, when new work processes are introduced or work processes or operations change. The employer must involve workers who may be affected by the hazards in the hazard assessment process.

Hazards in confined spaces generally fall within four categories:

- Atmospheric, Safety
- Work-related, Human factors

Atmospheric hazards These include:

- Explosive gases or vapours, Toxic gases or vapours, Oxygen level content, Fumes, Dusts, Mists,
- Smoke, Biological contaminants (e.g. animal droppings or mould).

Typical reasons for entering a confined space include: cleaning, inspecting process equipment, maintenance, tapping, coating, wrapping and testing underground piping systems, installing, inspecting, repairing, and replacing, valves, piping, pumps, motors, etc. in below ground pits and vaults, checking and reading meters, gauges, dials, charts and other measuring instruments, and rescuing workers who are injured, incapacitated or overcome while inside a confined space.

13.14 Defective Tools

Application

Defective tools can cause serious and painful injuries. If a tool is defective in any way, DO NOT USE IT.

Guidelines

- Never use a defective tool.
- Double check all tools prior to each use.
- Defective tools must be identified by use of red flagging and tag.
- All defective tools must be reported to a supervisor to be removed from service until they are repaired.

Be aware of problems such as:

- Chisels and wedges with mushroomed heads.
- Split or cracked handles.
- Chipped or broken drill bits.
- Wrenches with worn out jaws.
- Tools which are not complete, such as files without handles.
- Broken, missing or inoperative guards.
- Insufficient or improper grounding due to damage on double insulated tools.
- No ground wire on the plugs or cords of standard tools.
- An on/off switch not in good working order.
- A dull tool blade.
- Incorrect grinding wheel is being used.

TOOLS ARE NOT TO BE MODIFIED OR USED IF MODIFICATIONS ARE NOT SUPPORTED BY MANUFACTURER'S SPECIFICATIONS

13.15 Demolition

Application

Inside or outside, renovations often require a certain amount of demolition. Every jobsite is different; therefore, procedures must change to reflect as such.

Guidelines

- Clearly identify any and all areas that are scheduled to be removed.
- Must ensure all damage sensitive areas are known to all the workers.
- Identify the location of all plumbing, electrical, and communication lines in areas if they are to remain live while the renovation takes place.
- Wear the appropriate piece of PPE.
- Barricade/isolate area from employees or people that it could affect.
- Always start the demolition by taking off any fixtures (light switch, outlet, finish trim, door moldings etc.).
- Remove wallboard and siding if job requires, always try to take dry wall in big chunks to reduce the dust.
- Always ask supervisor if unsure on what to take down.
- Must ensure all structures are dismantled properly so as not to compromise its integrity.
- Must ensure all materials meant for the garbage are either in garbage bin or put in designated garbage pile right away.
- Must ensure all workers in the area are aware of the demolition.

13.16 Equipment Operation

Application

All workers who are operating equipment must be competent and fully understand the hazards, potential consequences and controls associated with the specific equipment they are using or operating.

Guidelines

- Only operate equipment you are trained to operate; operate within the manufacturer's recommended operating guidelines and your skill level.
- Perform regular inspections and maintenance as per manufacturer's specifications.
- Perform a pre-start up inspection prior to each use and must ensure the equipment is safe to operate and properly maintained.
- Employees must report all defects or deficiencies that would affect the safe operation of any equipment/vehicle.
- Never allow a piece of equipment to be operated when hazards exist, or deficiencies are not correct.
- Must ensure all guards and safety devices are in place.
- Use a 3-point mount/dismount at all times.
- Must wear all required PPE, including the seat belt.
- Back-up alarms must be operational on all moving equipment; it is everyone's responsibility to ensure that alarms are audible and operating correctly.
- Never leave running equipment unattended.
- Only authorized people are permitted inside the cab while equipment is in operation.
- Only one person may give signals to an operator.
- Follow all relevant OH&S requirements.
- Must ensure all lights and windows are clean for maximum visibility.
- Use extreme caution when working around other people or equipment; do not enter another person's working circle without communicating your intentions and receiving approval.
- Do not exceed the maximum recommended speed limit for that machine or for the job or task being completed.
- Always slow down and operate according to the conditions that are present at the current time.
- Never jump down from any equipment.
- Remove keys and lock equipment at the end of each shift.

13.17 Ergonomics

Application

To assist workers to identify ergonomic hazards in the workplace that may expose workers to a risk of musculoskeletal injury (MSI).

Guidelines

Ergonomic hazards refer to workplace conditions that pose the risk of injury to the musculoskeletal system of the worker. Examples of musculoskeletal injuries include tennis elbow (an inflammation of a tendon in the elbow) and carpal tunnel syndrome (a condition affecting the hand and wrist). Ergonomic hazards include repetitive and forceful movements, vibration, temperature extremes, and awkward postures that arise from improper work methods and improperly designed workstations, tools, and equipment.

Definition

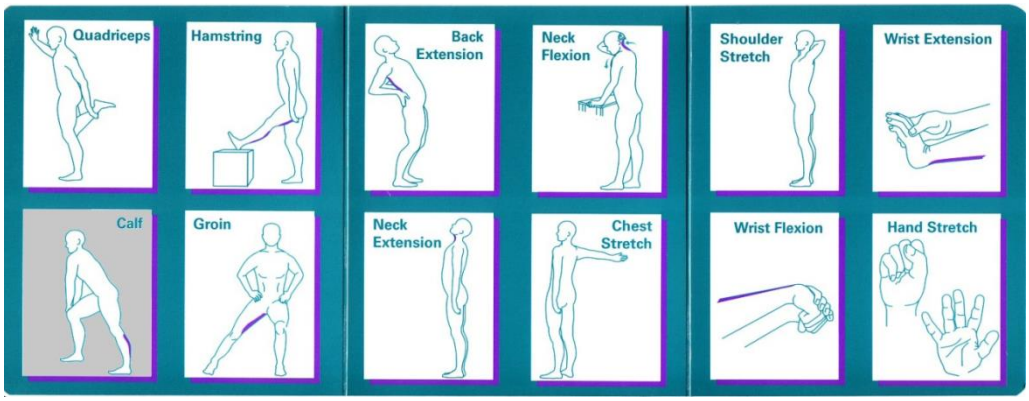
The word ergonomics is derived from the two Greek words: ergo, which means, "work," and nomos, which means "laws." Therefore, ergonomics, in its most general sense, means the "laws of work." Ergonomics has been defined more specifically as fitting the task to the person.

Ergonomic Hazard Identification

LC Greenough Construction Ltd. must ensure that mechanized equipment is used for lifting when it is reasonably practicable. Hazard Assessments must be completed before manual lifting or handling takes place. Workers must make appropriate changes to the job scope or introduce ways to mitigate the ergonomic issues before and during the work activities.

Micro Breaks - To alleviate any ergonomic strain, all Company staff are encouraged to stretch during Micro Breaks.

The following stretches are recommended:



Ergonomic Hazards

The following factors must be considered, where applicable, in the identification and assessment of the risk of MSI:

- The physical demands of work activities, including the force required, repetition, duration, work postures, and local contact stresses.
- Aspects of the layout and condition of the workplace or workstation, including working reaches, working heights, seating, and floor surfaces.
- The characteristics of objects handled, including size and shape, load condition, weight distribution or container, tool and equipment handles.
- The environmental conditions, including temperature.
- The timing, work-recovery cycles, task variability and work rate.

Education and Training

LC Greenough Construction Ltd. must ensure that a worker who may be exposed to a risk of MSI is educated in risk identification related to the work, including the recognition of early signs and symptoms of MSIs and their potential health effects.

LC Greenough Construction Ltd. must ensure that a worker to be assigned to work which requires specific measures to control the risk of MSI is trained in the use of those measures, including, where applicable, work procedures, mechanical aids and personal protective equipment.

Lifting and Handling Loads

Your back is involved in every job you do: sitting, standing, walking, lifting, bending, reaching, running, and even when you are resting or sleeping, your back is on the job. The use of good lifting techniques for construction materials and putting in place good material handling plans to include mechanical devices when applicable minimizes the chance of back and other related injuries. Engineers and supervisors are to design work methods to eliminate, as far as is reasonably practicable, the need for employees to manually handle any heavy or awkward load. Employees must complete a Field Level Hazard Assessment prior to lifting or carrying heavy material.

What makes your back hurt?

Poor Posture	Slouching, rounded shoulders, one hip higher than the other. This causes muscle tension, stiffness, backaches, neck aches and fatigue
Lack of exercise	The muscles that support your back need regular exercise to stretch them and keep them strong
Overweight	A big stomach creates a pull on your back muscles and strains our abdominal muscles
Stress	Worry can cause back muscles to tense up
Back sprains	You can stretch or tear parts of your back just by bending, lifting or reaching the wrong way
Disc problems	Sometimes a disc in your spine can get out of line and press on nerves in your back
Osteoarthritis	This is often part of getting older

Most lifting accidents are due to improper lifting methods. All manual lifting should be planned, and safe lifting procedures followed.

Use Your Back Safely

- Stand easy - rest one foot on a low stool to support your lower back.
- Lift the right way - lift with leg muscles, not your back.
- Turn safely - turn by moving your feet, not your back.
- Walk tall - keep your head up and your chest lifted.
- Sit smart - pick a chair that supports your lower back. Keep your feet flat on the floor and tuck your buttocks against the back of your chair.
- Sleep tight - sleep on your back with a small pillow under your knees or on your side with your knees bent.

Lift It Right

- Get a firm footing.
- Keep your back straight.
- Center your body over your feet.
- Pull the load close to you.
- Grip with your whole hand.
- Bend your knees and lift with your legs, not your back.
- Move your feet to turn - do not twist your back.
- Specify lower package weight to suppliers.

Control Measures

During manual lifting and carrying the following must be taken into consideration:

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
- Review of safe lifting techniques. Ensure that you know your physical limitations and the approximate weight of materials. Obtain assistance in lifting heavy objects.
- The use of power equipment or mechanical lifting devices must be considered and employed where practical.
- Must ensure you have a good grip before lifting and employ proper lifting technique.
- Avoid reaching out.
- Be aware of hazardous and unsafe conditions.
- Storage areas must be designed to reduce the risk to personnel from moving heavy loads and overreaching.
- All muscular skeletal injuries must be promptly reported to the supervisor and thoroughly investigated.
- The supervisor must promptly review the activities of that worker and of other workers doing similar tasks to identify work-related causes.
- Appropriate action(s) must be instituted accordingly to prevent similar injuries in the future.

Employers Responsibilities

An employer must ensure that workers are provided with ergonomic training. An employer must ensure that a worker who may be exposed to the possibility of musculoskeletal injury is trained in specific measures to eliminate or reduce that possibility.

An employer must ensure that the training includes:

- Identification of factors that could lead to a musculoskeletal injury.
- The early signs and symptoms of musculoskeletal injury and their potential health effects.
- Preventive measures including, where applicable, the use of altered work procedures, mechanical aids, and personal protective equipment.

Legislation

Where this safe work practice contradicts current government regulations, or the latter will prevail as the minimum standard of operation at company. The company must provide, where reasonably practicable, appropriate equipment for lifting, lowering, pushing, pulling, carrying, handling or transporting heavy or awkward loads. Employees are empowered to get additional help of manpower or mechanical equipment to assist in the lifting and handling of loads.

13.18 Explosive/Powder Actuated Tools

Application

The manufacturer of these devices has provided detailed instructions regarding their use and maintenance. These instructions, along with the legislation specifically set out for their use, must be closely adhered to all times.

Guidelines

- Only competent personnel are to use this type of tool.
- The user must possess proof of this training issued by the manufacturer authorized dealer/distributor, or other competent sources.
- The tool must be CSA Standard Approved for Explosive Actuated Tools.
- The tool must be loaded just prior to use with the correct load for the job being performed.
- Tools must never be loaded and left to sit or be moved to an alternative work site after being loaded.
- Never point at anyone, whether loaded or unloaded.
- Hands should be kept clear of the nozzle at all times.
- Must ensure tool stored in their proper lockable boxes.
- Must ensure tool is never to be used in an explosive atmosphere.
- Always hold the tool firmly and at the right angle to the surface being driving into.
- Wear the appropriate PPE (Safety glasses or face shield).
- To prevent free-flying pins or nails, must ensure that the material being driving into will not allow the pin or nail to completely pass through it.
- Always follow manufacturer's specifications when in doubt.
- Always be aware of others in the work area when using this tool.
- Where a hazard exists to other works, signs and barricades must be used to identify the hazardous area.

13.19 Fatigue

Application

Fatigue is a state of mind and body that may have a negative effect on the worker and co-worker 's safety.

Guidelines

- LC Greenough Construction Ltd. must set work hour limitations and must control rotation schedules for fatigue, allow for sufficient sleep, and increase mental fitness.
- Work scheduling must take into consideration the amount of rest between workdays, shift work, on-call time, traveling across different time zones.
- LC Greenough Construction Ltd. provides rest breaks for workers to allow for rest and recovery time.
- Depending on the location, this may also include access to proper nutrition and opportunities for physical activity.
- Training is provided through orientation on how to recognize fatigue, how to control fatigue through appropriate work and personal habits, and fatigue reporting.
- No worker must not operate motor vehicles or heavy equipment while excessively fatigue.
- All workers must report fatigue to their supervisor.
- Supervision must take appropriate action to prevent loss.

13.20 Fire Fighting

Application

Fire extinguishers must be installed, inspected, and maintained on a regular basis to ensure proper operation in an emergency.

General

- All employees must be familiar with the location and use of fire extinguishers.
- Must ensure that fire extinguishers are maintained according to manufacturer's specifications.
- Must ensure all fire extinguishers are ready to use, this may include certifying and or re-charging when necessary.

Types of Fires

Class A: These fires consist of wood, paper, rages, rubbish, and other ordinary combustible materials.

1. **Recommended Extinguishers:** Water from a hose, pump, or pressurized extinguisher; soda acid extinguisher.
2. **Fighting the Fire:** Soak the fire completely; even the smoking embers.

Class B: Flammable liquids, oil, and grease

- **Recommended Extinguishers:** ABC units, dry chemical, foam, and carbon dioxide extinguishers.
- **Fighting the Fire:** Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.

Class C: Electrical Equipment

- **Recommended Extinguishers:** Carbon dioxide and dry chemical extinguishers (ABC units)
- **Fighting the Fire:** Use short bursts on the fire. When the electrical current is shut off on a class c fire, it can become a class 'A' fire, only if the materials around the electrical fire are ignited.

13.21 Grinding

Application

The proper use of wheels and maintenance is imperative when operating as the abrasive wheels can cause severe injuries.

Protective Mechanisms

Safe Job Procedures
Personal Protective Equipment
Manufacturer's Specifications

Guidelines

- Check the tool rest for the correct distance from the abrasive wheel (max 1/8" or 3mm).
- Replace the grindstone when adjustment of the rest cannot provide 1/8" or 3mm clearance.
- If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
- Ensure you follow manufacturer's specifications and read operators manual.
- Ensure the proper PPE is being worn (safety glasses, face shields, gloves, and steel toes).
- When replacing the wheel, ensure that the maximum safe operating speed of the wheel (RPM's) is equal to or greater than the maximum speed of the grinder shaft in RPM's.
- Flanges supporting the grinding wheel must be a maximum of 1/3 the diameter of the wheel and must fit the shaft rotating speed account to manufacturer's specifications.
- Bench grinders are designed for peripheral grinding, never grind on the side of the wheel.
- Never stand directly in front of grinding wheel when it is first started.
- Never use the grinder for jobs that it is not intended for.
- Do not use grinders near flammable materials.

13.22 Ground Disturbance

Application

Ground Disturbance is wherever there is any indentation, interruption, intrusion, excavation, construction, or other activity in the earth's surface as a result in the penetration of the ground.

General

- Must ensure Ground Disturbance legislation is followed at all times.
- Always contact the owner of the facility to get their approval and crossing agreements prior to ground disturbance.
- Must ensure a pre-job meeting and safe work permit are completed prior to work being conducted.
- Only competent personnel will participate in and apply provided Ground Disturbance training.
- Must ensure adequate emergency response plans are conducted and worked stopped if employee comes into contact with the facility.
- If an underground utility is struck contact owner of the line or call Alberta One Call.
- Must ensure Alberta One Call has been notified prior to digging – permits are only valid for 14 days and must be up to date.
- Must ensure that all lines have been located and marked.
- Must ensure appropriate and effective means such as flagging, marking, and safeguards are in place.
- Must ensure that classification and soil types have been determined.
- Place and stabilize soils and soil piles as per acceptable sloping procedures.
- Review procedures before working near any buried pipeline or pipeline right of way.
- Never allow any employees to enter a trench without the proper slope and secured.
- Buried facilities must be exposed by hand digging or other non-destructive techniques within the hand expose zones.
- Must ensure that no equipment is permitted within any hand-expose area.
- Must ensure that no work is carried out within 600mm of a buried pipeline.
- Always contact the owner 24 hours prior to backfilling.
- Must ensure ground disturbance is reviewed as necessary and changes made in a timely fashion.

13.23 Handheld Power Circular Saw

Application

This type of power tool is one of the most commonly used tools in construction. Common use of this tool can lead to numerous incidents due to complacency.

General

- Where all necessary PPE including protective eye wear.
- Where harmful vapors and/or dust are created, approved breathing protection must be worn.
- Must ensure the blade selected is right for the cut of the material and sharp.
- Must ensure the saw is disconnected from power source when changing blade or making any adjustments.
- Must ensure the retracting guard has been fully returned to its down position before setting saw down.
- Always use both hands while ripping the saw.
- Must ensure all cords are clear of the cutting area before starting to cut.
- Always follow manufacturer's specifications when operating.
- Always check material before cutting to ensure obstructions or foreign objects such as nails and screws are not in the cutting path of the saw.
- Always ensure the stock is held securely in place.
- Use a wedge to keep the stock from closing and causing the saw to bind.
- Check the retractable lower blade guard before use to make sure it works correctly.
- Never place your hand under the shoe or guard of the saw while the saw is connected to the power supply.
- Do not twist the saw while cutting to change direction or saw alignment unless the saw is designed for that purpose.
- Never use a saw that is questionable in reliability.
- If the saw blade has a crack near the collar line or near the periphery or elsewhere, the following guidelines in the tables should be used for repair/replacement of tool.

Table 1: Circular Saw Blade Crack Limits

Diameter of Saw Blade (millimeters)	Maximum Length of Crack (millimeters)
Up to 300	13
301-610	25
611-915	38
916-1220	50
1221-1525	64
>1525	76

13.24 Hammer Drill

Application

A hammer drill, also known as a "rotary hammer", "roto-hammer" or "impact drill", is a rotary drill with a hammering action. The hammering action provides a short, rapid hammer thrust to pulverize relatively brittle material and provide quicker drilling with less effort.

General

- Wear the appropriate PPE (eye, ear protection, and respirator).
- **NOTE: Concrete contains silica which is a known carcinogen – use the appropriate respiratory protection and dust guard on the hammer drill.**
- Unplug drill when changing bits.
- Position body comfortably and securely before drilling.
- Hold drill perpendicular to concrete surfaces when drilling unless otherwise specified.
- Begin drilling making sure to hold the drill as steady and level as possible to prevent the bit from locking.
- If bit does lock and drill kicks, let go of drill immediately until it stops turning.
- Do not attempt to restart drill while bit is jammed in concrete.
- Slowly pull-out drill while still turning when you meet your desired depth.
- When job is complete disconnect the power and put away in designated area.

13.25 Hot Work/Welding

Application

Hot work is defined as work in which a flame is used or sparks, or other sources of ignition may be produced. Hot work includes activities such as cutting, welding, burning, drilling, grinding, soldering, and chipping. Hot work can create serious fire hazards and associated risks of injury and property damage. Hot work must be conducted according to manufacturer standards and legislative requirements.

Guidelines

- Always ensure adequate ventilation is supplied in the area where hot work is being done.
- Always follow the manufacturer's specifications.
- Only skilled, experienced, and competent workers shall perform hot work.
- All precautions must be carried out and necessary permits obtained.
- Prior to conducting hot work, a cleanup must be conducted to remove all grease, dust, wood, sawdust, and other flammable debris from the work area.
- Inspect area before hot work begins to guarantee all hazards are eliminated.
- All other flammable materials and containers must also be removed and placed at a safe distance from the work area.
- Fire extinguishers and any other firefighting equipment that may be required must be readily available at the work site.
- Hot work will not be permitted in an area unless sufficient firefighting resources to contain potential fires are located at the worksite and under the direct supervision of the operations manager or supervisor where a high potential for fire exists.
- Where other workers may also be exposed to the hazards created by welding, cutting, and burning, they must be alerted to these hazards or protected from them by the use of "screens".
- Never start work without proper authorization.
- Spark or fire watch workers will be advised of specific responsibilities for each job and will be determined competent prior to the beginning of the work.
- For high fire hazard conditions, the manager or supervisor shall be advised of, approve, and be responsible for all hot work on the field site.
- When working overhead, use fire restraint materials to contain or control slag and sparks.
- Ensure all hot work complies with the CSA standards.

13.26 Housekeeping

Application

Good housekeeping demonstrates a professional business and professional attitudes of workers within the company. It also plays a major role in the prevention of incidents and accidents.

Guidelines

- Refuse containers and scrap bins must be used and cleaned out daily.
- Shop floors and stairways must be kept free of all tripping and slipping hazards such as scraps, hoses, spare parts, oil, grease, bottles, etc.
- Shop floors must be cleaned daily.
- Workbenches must be cleaned daily, and unneeded materials and tools must be removed and stored; accordingly, the area beneath workbenches must be clean and free of debris.
- Storage drawers must be kept in an orderly fashion.
- Tools and small equipment must be stored in their assigned area when not in use.
- All surplus materials must be returned to their designated storage area at the end of each shift.
- The bulk material storage area must be kept clean at all times; any spill must be cleaned up immediately and no open top containers will be allowed in this area.
- Oily rags and rags or materials soaked in flammable liquids must be placed in an approved metal container, covered, and clearly labeled.
- Trained personnel must perform disposal of hazardous materials. This includes the safe disposal of dangerous chemicals, toxic residues, and other contaminated waste including the containers of chemicals that are no longer needed and containers from which identifying labels are missing or illegible.
- The cabs of vehicles, trucks, and mobile equipment must be kept in a clean and organized manner with no loose equipment or parts that could cause injury in the event of an incident. Cabs must be cleaned out at the end of each shift and garbage is to be disposed of in an approved method. Recycling is to be used wherever possible.
- All windows in machinery and vehicles are to be kept clean so as not to interfere with visibility.
- Material and equipment must be placed, stacked, or stored in a stable and secure manner.
- All areas where hazardous materials are stored will be in such a way to protect the workers by the means of barriers, guards, and limiting access.

13.27 Journey Management

Application

LC Greenough Construction Ltd. is always committed to the employee's safety. Due to uncertain circumstances during travel, every employee must adhere to a Journey Management plan (JMP) provided by LC Greenough Construction Ltd.

A JMP will be enforced so that any risk to health, safety or the environment are identified, assessed, and controlled. Recovery measures are available should the journey not be completed as planned for any reason.

Guidelines

A Journey Management Plan consists of a phone call to the supervisor that should include:

- Detailed information on the expected departure and arrival times
- Travel route information (the driver must notify the appropriate personnel if any changes occur on route)
- A thorough pre-trip inspection to eliminate any safety concerns.
- Availability of emergency equipment such as first aid kit, road flares, extra clothing, etc.
- Emergency contact numbers

It is the driver's responsibility to identify and understand potential hazards, possess the correct PPE and abide by all traffic laws and regulations. All employees should be aware of Company Fatigue Awareness Practice to eliminate any negative effects on workers and the publics' safety.

13.28 Knives

Application

There are numerous types of knives available for use in the construction industry; therefore, it is important to use the right knife for the job that is being performed.

Guidelines

- Always select the proper knife intended for the job.
- Always where the appropriate PPE (safety eye wear, Kevlar gloves).
- Use Kevlar gloves when cutting in a repetitious motion.
- Inspect before use to ensure the blade is seated properly in knife.
- Never leave an unattended knife with a blade exposed.
- Always use a sharp knife; a dull blade requires more force.
- Maintain a clear-cutting area.
- Always stand or kneel to one side of the cut when making cuts to the surface below you.
- Use a pulling motion with the knife when on a flat surface (is stronger and more positive than pushing).
- All knives being used must have a locking device to prevent the blade from pulling out of the knife when cutting.
- When possible, all material being cut must be tacked, clamped or held in place with something other than your free hand.
- Never bend or apply side pressure to blades when using them.
- Follow all manufacturers' specifications.

13.29 Lifting and Hoisting

Application

Always take extra care and time when lifting suspended loads to ensure the job is done correctly. Due to suspended loads, all personnel must be aware of their surroundings.

Guidelines

- Never use chains for lifting.
- Select the proper sling for the job as suggested by the manufacturer.
- Always check for a plate or weatherproof label that shows load capacity, manufacturer's name, model, VIN, and year.
- Never operate a lifting device, you must be trained or deemed competent by company supervisor.
- Always maintain or review when operating the logbook which contains deficiencies, loads, time, date, hours, etc.
- Always stop work when anyone has any doubts as to the safety of employees in the vicinity.
- Never exceed the working load limits.
- Ensure the hoist of the crane is directly over the load.
- Never shorten a line by twisting and knotting, use slings with proper reach.
- Never allow personnel to ride the lifting hook or the load.
- Ensure all personnel stand clear of the load being lifted.
- Never work under a suspended load, unless properly supported.
- Never leave a load suspended when the hoist or crane is unattended.
- Inspect all slings thoroughly at specified intervals and maintain in good condition.
- Ensure the safety latches on hooks are in good condition.
- Ensure tag line is used at all times.
- Ensure the signaler is properly identified and understands techniques of proper signaling.

Evaluating the load - Determine the weight of the object or load prior to a lift to make sure that the lifting equipment can operate within its capabilities.

Balance loads - Estimate the center of gravity or point of balance. The lifting device must be positioned immediately above the estimated center of gravity.

Land the load - Prepare a place to land the load, lower the load gently and make sure it is stable before slackening the sling or chain.

13.30 Liner Panel Installation

Purpose

The purpose of this Safe work procedure is to ensure the health and safety of all personnel working with or around liner panel installation or removal.

Required Personal Protective Equipment (PPE)
• Cut-proof gloves
• Eye protection
• Steel toe boots
• Face shield and Hearing Protection when using a grinder or cut-off saw
• Fall protection plan

Hazards:
• Sparks, fire, smoke
• Sharp edges, burrs, hand tools drills cords
• Repetitive work heavy lifting and twisting
• Weather: Wind, ice, snow
• Pinch points slip trips and falls
• Untrained personnel faulty rigging
• Faulty tools, cables, and cords

Safety

- Toolbox talk covering tasks at hand.
- Must complete daily field level hazard assessment.
- Must wear full PPE at all times.
- Complete any daily inspections for AWP etc.
- Be aware of other trades and inform site superintendent of proposed work.
- Review and sign off on Safe Work Procedure.
- If in doubt, ask for guidance from supervision.

Procedures

- Find all trim flashing and store it in a safe place.
- Install trim flashings as required.
- Depending on the job at hand, procedures may vary.
    - Height of sheets may require a scissor lift or man lift.
    - Whether it is too windy to install or remove sheets
    - The length may be too long for one or two employees only to handle.
- Remove the old sheets if it is a renovation job using either cordless or power drills. With two workers in the lift and one more on the ground, remove the screws from sheet.
- When everyone is ready, one worker in the lift holds the top of the sheet and the worker on the bottom holds the bottom of the sheet while the third person unscrews the sheet.

- Once the sheet is loose, the worker holding the bottom walks out while the third worker runs the lift, slowly lowering the sheet to the ground.
- Once the sheet is on the ground and placed out of the way, it should be weighed down or tied down to prevent it from blowing away.
- Continue the process until all sheets are down.
- If cutting is required to remove the sheets, all PPE is to be worn including a face shield and a Hot Work Permit must be filled out. Use of snips is preferred, if at all possible, to prevent sparks.
- Have a fire extinguisher nearby.
- Once the sheet is cut watch for sharp edges!
- When installing the new sheets, measure the length needed and pre-drill for girt spacing. If cutting is required using a grinder cut-off saw or nibblers a face shield is to be worn along with gloves and hearing protection.
- When ready to install, two workers are in the lift; one is holding the sheets while the other one runs the lift. The third worker is on the ground holding the bottom of the sheet.
- As the lift goes up, the ground worker walks the sheet to the vertical position (a secondary safety device should be used in case the sheet gets dropped, ie a hole shall be drilled in the lap and a safety pin and rope shall hold the sheet as the process continues.
- Once the sheet is vertical, the top is held in place, the bottom of the sheet is lined up with the holes on the base channel/angle and the first screw is in place, the worker in the lift can check for plumb and give the go ahead to screw out the bottom of the sheet.
- The sheet should be secured at the top then plumbed and then the screws installed going down the sheet and the process will repeat till all sheets are installed.
- At the end of the shift, coffee break and lunch break, make sure everything is tied of or weighted down until you can return to continue work.
- Good housekeeping and garbage removal.

13.31 Load Securement

Application

All loads shall be adequately and securely loaded and/or fastened so that the vehicle may be safely operated without danger of the vehicle overturning, or the load or any portion thereof from shifting, swaying, falling off, or breaking.

Guidelines

- Secure loads in accordance with provincial requirements, with equipment specifically designed for the intended use.
- Must ensure that all devices that are used to secure the load are of adequate strength.
- Maintain all securement devices and materials.
- All workers must be trained in safe loading securing and fastening operations.
- Avoid overloading.
- Once loads are secured, re-check to ensure the load has not loosened in any way.
- Must always maintain 3 pt. contact when securing any load above ground.
- Must always perform a pre-trip inspection before driving equipment.
- Must ensure all tools are put back to their original place and secured down to the truck.
- Must ensure all cargo transported by a commercial vehicle is contained, immobilized, or secured so that it cannot leak, spill, blow off, fall from or through.

13.32 Lockout Tagout

Application

If machinery equipment, or powered mobile equipment is to be serviced, repaired, tested, adjusted, or inspected, Company must ensure that no worker perform such work on the machinery, equipment , or powered mobile equipment until it has come to a complete stop and: (a) all hazardous energy at the location at which the work is to be carried out is isolated by activation of an energy is isolated device and the energy isolating device is secured, or (b) the machinery, equipment, or powered mobile equipment is otherwise rendered inoperative in a manner that prevents its accidental activation and provides equal or greater protection.

Guidelines

- If more than one worker is working at each location requiring hazardous energy to be controlled, each worker must attach a personal lock to each energy isolating device.
- LC Greenough Construction Ltd. must ensure that no worker perform work on a machinery, equipment, or powered mobile equipment to be serviced, repaired, tested, adjusted, or inspected until the machinery, equipment, or powered mobile equipment is tested to verify that it is inoperative, and the worker is satisfied that it is inoperative.
- LC Greenough Construction Ltd. must ensure that no person removes a personal lock or other securing device unless the person is the worker who installed the lock or a secure device.
- In case of emergency, or if the worker who installed a lock or other securing device is not available, a worker designated by Company remove the lock or other securing device in accordance with a procedure that includes verifying that no worker will be in danger due to the removal.
- LC Greenough Construction Ltd. must ensure that securing devices are not removed until: (a) each involved worker is accounted for, (b) workers are removed from the place and (c) procedures are implemented to verify that no worker is in danger before a worker removes the securing devices and the machinery, equipment, powered mobile equipment, piping, pipeline, or process system is returned to operation.
- LC Greenough Construction Ltd. has developed and implemented procedures and controls that ensure the machinery, equipment, or power mobile equipment is serviced, repaired, tested, adjusted, or inspected safely if: (a) the manufacturer’s specifications require the machinery, equipment, or powered mobile equipment to remain operative while it is being serviced, repaired, tested, adjusted, or inspected, or (b) there are no manufacturer’s specifications and it is not reasonably practicable to stop or render the machinery, equipment, or powered mobile equipment inoperative.
- Once all energy isolating devices have been activated to control hazardous energy, LC Greenough Construction Ltd. must ensure that a worker at each location requiring control of hazardous energy secures each energy isolating device with a personal lock.
- Company must ensure that each personal lock used has a unique mark or identification tag on it to identify it as belonging to the worker to whom it is assigned.

13.33 Moving Glass

Application

Due to the fragility of glass, moving such material will take time, patience and planning before the job takes place.

General

- Must always use cut resistant gloves, long sleeves, steel toes boots and safety glasses as a minimum for transporting a sheet of glass.
- Prepare an area for lay down of glass before you move the glass.
- Must ensure the path is clear of tripping hazards and obstructions.
- Have good communication before and through the transport of the glass.
- Never lay a sheet of glass on its corner as it is the most vulnerable area on the glass.
- When laying glass on a flat area, be sure to lay it on edge and on rubber or wood blocks, never straight on the floor.
- Must ensure blocks are high enough to allow for your fingers to be removed without scrapping along edge of glass.
- Bend with the knees, not with the back.
- Always move glass in an ergonomically friendly way.

13.34 Office Safety

Application

To ensure employees are aware of the potential and existing hazards in the office environment.

Guidelines

- Must ensure you are conversant with emergency evacuation.
- Must ensure that all electrical cords are in good condition and are not overloaded.
- Must ensure that computer monitors are adjusted to correct height and kept clean.
- Must ensure fans/space heaters are used to manufacturer's specifications and unplug when not in use.
- Must ensure floors and aisles are kept clear and not cluttered.
- Must ensure that only one drawer of filing cabinets is open at one time and that drawers are closed when not in use.
- Must ensure the proper type of fire extinguisher is available.
- When transporting materials of a heavy nature, ensure that handcarts and trolleys are used properly.
- Must ensure the photocopier is maintained according to the manufacturer's specifications.
- Must ensure the chairs are in good repair.
- Must ensure rugs are kept clean and in good repair – free of tripping hazards.
- Must ensure paper cutter blade is placed in closed lock position when not in use.
- Must ensure all loose clothing is tied back when using paper shredder.

13.35 Overhead Power Lines

Guidelines

- To determine the voltage of the safe limit approach, the owners must be contacted.
- Must ensure that earth or other materials are not placed under or beside an overhead power line if doing so reduces the safe clearance.
- Danger Zone: (unknown voltage) Equipment must NOT be operated within 7 m of any overhead power line without notifying the appropriate electrical company.
- Prohibited Area: (voltage confirmed by electrical company).
- No unqualified worker or equipment can enter the Prohibited Area.
- All work within the 7m Danger Zone, but outside the Prohibited Area requires a designated signaler who can communicate by radio or air horn with all workers and equipment.
- Never allow workers or equipment to enter the prohibited area; if work must be done within the prohibited area contact the electrical company.
- When operating equipment near overhead power lines, a minimum of two "Danger Overhead Line" signs must be posted 7 m on either side.
- Know the height of your equipment or load.
- Never ride or climb on equipment or loads near a power line.
- Work near power lines must be done during daylight hours only.
- A copy of the crossing agreement must be on site at all times and on-site personnel should be knowledgeable of its requirements.
- Any loads over 4.15 meters must have a permit.
- Conductors must be insulated or covered throughout their entire length to comply with this group and must be manufactured to rated and tested insulation levels.

Safe limit of approach distances from overhead power lines for persons and equipment.

Operating Voltage Between Conductors of Overhead Power Line	Safe Limit of Approach Distance for Persons and Equipment
0-750 volts Insulated or polyethylene covered conductors	300 millimeters
0-750 volts Bare, uninsulated	1.0 meter
Above 750 volts Insulated conductors	1.0 meter
750 volts-40 kilovolts	3.0 meters
69 kilovolts, 72 kilovolts	3.5 meters
138 kilovolts, 144 kilovolts	4.0 meters
230 kilovolts, 260 kilovolts	5.0 meters
500 kilovolts	7.0 meters

These guidelines do not take precedence over municipal and or/provincial legislation.

13.36 Plate Tampers

TO INPUT

13.37 Portable Arc Welders

Application

Welders are extremely dangerous pieces of equipment when not used properly; also ensure that all hazards have been identified to protect employees and their work environment.

Guidelines

- Be sure the machine is firmly attached to the transport unit.
- Check all fluid levels, water, oil, and gas to be sure they are at acceptable levels for operation.
- When fueling, DO NOT 'top off' the gas tank.
- Do not fuel the machine while it is running.
- Must ensure the radiator and gas caps are in proper working order and securely attached.
- Do a walk around to check for any deficiencies.
- All repairs must be done by a qualified mechanic or technician.
- Must ensure all cables are wound securely when transporting.
- Must ensure the side covers are kept closed to protect the machine from any damage from outside elements, as well as protect workers from moving parts of the machine.

13.38 Portable Grinders

Application

The proper use of wheels and maintenance is imperative when operating as the abrasive wheels can cause severe injuries.

Guidelines

- Must follow manufacturer's specifications and read operators manual.
- Must ensure the proper PPE is being worn (safety glasses, face shields, gloves and steel toes).
- Check the speed marked on the wheel and compare it to the speed on the grinder; never exceed max. speed.
- When mounting the wheels, check them for cracks and defects, ensure that the mounting flanges are clean, and the mounting blotters are used (never over tighten mounting nut).
- Run newly mounted wheels at operating speed to check for vibrations before grinding.
- Do not use grinders near flammable materials.
- Never use the grinder for jobs that it is not intended.
- When replacing the wheel, ensure that the maximum safe operating speed of the wheel (RPM's) is equal to or greater than the maximum speed of the grinder shaft in RPM's.

13.39 Portable Ladders

Application

Portable ladder must only be used when there are no permanent or work platforms available for the task at hand.

Guidelines

- All ladders must be inspected prior performing a task.
- Wooden ladders must not be painted OR must be painted with a transparent paint.
- LC Greenough Construction Ltd. must ensure that a ladder used near or during the servicing of the energized electrical equipment must be made of non-conductive material.
- A worker must not perform work from either of the top two rungs, steps, or cleats of a portable ladder unless the manufacturer's specifications allow the worker to do so.
- Do not overreach while on the ladder, climb down and move ladder over to a new position.
- Company must ensure that a portable ladder meets the requirements of CSA standards CAN3-Z11-M81 (R2005).
- A worker must ensure that a portable ladder is secure against movement and placed on a base that is stable.
- A ladder must not be erected on boxes, tables, scaffold platforms, man lifts and or vehicles and must be placed against a secure support.
- A worker must ensure that the base of inclined portable ladder should not be farther from the base of the wall or structure than one quarter of the height to where the ladder contacts the wall or structure.
- A worker must ensure that the side rails of a portable ladder extend at least one meter above a platform, landing, or parapet if the ladder is used as a means of access to the platform.
- Never use a portable ladder if there is a safe means of entering or leaving the work area.
- A worker must always maintain three points of contact when climbing up or down.
- A worker must always face the portable ladder when climbing up or down.

13.40 Powered Mobile Equipment/Heavy Equipment *(Complete information found in Part 19 Powered Mobile Equipment OH&S Regulations)*

A worker must not operate powered mobile equipment unless the worker ***(As per 256(1) OH&S Code***

- is trained to safely operate the equipment,
- has demonstrated competency in operating the equipment to a competent worker designated by the employer,
- is familiar with the equipment's operating instructions, and
- is authorized by the employer to operate the equipment.

Subsection (1)(a), (b) and (c) do not apply if a worker in training operates the equipment under the direct supervision of a competent worker designated by the employer. (***256(2)***

The operator of powered mobile equipment must:

- report to the employer any conditions affecting the safe operation of the equipment,
- operate the equipment safely,
- maintain full control of the equipment at all times,
- use the seat belts and other safety equipment in the powered mobile equipment,
- ensure that passengers in the powered mobile equipment use the seat belts and other safety equipment in the powered mobile equipment, and
- keep the cab, floor and deck of the powered mobile equipment free of materials, tools or other objects that could interfere with the operation of the controls or create a tripping or other hazard to the operator or other occupants of the equipment.

Visual Inspection

Before operating powered mobile equipment, the operator must complete a visual inspection of the equipment and the surrounding area to ensure that the powered mobile equipment is in safe operating condition and that no worker, including the operator, is endangered when the equipment is started up.
While powered mobile equipment is in operation, the operator must complete a visual inspection of the equipment and surrounding area at the intervals required by the manufacturer's specifications or, in the absence of manufacturer's specifications, the employer's operating procedures.
Despite subsections (1) and (2), if the powered mobile equipment is continuously operated as part of an ongoing work operation, the operator may visually inspect the equipment during the work shift or work period as required by the employer's operating procedures.

Dangerous movement

If the movement of a load or the cab, counterweight or any other part of powered mobile equipment creates a danger to workers,

- an employer must not permit a worker to remain within range of the moving load or part, and
- the operator must not move the load or the equipment if a worker is exposed to the danger.
- If the movement of a load or the cab, counterweight or any other part of powered mobile equipment creates a danger to workers, a worker must not remain within range of the moving load or part.
- If a worker could be caught between a moving part of a unit of powered mobile equipment and another object, an employer must restrict entry to the area by workers, or require workers to

- maintain a clearance distance of at least 600 millimetres between the powered mobile equipment and the object.

Pedestrian traffic

An employer must ensure that, if reasonably practicable,

- walkways are designated that separate pedestrian traffic from areas where powered mobile equipment is operating, and
- workers use the designated walkways.

Inspection and maintenance

- An employer must ensure that powered mobile equipment is inspected by a competent worker for defects and conditions that are hazardous or may create a hazard.
- An inspection under subsection (1) must be made in accordance with the manufacturer's specifications.
- If an inspection under subsection (1) indicates that powered mobile equipment is hazardous or potentially hazardous, an employer must ensure that
- the health and safety of a worker who may be exposed to the hazard is protected immediately,
- the powered mobile equipment is not operated until the defect is repaired or the condition is corrected, and
- the defect is repaired or the unsafe condition corrected as soon as reasonably practicable.

Maintenance on elevated parts

- An employer must ensure that if elevated parts of powered mobile equipment are being maintained or repaired by workers, the parts and the powered mobile equipment are securely blocked in place and cannot move accidentally.

Starting engines

Subject to subsection (3), an employer must ensure that a worker does not start the power unit of powered mobile equipment if the drive mechanisms and clutches of the equipment are engaged.

- A worker must not start the power unit of powered mobile equipment if the drive mechanisms and clutches of the equipment are engaged.
- An employer must ensure that no worker, including the operator, can be injured due to the movement of powered mobile equipment or any part of it, if
- its power unit can be started from a location other than the equipment's control platform or cab seat, or
- it is not reasonably practicable to disengage its drive mechanism or clutches.

Guards and screens

An employer must ensure that powered mobile equipment has a cab, screen, shield, grill, deflector, guard or other adequate protection for the operator if the hazard assessment indicates there is a significant possibility that the operator may be injured by flying or projecting objects.

Fuel tank in cab

An employer must ensure that a fuel tank located in the enclosed cab of a unit of powered mobile equipment has a filler spout and vents

- extending outside the cab, and
- that are sealed to prevent vapours from entering the enclosed cab.

Refuelling

An employer must ensure that a worker does not

- smoke within 7.5 metres of a vehicle while it is being refuelled,
- refuel a vehicle when there is a source of ignition within 7.5 metres of that vehicle, or
- dispense flammable fuels into the fuel tank of a motor vehicle or watercraft while its engine is running.

Riding on loads

- A person must not ride on top of a load that is being moved.

Warning signal

An employer must ensure that, if a powered mobile equipment operator's view of the equipment's path of travel is obstructed or cannot be seen directly or indirectly in a direction, the powered mobile equipment has:

- an automatic audible warning device that
- activates if the equipment controls are positioned to move the equipment in that direction, and
- is audible above the ambient noise level,
- a warning device or method appropriate to the hazards of the work site, or an automatic system that stops the equipment if a worker is in its path.

Worker transportation

- An employer must ensure that no part of an operator's or passenger's body extends beyond the side of a vehicle or powered mobile equipment while it is in operation.
- An employer must ensure that equipment or material in a vehicle or unit of powered mobile equipment is positioned or secured to prevent injury to the operator and passengers, if any.
- An employer must ensure that sufficient protection against inclement weather is provided for workers travelling in a vehicle or unit of powered mobile equipment.
- If a vehicle or unit of powered mobile equipment with an enclosed body is used to transport workers, an employer must ensure that the equipment's exhaust gases do not enter the enclosed body.

13.41 Pump Truck

Application

As an efficient method of pouring liquid concrete, concrete pumps are indispensable equipment needed for any project, either large or small, that involves concrete production and distribution. There are a number of common concrete pumps that are used in construction and renovation projects.

Guidelines

- Call all appropriate authorities about the hazards that may arise (power line, other overhead objects).
- Must ensure 2 workers on hose, 2 on screed, 2-4 raking, shoveling, and finishing.
- Use barricades and signs to keep unauthorized personnel away from the area.
- Must ensure area is big enough to spot pump truck and 1-2 concrete trucks.
- Always be in communication with other employees while pour is happening.
- Must ensure all employees are paying attention to their job.
- Must ensure all employees are wearing the proper hearing protection.
- Never point the concrete hose at another employee.
- Always be aware when concrete is coming through communication with other workers and operators.
- Ensure that there are enough workers to drag around hose due to the weight of the hose and concrete.
- Always be aware of your surroundings.
- When pumping overhead, watch for splashing concrete hitting the ground.
- Isolate the concrete truck and pump zone with fencing or other barriers.

13.42 Rebar Installation

Application
To allow workers to be aware of proper techniques for installing rebar.

Packing Rebar

- Always lift at the same time when packing with a partner. Communicate your intended movements.
- Use powered mobile equipment or other lifting devices for excessively heavy items.
- Use your legs when lifting. Refer to proper lifting techniques for more information and if you are unsure, please ask a supervisor.

Placing Rebar

- Bars must be placed or set down in a safe manner, not dropped or thrown.
- Bars must be tied in place to prevent rolling if stepped on, when necessary, i.e. doorways or common area.
- When shaking out or fanning out steel be sure to always have a firm grip on the bar about 5 inches from the end to control where it goes and how it moves.
- Tie ends and all splices of all bars.

Tying Rebar

- Start diagonal tie off.
- Tie dowels in place and cap tops immediately.
- Bend knees while tying - take micro breaks, for back stretch legs when needed.

Building Columns

- Pick safe area for building columns.
- If possible, use crane/zoom boom to move rebar and stirrups close as possible to build area.
- Set up horses, make sure they are stable.
- Place column bars on horses with crane or by hand.
- Place stirrups on bars.
- Tie bars and stirrups in place according to specs with figure 8 ties and saddle ties always double wire on the ends of the column.
- Use 2 guys to move column from horse if too heavy to lift by hand. If the column is excessively heavy utilize a lifting device such as zoom boom, bot cat, etc.

13.43 Removal of Contaminated Insulation

Application

Many buildings are or have been infested with mice, birds, and insects. This poses a high risk of airborne viruses, such as Hanta Virus from mouse feces.

Guidelines

- Remove old insulation with the utmost caution to prevent the contaminants from spreading.
- All removed insulation must be bagged and sealed, including all the loose debris from that job.
- Always treat the area with 10% bleach in a water solution once all the insulation is removed.
- Must ensure all exposed inner walls are sprayed with the bleach solution even if there are no obvious mouse feces.
- Never sweep, vacuum, or blow old debris until the contaminants have been neutralized with the bleach solution.
- Always wear the appropriate PPE.
- Never remove PPE until all the old insulation and contaminated dirt have been bagged and removed from the work area.
- Always give the work area a final treatment of the bleach solution once all contaminants have been removed.
- Treat all exposed clothing with bleach when removing.

13.44 Rigging

Application

Rigging of equipment, piping, and valves is an integral part of all operations. Rigging is only for experienced personnel.

Guidelines

- One member of the crew will act as the signal person and the operator will only recognize signals from that person; the designated signal person must be clearly identified to the operator and other workers.
- Always inspect rigging prior to being used to ensure it is functional and safe.
- Must ensure all defective equipment is removed from service and corrected in a timely manner.
- The signal person must ensure that all workers are in the clear before signaling the operator to hoist.
- Be aware of pinch points.
- Must ensure the position where load is to be set is clear off all obstructions.
- Use tag lines to control the loads.
- When lowering the load, must ensure all limbs are clear from the landing area.
- Workers must ensure that they are not located between the load swing and any stationary object.
- Workers must not stand or walk under the suspended load.
- Must ensure loads cannot roll or move after they have landed.
- All slings used for rigging must be inspected for defects prior to each use.
- Must ensure the safe working load is clearly marked on the rigging equipment that is set forth by the manufacturer.
- Must ensure that the rated capacity of rigging equipment must not be exceeded.
- Must ensure all ropes, chains, slings, and cables all meet the requirements for ASME Standard.
- Must ensure that a hook has a safety latch, mousing, or shackle if the hook could cause injury if it is dislodged while in use.

13.45 Router/Laminate Trimmer

Application

The router is a power tool that runs at very high RPM's and therefore can be extremely dangerous is not used properly.

General

- Only competent personnel must operate this device.
- Wear appropriate PPE (safety eye wear).
- Avoid loose clothing or dangling objects that may catch in rotating parts.
- Always maintain a firm grip when operating the tool.
- Never turn router on while the bit is on an existing cut or resting on any surface.
- Always operate in a counterclockwise motion as the rotation of the bit is in a clockwise motion.
- The router must be unplugged before you attempt to insert any sort of bit into the router.
- Must ensure the shank of the router is perfectly straight before you into the router.
- Always keep the router tight against a fence/jig.
- Keep all fingers and limbs clear of the rotating bit at all times.
- When routing on a table with a bearing bit and no fence, must ensure that you do not start the router on that very corner of your piece of wood as it will catch and throw.
- Must ensure the router has come to a complete stop before setting down on a bench.

13.46 Safeguards/ Machine Guarding

Application

Safeguards are essential for protecting workers from needless and preventable injuries.

General

Safeguards must be provided if a worker may accidentally come into contact with:

- Moving parts of a machinery, nip and pinch points.
- Points of machinery at which material is cut, shaped or bored.
- Surfaces with temperatures that may cause skin to freeze, burn, or blister.
- Energized electrical cables.
- Debris material or objects thrown from equipment.
- Material being fed into or removed from the process equipment.

Always

- Report safeguards that are damaged, missing, or unable to provide adequate protection.
- Make sure to de-energize equipment prior to removing safeguard.
- Lock out/tag out the machinery, if a safeguard must be removed or made ineffective, and render it inoperative and ensure that:
- Alternative protective measures are in place until the safeguard is replaced.
- The safeguard is immediately replaced after the task is completed.
- The safeguard functions properly once replaced.

Never

- Remove or alter a safeguard from a machine that is operating if the safeguard is not designed to be removed when the machine is operating.

Refer to Alberta OH&S Code Part 22, Section 311(1) Tampering with safeguards.

13.47 Scaffolds - Metal

Application

The misuse of scaffolding could be the cause for numerous serious injuries. Every worker who designs or constructs a scaffold must be competent and know what the manufacturer's specifications are for that type of scaffold. The scaffold type which will be best suited for the job and capable of withstanding the loads to be imposed on it must be determined before the job begins.

Guidelines

- Must ensure the correct scaffold is being used for the job.
- The location in when presenting a secure footing by use of mudsills or some other device.
- Must ensure leveling adjustment screws have not been over extended.
- Tower scaffolds have outriggers or are guyed and have all component parts secured in place (ex. Cross braces, pins, and lateral branches).
- The scaffold is erected and checked by a competent worker.
- Comply with all legislative and manufacturer's requirements.
- Safe access and egress to both the scaffold and the general work area.
- Scaffolding must project minimum 51mm by 254mm if made from sawn lumber that is scaffold grade or better and must ensure a flat surface.
- Light duty scaffold platforms must be a minimum of 500mm wide and heavy-duty scaffold platforms must be minimum 1 meter wide.
- Scaffolds must be anchored to building every 6.4 meters horizontally and every 4.6 meters vertically.
- Separate rope and bucket systems must be used to raise and lower tools and materials from scaffold.
- Must ensure when using scaffold as access/egress to roof, when transferring from scaffold to roof, workers must use double lanyard system.
- Lanyards not in use for work must be left at the point of access/egress; a second lanyard must be attached prior to releasing the first lanyard.
- Must ensure a worker must not use a scaffold if it has a red tag, a green or yellow tag that has expired, or no tag at all.
- Scaffold work platforms over 3 meters have a perimeter guardrail:
- Horizontal rail - .92 meters to 1.07 meters above the platform (minimum 2X4).
- Intermediate rail - horizontal rail midway between scaffold platform and top rail (minimum 2X4).
- Toe board - horizontal member at platform level no less than 140mm in height above the platform level and not more than 6mm between the platform and bottom of the toe board which the scaffold is to be constructed is level or is capable of.

13.48 Scaffolds - Wood

Application

The construction of wood scaffolds can vary greatly as to the use, shape, location, the type of the job to be done and are sometimes built-in haphazard manner. The following Safe Work Practices are just minimum guidelines.

Guidelines

- Construction, alteration, design and removal of wood scaffolds is to be done only by competent personnel.
- Material used to construct these scaffolds should be sound, close grained and finished on all four sides.
- Must ensure scaffold is capable of supporting four times the load that might be imposed on it.
- All component parts should be tight and properly fixed together.
- Proper perimeter railing must be set in place (top, intermediate, and toe board).
- Scaffold work platforms must be at least 500mm wide for light duty and 1 meter wide for heavy duty scaffolds.
- When used as a scaffold work platform, planks must be secured from movement by cleats or by being wired in place.
- Safe access and egress are to be provided to all work platforms by the use of ladders.
- Scaffold work platforms must not span more than 3.1 meters on light duty or 2.3 meters on heavy duty scaffolds.
- Must ensure cross braces are in place.
- No blocks under supports for wedging and bridging.
- A worker must not use a scaffold if - it has a red tag, an expired green or expired yellow tag, or no tag at all.

Planks

- Planks must be no less than 2X10 rough cut timber.
- No warpage on planks.
- Inspect planks for cracks that would affect the load strength.
- Planks should not exceed less than 6” and no more than 1ft past ledger.
- Planks should not span more than 3.1m on a light duty and no more than 2.3m on a heavy-duty scaffold.

13.49 Skill Saw (Circular Saw)

Application

The circular saw is a metal disc or blade sometimes with saw teeth on the edge as well as the machine that causes the disk to spin. It is a tool for cutting wood or other materials and may be hand-held or table mounted.

Guidelines

- Always wear the proper safety equipment. Safety glasses, face shield, and ear plugs are mandatory with the use of chop saws for cutting rebar. Respiratory protection must be used if you are cutting something that can produce dust.
- Check the retractable lower guard before use to ensure it is working properly.
- Keep all electrical cords clear of the cutting path.
- Do not cut materials without first checking for obstruction or foreign objects in the material.
- Secure work before cutting.
- Do not fix or hold the retractable lower blade guard in the open position.
- Do not place your hand under the shoe or guard of the saw while the saw is connected to a power source.
- Use both hands to operate saw.
- Allow the saw to reach full speed before cutting.
- Do not force the saw during cutting.
- Do not twist the saw while cutting to change direction or saw alignment unless the blade is designed for the purpose.
- Must ensure the lower blade guard is fully returned before laying down the saw.
- Always keep the owner's manual with the saw, in the job box is acceptable.
- Never wear loose fitting clothing or anything that could get caught in the saw.
- Do a visual inspection of the cord, blade, and guards before use. Document on the field level hazard assessment.
- Disconnect saw from its power source before making any blade changes or guard adjustments.
- Must ensure that the arbor diameter and the blade diameter are proper for the saw.
- Must ensure that saw blades are installed in the proper rotational direction. Saws cut in an upward motion. Most blades with have a directional arrow printed on them.
- Never operate a saw with a modified, missing, broken, wedged open or tied retracting guard.
- Check the material before starting; make sure it is free of obstructions.
- Must ensure that there are no obstacles underneath the material being cut. Ensure all cords are clear of the cutting area.
- Must ensure material is held in place securely when cutting.

- Use horses to hold material and secure with tie wire.
- Both hands should be used whenever possible when cutting.
- If both hands cannot be used, always keep your free hand on the long side of the material and clear of the saw.
- Maintain a firm, well balanced stance.
- If cutting right-handed, keep the cord on that side of your body. Stand to one side of the cutting line.
- Never reach under the material being cut.
- Use caution when cutting. Do not relax your grip on the saw.
- Take the saw to the material. Never place the saw in a fixed, upside-down position and feed material into it.
- Avoid kickbacks as much as possible. If the cut goes offline do not force the saw back onto the line. Withdraw the blade and either start over on the same line or start a new line.
- Always maintain complete control of the saw until the blade stops turning and the retracting guard has fully returned to its down position.
- Remember that plywood, wet lumber, and twisted grains tend to tighten around a saw blade when cutting and can cause the blade to stall and cause kickbacks to occur.
- Must ensure guards are in place. Equipment that is missing guards must not be used unless the manufacturer has indicated otherwise.
- Never use a blade that is wet.
- If the saw blade has a crack near the collar line or near the periphery or elsewhere, the following guidelines in the tables should be used for repair/replacement of tool.

Table 1: Circular Saw Blade Crack Limits

Diameter of Saw Blade (millimetres)	Maximum Length of Crack (millimetres)
Up to 300	13
301-610	25
611-915	38
916-1220	50
1221-1525	64
>1525	76

13.50 Sliding Compound Miter Saw

Application

This type of power tool is one of the most commonly used tools in construction. Unfortunately, commons tools such as this have dangers which are often overlooked.

Guidelines

- Wear all necessary PPE including protective eye wear.
- Must ensure all safety guards and switches are working before you begin to cut any material.
- Only competent personnel must work the saw, or under direct supervision.
- Must ensure the blade selected is right for the cut of the material.
- Must ensure saw is disconnected from power source when changing blade.
- When installing blades, must ensure the teeth on the front of the blade face down toward bench.
- The blade rotation is always clockwise.
- Must ensure hands holding the material are clear and well away from the rotating blade.
- Keep a firm grip on the handle of the sliding meter when you begin to cut.
- Always pull the saw as close to you as possible before starting the cut, then proceed by pushing the blade through the wood.
- Take extra care when wood does not allow for the proper cutting motion to prevent catching or lashing out at the employee.
- Always wait till the blade has completely stopped before removing any access waste from under the blade.
- Always check material before cutting to ensure obstructions or foreign objects such as nails and screws are not in the cutting path of the saw.
- Always follow manufacturer's specifications when operating.
- Never use a saw that is questionable in reliability.

13.51 Step Ladders

Application

Step ladders must always be in good condition and the right one for the intended job to be performed.

Guidelines

- Ladders must not be climbed higher than the third step from the top.
- When in the open position ready for use, the incline of the front step section will be 1 horizontal to 6 verticals.
- The step ladder is only to be used in the fully opened position with the spreader bars locked.
- The tops of step ladders are not to be used as a support for scaffolds.
- Do not overreach while on the ladder, climb down and move the ladder over to a new position.
- Must ensure all ladders meet CSA requirements.
- All ladders must be inspected prior to performing a task.
- Ladders must not be placed in doorways, passageways, or other areas where they might interfere with other work activities.
- Ladders must not be erected on boxes, tables, scaffold platforms, man lift platforms or on vehicles.
- A ladder must not be placed against unsafe support.
- Must ensure surface is level and firm.

13.52 Table Saw

Application

The table saw is a common tool used in construction; lack of concentration and risky procedures result in many preventable injuries.

Guidelines

- Wear all necessary PPE including protective eye wear.
- Where harmful vapors and/or dust are created, approved breathing protection must be worn.
- Must ensure the blade selected is right for the cut of the material and sharp.
- Never apply lubricant (cutting oil, etc.).
- Always utilize two people to rip long pieces of material when an out-feed table is not in place or available.
- Never rip from the opposite end.
- Use a feed stick to propel the material through the blade, NEVER your fingers.
- Must ensure saw is disconnected from power source when changing blade.
- Must ensure blade is disconnected from power source when adjusting the blade.
- Always follow manufacturer's specifications when operating.
- Must ensure the area around saw is free of any obstacles.
- Material must always be tight to fence and keep your eyes on fence at all times.
- Always check material before cutting to ensure obstructions or foreign objects such as nails and screws are not in the cutting path of the saw.
- Must have safeguards in place when operating, do not tamper with guards.
- Do not reach around or over a moving saw blade.
- Never leave the table saw unattended while the saw blade is in motion.
- Never use a saw that is questionable in reliability.

13.53 Tiger Torch

Application

Tiger Torches are used to heat objects in the workplace and can be considered a dangerous fire hazard when not properly trained.

Guidelines

- Must ensure fuel lines are in good working condition.
- Must ensure proper cylinders are secured and regulators in place.
- When not being used for a pre-heating operation, shut the torch off.
- Torches are not to be used for heating or thawing lines where hydrocarbons are present.
- Fuel lines are to have regulators.
- Must ensure adequate fire extinguisher is on hand.
- Must ensure all bottles are placed in an upright position when not in use.

13.54 Transportation of Dangerous Goods (TDG)

Application

TDG Regulations are intended to protect emergency workers, the public, and the environment from the dangers of transportation incidents involving dangerous goods. Legislation provides necessary information for anyone who may come in contact with dangerous goods.

Protective Mechanisms

- TDG Training
- Personal Protective Equipment
- Emergency Response Plan

Guidelines

Any person who handles, offers for transport, or transports dangerous goods must:

- Must ensure TDG Act and Regulations are followed at all times.
- Adhere to adequate training provided.
- Determine proper classification as required.
- Must ensure shipping document is accurate and available.
- Displayed safety marks at all times.
- Must ensure containment complies with specific CSA, UN standards.
- Load and secure the means of containment to prevent damage and accidental release.
- In the event of an accidental release:
- Follow emergency response plan to reduce or eliminate danger to public safety.
- Report immediately as per provincial quantities.

13.55 Waste Management

Application

Waste management includes the storage, handling, transportation, recycling, and disposal of both non-hazardous and hazardous wastes according to legislated requirements and based on sound environmental practices. The handling of hazardous waste also plays a major role in the prevention of incidents and accidents.

Guidelines

- Wherever possible reduce the amount of waste being generated.
- Reuse items that can be safely used again.
- Recycle materials that can no longer be used.
- All waste must be stored in appropriate containers and protected from outside elements.
- All hazardous wastes must be properly labeled, and secondary containment must be used for all liquid hazardous waste storage; incompatible hazardous wastes must be stored in a manner that there can be no contact between them.
- Used engine oil, filters, solvents, batteries, and antifreeze will be sent to an approved vendor for recycling.
- Mixed loads of non-hazardous waste will be sent to an approved landfill.
- Mixed loads of hazardous waste, materials from spill cleanup, and any other unique types of hazardous waste must be disposed of in an authorized manner.
- Report all spills including spills relating to wastes to the manager or supervisor immediately; when safe, use the spill response equipment located in the maintenance shop for cleanup as appropriate, otherwise contact your manager or supervisor immediately.

13.56 Winter Work

Application

Winter conditions often demand extra or differing procedures and precautions to be taken than in the other months of year.

Protective Mechanisms

- Personal Protective Equipment
- Emergency Response Plan
- Limit Exposure

Guidelines

- The use of gasoline as an ignition agent for open fires is prohibited.
- The vehicle and equipment brakes must be checked and tested prior to commencing work to assure freedom from ice and frost.
- When traveling, headlights must be on at all times.
- If permissible, warning signs must be posted on winter access roads where curves, hills or speed limits could be a contributing factor in a possible accident.
- Extra precautions are required for winter work when walking or when stepping down onto snow covered or icy grounds. Worker must maintain 3pt contact.
- When winter conditions demand the use of heavy or well insulated outer clothing, extra caution must be exercised when near operating equipment. Proper ear protection is advised in freezing temperatures.
- Through a hazard assessment, if an employee is exposed to the cold as per ACGIH standards, the supervisor must implement engineering and administrative controls. These controls will include but not limited to correct clothing adjustments, PPE, and or a cycle rest that would allow the worker to be exposed in small increments.
- Workers showing signs and symptoms of cold stress or injury must be removed from the environment immediately and treated by the appropriate first aid attendant and if available by a physician.
- Workers must be prepared while working in winter and dress accordingly.

Frostbite and Freezing

Frostbite is seen as sudden whiteness of the skin, and if serious, feels firm to the touch. The principal First Aid treatment is to restore heat gradually.

Hypothermia

Hypothermia describes the rapid, progressive mental and physical collapse accompanying the chilling of the inner core of the human body. The principal first aid treatment is to eliminate exposure and conserve heat.

13.57 Workers Exposed to Heat

Application

The human body functions efficiently within a narrow range of temperature. At 2 degrees above or below 37 degrees Celsius additional stress is put on the body to regulate itself. If the fluid lost through perspiration is replaced at a rate similar to the loss, very few health effects will occur. If there is a net loss of body fluid workers may become dizzy, irritable, and inattentive, which in turn could make them more likely to have accidents. High humidity and high temperature may lead to more serious heat related problems.

Guidelines

- Employers must supply, if deemed necessary, a sufficient amount of drinking water in an attempt to reduce heat stress or strain.
- It is important to replace the amount of fluid lost through perspiring. Workers must be encouraged to have frequent drinks. Intake should be about 1 cup per hour but no more than 2 cups per hour (to avoid cramping). Fluids should be cool (not cold) water, diluted fruit juice, or tea. Avoid coffee, cola or other carbonated drinks containing caffeine.
- The normal salt content of food plus the use of salt on food is usually sufficient to replace the salt lost through perspiring.
- Clothing should be light in weight and color; it should also be loose and of a fabric that will allow perspiration to evaporate (wicks away). Additional measures include wearing sunscreen on exposed skin.
- Rest often and stay hydrated.
- Health Problems.
- Through a hazard assessment, if an employee is subjected to heat stress or strain exposure as identified in the ACGIH standard, the supervisor must implement engineering and administrative controls, which will include but not limited to work rest cycles, PPE, and/or appropriate clothing adjustments.
- Workers showing signs and symptoms of heat stress or strain must be removed from the environment immediately and treated by the appropriate first aid attendant and if available by a physician.
    - **Heat Rash** causes tingling and burning of the skin, and a red itchy rash.
    - **Heat Cramps** cause painful spasms of the muscles that do the hardest work.
    - **Fainting** is a possible symptom of a more serious problem.
    - **Heat Exhaustion** causes tiredness, weakness, dizziness, clammy skin, and a slow or weak pulse. Skin may be pale or flushed.
    - **Heat Stroke** occurs when the victim stops perspiring and has a raised temperature (40 to 43 degrees). Victims will also have hot dry skin, they may be confused, loss of consciousness, or have fits. Heat Stroke is fatal if treatment is delayed.

13.58 Working at Heights

Application

If work at heights cannot be avoided, a risk assessment must be carried out before any work at heights is undertaken. The assessment should highlight the measures that must be taken to ensure people are not at risk of falling from height.

Guidelines

- No work will be done at heights over 3 meters without adequate precautions taken.
- If an employee is working from 3 meters or more and workers are not protected by guardrails, a Fall Protection Plan will be developed and kept current on the work site.
- Employers must try to eliminate and or engineer protective methods before resorting to administrative measures.
- All tools must be tied off to the waist or belt when working from heights to eliminate falling hazards.
- In the event that a guard rail system is not practical, a travel restraint system must be used to prevent the worker from falling.
- Never alter PPE in any way and must always be used according to the manufacturer's specifications.
- Never use safety equipment that is questionable in reliability.
- Must ensure all defective PPE or equipment are immediately locked and tagged out of service.
- Must ensure to inspect all equipment (Fall Protection/Arrest, Ladders, etc.) regarding working with heights thoroughly prior to any work commencing.

When work must be done over the legal limit, proper mechanism must be put into place which must include but not limited to:

Ladders

- Must maintain 3 point contact at all times.
- Do not extend limbs outside of side rails, keep center of gravity between rails of ladder.
- Work must consider light duty for a short duration of time.

Man Baskets

- Must be used with a fall arrest system connected to an anchor point.
- Elevated work platform is operated on a firm, substantially level surface.

Guardrails

- Toe boards will be put into place if there is a risk of falling material that could harm the worker or others.
- Must ensure the design, installation, operation, and maintenance is up to code.
- Guardrails must be in place when working on any temporary structure that is 3 meters or higher and any permanent structure that is 1.2 meters or higher.
- Guardrails must be a minimum 2X4 lumber for top and mid rail, also 2X6 lumbers for toe boards.
- Top rail must be set at 920mm and 1070mm with mid rail spaced evenly in the middle, tow boards must not be more than 6mm off the work platform.

Fall Protection/Fall Arrest

- Employer must ensure that the fall protection plan is available at the work site before the risk of falling begins.
- Workers using fall protection/arrest equipment must be adequately trained in the use, care, and limitations.
- Fall arrest tie off is not required on ladders if the ladder is to be used as access/egress only.

Lifelines

- Must ensure lifelines meet all OH&S, CSA and manufacturer's specifications.
- Never exceed maximum weight restrictions on a lifeline.
- Only one worker at a time may be attached to a vertical lifeline or a rope and rope grab system stemming from a horizontal lifeline.
- Lifelines must be designed and used in such a manner that will not cause damage to the line (no rubbing on edges that may cause fraying or breaks).
- Rope grabs must meet all CSA standards and be used at all times with the lifeline system.
- Employees working on a horizontal line system may be exempt from rope grabs if they hook to the line directly.
- When using a harness and lanyard fall arrest system, lanyards must be connected to lifeline or anchor points at all times.
- When using a scaffold as access or egress to a roof, a double lanyard system must be used to ensure 100% tie off.

13.58 Working Alone

Workers are not permitted to work alone until hazards have been assessed, an effective means of communication is established, and a plan to locate overdue employees is in place.

Application

Working alone can be defined as circumstances where assistance is not readily available in the event of an injury, illness, or emergency. Where a worker can make frequent contact with other workers throughout the work period who are capable and willing to provide assistance within a reasonable period of time based on the level of risk and potential severity of illnesses, injury or emergency, the worker is not considered working alone.

Guidelines

When a worker is required to work alone:

- The foremen and worker are responsible to assess the hazards associated with the worksite and the work.
- To ensure that the hazards can be controlled.
- The equipment is safe to operate, and the worker is competent to work alone.
- An effective means of communication, which can be radio, telephone, or other electronic device, must be provided to employees as a means of communication.
- If an effective means of communication is not available or practical at the worksite (i.e. poor signal coverage), an alternate system of communication will be put in place. This can include regular worker checks at the site, scheduling check in with other workers or designated persons, or reporting to an office or contact person during a shift or upon completion of a task.
- The frequency of contact must be based on the hazards present for particular job, site, or task.
- Appropriate first aid and emergency supplies must be provided for employees who are working alone at a work site.
- Workers can only continue to work alone when safe to do so.
- If a worker is required to work alone or monitor a worker working alone, they must receive adequate training.
- All working alone procedures will be reviewed and assessed annually or as conditions change.

13.60 Working Near Heavy Equipment/Powered Mobile Equipment

Application

Often on our jobsites we encounter work that requires the use of heavy machinery such as skid-steers, loaders, hoes, grade-all, and cranes.

Guidelines

- Safety meetings must be held with all workers in the area prior to work to inform employees about the job and the dangers of working near equipment.
- Always maintain good eye contact and communication with the operator.
- Stay clear of the work area of machinery.
- At any time with heavy machinery, a signal must not be given to move until all areas around the machines have been inspected.
- Must ensure the area is free of clutter/construction material.
- Management will provide signal person if necessary.
- Only 1 signal person per machine to eliminate confusion.
- If deemed necessary, a second signal person may be required where the operator is completely blind. In this case, the second person is needed to transfer signals from the work area signal person to the machine operator.
- Signal person must be trained in proper crane hand signals and wear reflective clothing at all times.
- Never stand under any booms, buckets or in front of a grade-all bucket.
- Make sure that all hydraulics are resting on the ground and machine is idled before approaching the operator.
- Never put any tools or body parts near rotating equipment on heavy equipment.
- Must ensure proper ear protection is used when operating machinery that is louder than 85dba.
- Must ensure auger is completely out and away from the hole before shoveling tailings from a pile hole.
- Operator must be aware that you will be shoveling the tailings and wait until you are finished and away from the hole before placing auger in the hole and spinning.

13.61 Workplace Violence

Application

LC Greenough Construction Ltd. encourages a positive and enjoyable team environmental where workers demonstrate respect and consideration for one another. Coaching, training, and support by and for co-workers at all levels are strongly encouraged. Workplace harassment or workplace violence is considered a hazard.

Guideline

- Workplace harassment includes verbal abuse, emotional or psychological abuse and sexual harassment.
- Workplace violence includes threats, attempts towards violence, or conduct of a person that causes or is likely to cause physical injury.
- Company must ensure that workers are instructed in: (a) how to recognize workplace violence, (b) the policy, procedures, and workplace arrangements that effectively eliminate workplace violence, (c) the appropriate response to workplace violence, including how to obtain assistance, and (d) procedures for reporting, investigating, and documenting incidents of workplace violence.
- Company must ensure that a worker is advised to consult a health professional of the worker's choice for treatment or referral if the worker: (a) reports an injury or adverse symptom resulting from workplace violence, or (b) is exposed to workplace violence.

13.62 Workplace Hazardous Material Information System (WHMIS)

Application

WHMIS is a Canada wide system to provide employers and workers with information about the hazardous materials they work with on the job to protect their health and safety. Everyone has the right to know which products are dangerous, and how to protect themselves.

Guidelines

- LC Greenough Construction Ltd. must ensure that a worker who works with or near a controlled product is trained in the content required to be on a supplier label and a work site label.
- LC Greenough Construction Ltd. must ensure that a worker who works with the controlled product should read and understand the safety data sheet before he/she uses it.
- LC Greenough Construction Ltd. must ensure that the procedures for safely storing, using, and handling the controlled product is well understood by the workers.
- To know the procedures to be followed in case of emergency.
- First aid procedures located on the SDS must be followed.
- LC Greenough Construction Ltd. must ensure that all controlled products are maintaining their supplier labels and site labels if any.
- If the supplier label on a controlled product is removed or detached, LC Greenough Construction Ltd.
- LC Greenough Construction Ltd. must immediately replace the label with another supplier label or a work site label.
- LC Greenough Construction Ltd. must ensure that no worker will use controlled product that has no supplier label or site label.
- LC Greenough Construction Ltd. has Safety Data Sheet binders for every work site to be used by workers. (SDS)

13.63 Loading and Unloading Skid Steer

Application

This **task is medium to high risk** and must be performed by or under the direct supervisor of a competent skid steer operator.
Never load / unload skid steer from trailer that is not connected to truck.

Load Skid Steer

- Park truck/trailer on level surface.
- Set ramps, ensure alignment of ramps and skid steer wheels.
- With the use of a spotter, back skid steer up ramps with bucket/attachment as low as possible to prevent the skid steer from tripping forward.
- Position skid steer so that is positioned above trailer wheels.
- Exit skid steer and close the door.
- Using chain and ratchet boomer, to secure front end of skid steer to trailer with chains leading towards the back of the trailer.
- Once front end is secured, use chain and ratchet boomer to secure back end of skid steer to trailer.
- Chain must be positioned as to pull opposite of chains at front end of skid steer.
- This is to prevent the skid steer from moving back and forth during transport.
- Raise ramps and secure.
- The truck and trailer may have to be moved forward slightly to remove weight from ramp support.
- Use a spotter to determine when weight is off of the ramps.
- Periodically check for tension on long and /or rough road trips.

Unloading Skid Steer

- Park truck/trailer on level surface.
- Set ramps, ensure alignment of ramps and skid steer wheels.
- Truck/trailer may have to be reversed slightly to set ramps.
- Loosen and remove ratchet boomers and chain.
- Place in toolbox when not in use.
- Driver skid steer down ramps with bucket/attachment as low as possible to prevent skid steer from tipping forward.
- Flip ramps up onto trailer deck.

Excavating and Trenching

Application

Excavating is a common activity in construction and has many variables in its execution. Some items that need to be considered before excavating activities begin are: Locating of underground utilities, consideration of material to be excavated, depth of excavation, shoring or cut back of excavation sides, location of spoils pile, access/egress for workers, and barricade/fencing around excavation.

Guidelines

- Define area to be excavated.
- Locate for underground utilities.
- Hand expose/hydro vac any utilities that are located.
- Classify soil type.
- Choose equipment appropriate for depth, volume, and location of excavation.
- Barricade/fence excavation area.
- Have available, ladders for worker access and egress.
- Must ensure proper shoring, cutbacks and/or slopes are in place prior to workers entering the excavation.
- Must ensure oil spills are not at edge of excavation and all loose material is trimmed away so as to not fall into the excavation.
- Review of Part 32 of OHS Code is recommended.

Lifting Practices (Hoisting)

Evaluating the Load

- Determine the weight of the object or load prior to a lift to ensure the lifting equipment operates within its capabilities.

Balance Loads

- Estimate the center of gravity or point of balance. The lifting device should be positioned immediately above the determined center of gravity.

Landing the Load

- Prepare a place to land the load. Lower the load gently and make sure it is stable before slackening the sling or chain.
- Select only appropriate slings for the task and NEVER exceed the working load limits.
- Make sure the hoist or crane is directly over the load.
- Use slings of proper reach. Never shorten a line by twisting or knotting.
- With chain slings, never use bolts or nuts.
- Never permit anyone to ride the lifting hook or the load.
- Make sure all personnel stand clear from the load being lifted.
- Never work under a suspended load, unless the load is properly supported.
- Never leave a load suspended when the hoist or crane is unattended.
- Inspect all slings thoroughly at specified intervals and maintain them in good condition.
- Inspect each chain or sling for cuts, nicks, bent links, bent hooks, etc., before each use. If in doubt, don't use it.
- Ensure that safety latches on hooks are in good working condition.
- Ensure that the signaler is properly identified and understands techniques of proper signaling.
- Make sure a tagline is used to control the load.

Training Requirement

What overhead crane operators always need to keep in mind is that they are responsible for the safety of other people. This is why they must be trained and authorized before they start using the crane. Part of their training includes knowing what the crane's characteristics are. What is the overhead crane capable of doing and what are its limitations? So, the operator will know how much weight the operator can lift and anything over that is dangerous. Operators should also familiarize themselves with the area in which the operator will be operating the overhead crane. The three most common hazards involving overhead cranes include electrical hazards, overloading, and materials falling or slipping from overhead hoists.

How often do overhead cranes need to be inspected?

- All active cranes must be inspected once a year at the minimum.
- Daily visual and function test before use

Overhead crane safety tips

- Before use, make sure that the lift is suitable for the planned lifting task.
- Confirm that you have the proper travel, elevation, and capacity.
- Visually and physically inspect the lift before use.
- Check for damage, wear, and proper operation of all functions.
- Confirm the weight of the load.
- Check the capacity of all equipment, including accessories, rope, and slings.
- Do not exceed these capacities.
- Select the proper sling for each lift.
- Inspect slings and other rigging accessories before use to see if they are worn or stretched.
- Do not use damaged or defective slings.
- Use softeners on sharp corners.
- Do not splice broken slings.
- When communicating with a crane operator, use clear and agreed signals. Except for the stop signal, the crane operator must follow the instructions of only one person: a designated flagger.
- When using a wired or remote control, the operator must familiarize himself/herself with all its functions before lifting the load.
- Warn everyone in the load lifting area before starting the lift.
- Make sure the path of the load is clear of people and obstructions.
- Do not lift loads on anyone.
- Center the crane hoist over the load before lifting to prevent the load from swinging.
- Slide the sling fully onto the lifting hook.
- Make sure the safety latch is closed.
- Do not load the hook tip or hammer a sling into place.
- Secure unused slings. Do not drag slings or leave loose materials on a lifting load.
- Avoid trapping fingers when slack is removed from a crane hook or cable.
- Get away before the lift begins.
- Move the load and controls smoothly.
- Minimize load swing.
- Walk-in front of the load while traveling and warn people to stay away.
- Raise the load only enough to clear objects.
- Do not ride on the hook or load.
- Place loads on the lock, never directly on a sling.

- Do not pull or push loads from under the hoist.
- Do not leave the load or crane unattended while the load is suspended.
- When crane operation must be restricted by other personnel, use lockout and tagout procedures.
- Store floor slings in a clean, dry place on hooks or racks.
- Do not leave slings, accessories, or locks lying on the ground.

Potential Hazards

- Cuts, pinching, lacerations, and amputations.
- Crushing hazards.
- Falling objects.
- Unbalanced crane load.
- Contact with overhead and on floor.
- Obstructions such as exhaust hoses and vehicles in the shop.

Pre-Operational Safety Checks

- Inspect required personal protective equipment and replace if required.
- Performances of a visual, then physical check of all exhaust hoses being fully retracted.
- Ensure no slip/trip hazards are present in workspaces and walkways.
- Faulty equipment must not be used.
- Locate and ensure you are familiar with the operation of the ON/OFF and Emergency.
- stop procedures.
- Check for damage to lift hook and visually inspect cable.
- Keep clear of electrical wires or any other electrical equipment.
- Make sure of operation clearances around load.
- Check logbook for monthly inspection completion.

Prohibited Activities

- Never exceed the maximum capacity printed on the top beam. This capacity includes the weight of the hoist and trolley too.
- Never stand under load.
- Do not perform any modifications to the crane without the manufacturer's approval.
- Do not use for lifting, transporting, or supporting humans.
- Do not leave this equipment unattended while running.

Safe Practice

- Wear appropriate personal protective equipment (PPE).
- Crane can only be operated when there are two people present. One to operate the lifting aspect of operation and a second spotter for bridge travel.

- Securely bolt object to crane using CSA approved hardware and fasteners. Use only CSA approved lifting devices (slings Chains, etc.) Adhere to proper lifting angles of lift chain or slings. Perform operation with caution. Keep load as low to the ground as possible.
- Turn on power to remote and press the start button to sound the horn. The crane is now ready for operation. Use the remote to move the crane in the desired direction.

- Run the crane in low speed only with load supported by the crane.
- Always watch the hoist and load carefully when the hoist and trolley are in operation.
- Never attempt to catch the crane or object being moved.
- Lower object to floor slowly, support object with safety stands as needed.
- Unbolt load from crane.
- If an emergency situation occurs while conducting this task, or there is an equipment.
- malfunction, shut the equipment off immediately and follow the lock out procedure listed below.
    - Press the stop button.
    - Turn the green key to OFF.
    - Switch the main power to OFF for the equipment.
    - Contact qualified personnel for repair.

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY

Housekeeping

1. Ensure equipment is off.
2. Place crane remote back in lock box.
3. Lock out power switch when lifting action is complete.
4. Place all materials in their proper storage areas.
5. Ensure the equipment is safe, clean and tidy before you leave it.
6. Load must be removed before work is performed on crane. guidance Documents/ Standards/

Section 14
Safe Work Procedures

14. Safe Job Procedures

- Aerial Platform
- Batteries-Charging and Servicing
- Cell Phone Usage
- Cleaning Solvent
- Confined Space Entry
- Driving Winter
- Electrical Apparatus-Live
- Electrical System Lockout
- Equipment Activities Near Overhead Powerlines
- Excavating And Trenching
- Fabrication
- Fall Protection
- Hazard Control Signage
- Manual Lifting and Carrying
- Mechanical Vibration Tools
- Monitoring For Escaping Hydrocarbon Gases
- Motor Vehicle Operation
- Office Safety
- Operation Of Air Tools
- Operation Of Manlifts and Scissor Lifts
- Planned Lifts and Suspended Loads
- Portable Ladders
- Working Alone
- Spotting
- Power And Hand Tool Use
- Restricted Work Area
- Rigging
- Safe Work Digging Around Underground Utilities
- Scaffolding
- Spray Painting
- Lead Safe Work Procedure
- Towing
- Transportation Of Flammable Liquids
- Use And Care of Respirator Equipment
- Use Of Chain Saws
- Use Of Portable Fire Extinguisher
- Use Of Tiger Torches
- Working In Hills and On Slops
- Working With Snow Fence

Section: 14.0 Safe Work Procedures

TITLE	Aerial Work Platforms
GENERAL	Protecting workers from injuries associated with use of aerial work platforms
APPLICATION	As per job description
PROTECTIVE MECHANISMS	Safe work procedure Permit system Personal Protective Equipment (PPE) As per manufacturer instructions ERP (emergency Response Plan)
SELECTION AND USE	Safe work procedure Job requirement
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	• Read and follow manufacturer operator's instructions. • Perform job site inspection and walk around inspection of theequipment. • Ensure ground is firm and level. • Be aware of power line proximity. • Ensure correct aerial platform is utilized. • Do not overload the machine at any time. • No platform is to be made higher by the use of a scaffold, boxes, orladders. • Wear the applicable safety harness attached to the machine whenoperating any aerial platform. • Get on and off the platform when it is in the lowered position. • While operating an aerial work platform, the operator shall not useany hand-held device(s) while the equipment is being operated.

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TITLE	Batteries /Charging and Servicing
GENERAL	Protecting workers from injuries associated with charging and servicing batteries
APPLICATION	Batteries contain sulphuric acid and should be handled by trained personnel and be charged in approved battery charging areas.
PROTECTIVE MECHANISMS	Safe work procedures MSDS PPE as per company policy Safety shower and eyewash station ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training.
WORKER RESPONSIBILITY	• Ensure the charger is off before attaching or removing clampconnections. • Attach clamps to the battery in proper polarity (*i.e.,* negative tonegative). • Ensure proper ventilation is in place where batteries are charged. • Inspect for defective cables, loose connections, corrosion, crackedcases or covers, loose hold-downs and deformed or loose terminalposts. • Replace worn or unserviceable parts. • Tighten cable clamp nuts with the proper size wrench. • Utilize a cable puller to remove a cable clamp from the batteryterminal. • Remove corrosion on the terminal posts, hold-down tray and hold-down parts. • Use a tapered brush to clean battery terminals and the cableclamps. • Clean dirt from the battery with baking soda solution. • Utilize a battery carrier to lift a battery. • Ensure battery cells are not filled above the level in indicator.

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TITLE	Cell Phone Usage
GENERAL	Protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle.
APPLICATION	Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public.
PROTECTIVE MECHANISMS	Safe work procedure Highway Traffic Act Local Regulations Manufacturers Recommendations
SELECTION AND USE	Safe work procedure Manufacturer's recommendations
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Enforcement Compliance
WORKER RESPONSIBILITY	• When vehicle is in motion calls may not be answered by the driverand must be directed to voicemail or a passenger. • If an employee driving a vehicle must make a phone call, the vehiclemust be parked and in a safe location. • If making an emergency call (911) the vehicle must be safely parkedbefore making the call.

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TITLE	Using Cleaning solvents
GENERAL	Protecting workers from injuries associated with the use of cleaning solvents
APPLICATION	Cleaning solvents are used in construction work to clean tools, equipment and within shop, for general cleaning.
PROTECTIVE MECHANISMS	WHMIS MSDS in place & current PPE Respiratory protection {if required} ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	• Ensure all WHMIS requirements are met. • Check toxic hazards of all solvents before use. (M.S.D.S.) • When breathing hazards exists, use the appropriate respiratoryprotection. • Use non-flammable solvents for general cleaning. • Store flammables and solvents in special storage containers/areas. • Ensure that proper containers are used for transportation, storageand field use of solvents/flammables. • Do not use solvents in areas where food may be contaminated.

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TITLE	Confined Space Entry
GENERAL	Protecting workers from injuries associated with working in confined spaces
APPLICATION	Primary function is something other than human occupancy: and – has restricted entry and exit; and may contain potential or known hazards.
PROTECTIVE MECHANISMS	Safe job procedure Permit system PPE Site specific entry program ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement and site-specific entry
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements including Confined Space Entry and Emergency Egress procedures
WORKER RESPONSIBILITY	• Must be competent in confined space entry to identify the workprocedures required to enter the confined space. • Ensure there is reasonable means exit from all parts of the confinedspace. • Ensure that ventilation and purging is established and allowsacceptable air levels to be achieved and maintained. • Establish method of communication to allow immediate contact withnecessary personnel if rescue or assistance is required, confirm alarm system. • Must be trained in H2S Alive or equivalent (if required). • Before entry, the vessel or confined space must be tested by a competent worker wearing breathing apparatus, for oxygen content,combustible gas (L.E.L.) and hydrogen sulfide. • Continuous monitoring may be required of the vessel or confinedspace atmosphere. • Must be conversant with Rescue Procedures.

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TITLE	Driving (Winter)
GENERAL	Protecting workers from injuries associated with winter driving
APPLICATION	Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
PROTECTIVE MECHANISMS	Safe work procedure Highway Safety Act Company Rules Manufacturers Recommendations
SELECTION AND USE	As per safe work procedure Company Rules Manufacturers Recommendations
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Compliance Enforcement
WORKER RESPONSIBILITY	• Ensure you have a valid operator's license. • Be conversant with traffic laws and applicable regulations. • Drive defensively. • Back in when practical. • Ensure the vehicle has an emergency road kit. • Clear snow from all windows, lights and mirrors, when required. • Avoid using cruise control on icy roads. • Accelerate and brake gently to reduce skids or spinouts. • Ensure winter clothing does not restrict movement, vision or hearing. • Ensure fuel tank is full when possible. • Ensure you are familiar with the installation of snow chains, ifapplicable. • Monitor weather reports, road conditions. • Do not operate a cell phone while driving. • Refer to *Working Alone* procedure when driving in isolated areas.

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TITLE	Working on Live Electrical Apparatus
GENERAL	Protecting workers from injuries associated with working on live electrical systems
APPLICATION	Electrical apparatus, equipment and circuits shall be designed and operated in accordance with the Canadian Electrical Code.
PROTECTIVE MECHANISMS	Safe job procedure Permit system P.P.E E.R.P. [Emergency Response Plan]
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	• When working on connections, shut off power if possible. • Ensure what amperage and voltage you are working on. • Electrical installations should be carried out by a properly trainedand qualified journeyman or registered apprentices. • Two or more journeymen should work together on any energizedcircuit with a potential to 480 volts or more between conductors. • Remove panel covers with care, ensuring cover screws or panelspace fillers are removed. • Ensure ladders are made of non-conductive materials. • Be conversant with E.R.P. (Emergency Response Plan).

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TITLE	Electrical System Lockout
GENERAL	Protecting workers from injuries associated in working with electrical systems
APPLICATION	Where there is or may be a danger to a worker from the inadvertent operation of electrical equipment then that equipment must be locked out and tagged prior to commencing work.
PROTECTIVE MECHANISMS	Safe work procedure Permit system Lockout procedure PPE Lockout devices {padlocks, multiple lock hasps, tags} ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	• Switch off all appropriate devices (MCC, Distribution Panel,Disconnect). • Lock and tag out Electrical Supply devices in the “OFF” position. • Test to be sure the equipment cannot be operated at the STOP-START switch. • Test to be sure electrical equipment is de-energized. • After completion of task, remove padlocks and destroy tags.
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TITLE	Equipment Activities Near Overhead Power Lines
GENERAL	Protecting workers from injuries associated with equipment activities near overhead power lines
APPLICATION	Do not operate heavy equipment near or under a power line until a permit and/or crossing agreement has been issued.
PROTECTIVE MECHANISMS	Safe job procedure Permit system PPE Crossing agreement Barricades warning signs ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement and crossing agreement.
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Perform worksite inspection
WORKER RESPONSIBILITY	• Maintain minimum safe clearances. • Install warning devices and signs. • Install telescopic non-conductive posts and flagging across R.O.W. at the minimum allowable clearance as allowed by *regulations* for the line voltage. • Position signs or other devices to identify the “Danger Zone”. • Be conversant with allowable clearances. • Adhere to all site-specific requirements. • Beware of atmospheric conditions such as temperature, humidity and wind which may dictate more stringent safety procedures.

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TITLE	Excavating and Trenching
GENERAL	Protecting Workers from injuries associated with excavating and trenching
APPLICATION	No worker shall enter any trench or excavation until the walls have been adequately cut back or temporary protective structures have been installed unless said trench or excavation is shallower than the legal minimums and the soil is stable.
PROTECTIVE MECHANISMS	Safe job procedures Manufacturers specifications PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and to pre-plan trench/excavation soil condition
WORKER RESPONSIBILITY	• Prior to commencement of any excavation ensure that all underground and/or overhead lines have been identified, exposed and well marked/flagged. • Control traffic near roads or busy access ways. • Use traffic controllers/flaggers. • Set up barricades. • Provide ladders in immediate area for access/egress of trenches, excavations. • Where the cut back method is not possible, provide timber shoring, trench jacks, sheet piling, cage or other approved method.
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TITLE	Fabrication Work – Pipelines.
GENERAL	Protecting workers from injuries associated with fabrication processes
APPLICATION	Fabrication crews are required for special pipe assemblies such as flow control valves, side taps, scraper launchers, or traps.
PROTECTIVE MECHANISMS	Safe work procedures Welding procedures Sandblasting procedures Air quality monitors PPE MSDS Permit system ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedures
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
WORKER RESPONSIBILITY	• Regularly inspect equipment. • Remain within the operator's line of vision. • Shut off equipment when re-fuelling. • Utilize a signal person. • Keep flammable materials out of weld areas. • Inspect slings before use. • Stay out of radiographic area during x-ray. • Do not ride on equipment unless appropriate seating is available. • Do not breathe welding fumes.

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TITLE	Fall Protection
GENERAL	Protect workers from injuries associated by not utilising proper fall arrest protection
APPLICATION	Fall Arrest Protection shall be utilized where there is or may be a danger to workers falling. NO person shall use fall protection devices until they have received adequate training.
PROTECTIVE MECHANISMS	Permit system ERP (Emergency response plan) Fall protection plan PPE Manufacturers specifications Safe work procedure Barricades and warning signs
SELECTION AND USE	Manufacturers specification As per safe work procedure
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection Determine type of equipment required
WORKER RESPONSIBILITY	• Be fully conversant with Fall protection systems. • Ensure you know the capabilities of Fall Protection Equipment. • Ensure barricades, ribbons and signs identify restricted areas. • Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area. • Ensure you know your anchor points. • Ensure you do not wrap the lanyards and/or rope around beams, girders, pipes, etc. • Utilize buddy system and continually check each other's harness and D ring to ensure that the harness is not to lose and or the D ring has not slipped down the back.

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TITLE	Hazard Control Signage
GENERAL	Protecting workers from injuries associated with improper use of warning signs
APPLICATION	Work sites should have appropriate and adequate signage to identify site hazards in place prior to the commencement of any work process.
PROTECTIVE MECHANISMS	Safe work procedures Government Legislation Local Jurisdictions Worksite traffic guidelines PPE
SELECTION AND USE	As per safe work procedures
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Signage selection Hazard analysis
WORKER RESPONSIBILITY	• Ensure signage is in good condition, clean, legible and suited to the purpose. • Ensure traffic control signage is of accepted standards. • Ensure signage is secured. • Routinely inspect signage for placement, cleanliness, and physicaldamage. • Ensure road traffic control signage is covered when no activity is present. • Ensure you are fully trained to erect road traffic signage.

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TITLE	Manual Lifting and Carrying
GENERAL	Protecting workers from injuries associated with material lifting and carrying.
APPLICATION	Most lifting accidents are due to improper lifting methods. All manual lifting should be planned, and safe lifting procedures followed.
PROTECTIVE MECHANISMS	Permit system Safe work procedure Safe lifting procedures PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Safe lifting procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Selection of lifting equipment
WORKER RESPONSIBILITY	• Ensure that you know your physical limitations and the approximate weight of materials. • The use of power equipment or mechanical lifting devices should be considered and employed where practical. • Obtain assistance in lifting heavy objects. • Ensure a good grip before lifting and employ proper lifting technique. • Avoid reaching out. • Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electricalequipment or conductors. • Be aware of hazardous and unsafe conditions.

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TITLE	Mechanical Vibration Tools (Jackhammers, Tampers, Impact Drills)
GENERAL	Protecting workers from injuries associated with the use of mechanical vibration tools.
APPLICATION	Mechanical vibration tools are common tools in road building and in general construction industry which require trained workers to operate
PROTECTIVE MECHANISMS	Safe work procedure Manufacturers specifications Permit system PPE Barricades and warning signs ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Manufacturers specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
WORKER RESPONSIBILITY	• Ensure vibration suppression material is applicable. • Ensure work site has barricades and warning signs in place. • Be conversant in job procedure and equipment. • Know the work limits associated with equipment, including levels of sensitivity, numbness of stiffness. • Ensure proper PPE is utilized for task, including hearing protection.

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TITLE	Monitoring For Escaping Hydrocarbon Gases
GENERAL	Protecting workers from injuries associated with escaping hydrocarbon gases
APPLICATION	Continuous monitoring for escaping hydrocarbon fluids (liquid or gas) is required when working near vessels or lines that are in service.
PROTECTIVE MECHANISMS	Safe work procedure Permit system Monitoring devices Respiratory protection equipment PPE ERP (emergency response plan) Manufactures specifications Barricades and warning signs
SELECTION AND USE	As per safe work procedure Manufactures specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Worksite inspection Type of monitoring system
WORKER RESPONSIBILITY	• Ensure barricades and warning signs in place. • Ensure all monitors are in proper working condition as per manufacturer's recommendations. • Check power supply, backup systems and batteries where applicable. • Consider wind, atmospheric conditions and sources of gas as well as other activities that could affect the work area when placing monitors. • Ensure Respiratory Protection Equipment is available and serviceable. • Ensure you are trained in proper use of respiratory equipment. • Check monitors on a regular basis.

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TITLE	Motor Vehicle Operation
GENERAL	To ensure all employees and contract staff whose work requires operation of a motor vehicle do so safely and are in compliance with all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
APPLICATION	This practice applies to all operation of motor vehicles to conduct business matters.
PROTECTIVE MECHANISMS	Traffic Safety Act and Regulation Company Rules Manufacturer's recommendations
SELECTION AND USE	As per safe work procedure Company Rules Manufacturer's recommendations
SUPERVISOR RESPONSIBILITY	• Supervisors are responsible to facilitate and/or provide proper instruction to employees on protection requirements • Compliance • Enforcement
EMPLOYEE RESPONSIBILITY	• Ensure you have a valid Alberta operator's license. • When operating your own, ACSA owned, or a rental motor vehicle on company business, employees are to notify appropriate Regional Manager of intended travel route, report all vehicle accidents, or any other circumstances. • Assure compliance with Working Alone Safety legislation. • Lock doors. • Drive defensively. • Back in when practical. • Ensure vehicle has an Emergency Road Kit. • The operation of any motor vehicle for company business is prohibited when the driver is fatigued, consumed alcoholic beverages or drugs causing impairment, or when the road authority does not recommend travel. • Drivers and passengers must wear seatbelts at all times. • Be familiar with the vehicle and its capabilities. • Do not offer rides to hitchhikers or strangers. • Do not operate a cell phone or other hand-held device while the vehicle is in motion

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TITLE	Office Safety
GENERAL	Protecting workers from injuries associated with office environment
APPLICATION	To ensure employees are aware of the potential and existing hazards in the office environment
PROTECTIVE MECHANISMS	Safe work procedures ERP (Emergency Response Plan) Manufacturers recommendations Alberta Fire Code Local Legislation MSDS Working Alone Policy
SELECTION AND USE	As per safe work procedure ERP MSDS
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	• Ensure you are conversant with emergency evacuation. • Ensure that all electrical cords are in good condition and are not overloaded. • Ensure that computer monitors are adjusted to correct height and kept clean. • Ensure fans/space heaters are used to manufacturer specifications. • Ensure floors and aisles are kept clear and not cluttered. • Ensure that only one drawer of filling is open at one time and that drawers are closed when not in use. • Ensure proper type of fire extinguisher is available. • When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly. • Operate microwave according to manufacturer's specifications. • Ensure coffee makers are used according to manufacturer specifications. • Ensure photocopier is maintained according to manufacturers specifications. • Ensure chairs are in good repair. • Ensure rugs are kept clean and in good repair – free of tripping hazard. • Ensure paper cutter blade is placed in closed lock position. • Ensure all loose clothing is tied back when using paper shredder.

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TITLE	Operation of air tools
GENERAL	Protecting workers from injuries associated with operation of air tools
APPLICATION	Air tools are powered by compressed air supplied by rubber hoses.
PROTECTIVE MECHANISMS	Safe job procedure PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per job requirement Provincial OH&S Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	• Regularly inspect tools and hoses before using. • Obtain underground utility locates for the work area. • Wear suitable clothing and personal protective equipment. • Use proper shoring or slope equipment when air back tools are used in ditch. • Get assistance before lifting or moving heavy objects. • Practice good housekeeping. • Keep loose fitting clothing away from rotating equipment. • Bleed air before disconnecting hoses. • Shut-off equipment while re-fuelling. • Do not use an air tool for any purpose other than what it is intended for. • Follow Air Tool Safe Work Practice step by step.

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TITLE	Operation of Manlifts and Scissor Lifts
GENERAL	Protecting workers from injuries associated with operation of manlifts and scissor lifts
APPLICATION	No person shall operate a Manlift or Scissor lift until they have receivedadequate training, in accordance with manufacturers specifications.
PROTECTIVE MECHANISMS	Manufacturers specifications ERP [Emergency Response Plan] Safe work procedures P.P.E. Barricades and warning signs Part 18 OH&S Code
SELECTION AND USE	As per safe work procedure Manufacturers specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Determine type of equipment required.
WORKER RESPONSIBILITY	• Erect warning devices. • Erect barricades and warning signs • Ensure Flag person on site. • Swamper to be utilized and identified. • Ensure means of communication between operator and swamper. • Fall arrest protection in place. • Follow manlift / scissor lift specific make / model safe work procedures step by step. • Do not use hand-held devices (cell phone, two-way radio etc.) while operating the piece of equipment.

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TITLE	Planned Lifts And Suspended Loads
GENERAL	Protecting workers from injuries associated with lifting operations
APPLICATION	Lifts involving mechanical assistance must be planned to ensure the proper use of equipment and rigging.
PROTECTIVE MECHANISMS	Safe work procedure Permit system Crane and hoisting equipment legislation Standard crane and hoist signals Engineered lift procedure PPE Barricades and warning signs ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedures Provincial OH&S Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Determine type of equipment Hazard Assessment Work site inspection
WORKER RESPONSIBILITY	• Ensure barricades and warning signs are in place. • Determine the weight of the load. • Determine the shape and the size of the load. • Determine the maximum height and final position of the load to be raised. • Determine the centre of gravity of the load so proper length of slings can be determined • Ensure that safety inspections are completed on equipment and rigging. • Ensure potential hazards are identified within the work area. • Communicate with all personnel involved of potential hazards. • Ensure clear communications with equipment operators are in place. • Ensure tag lines are used and constructed of non-conductive material. • Ensure atmospheric conditions are monitored such as temperature, humidity and wind may affect the operator. • Ensure you understand proper hand signals. • Ensure ground is firm and level. • Establish load chart rating of crane. • Follow lift safe work procedure step by step.

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TITLE	Portable Ladders
GENERAL	Protecting workers from injuries associated with the use of portable ladders
APPLICATION	Portable ladders should only be used when there are no permanent or temporary stairways or work platforms available for task.
PROTECTIVE MECHANISMS	Safe work procedure Manufacturers specifications PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Manufacturers specifications Provincial OH&S Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Work site inspection Selection of equipment
WORKER RESPONSIBILITY	• All ladders shall be inspected prior to performing a task. • Wooden ladders shall not be painted. • Conductive metal ladders or wire or wire reinforced wooden ladders shall not be permitted in energized areas. • Ensure surface is level and firm. • Ensure ladder is tied off and set at the proper angle. • Ladders shall not be climbed higher than the second step from the top. • Three points of contact should always be maintained when climbing up or down. • Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms or on vehicles. • A ladder shall not be placed against an unsafe support. • Follow portable ladder safe work procedure step by step.

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TITLE	Spotting
GENERAL	Protecting workers from injuries and hazards associated with The movement of vehicles in the yard/ work area
APPLICATION	Workers must follow steps and Safety procedures to safely work around trailers being driven or backed in to place
PROTECTIVE MECHANISMS	Safe work procedures FLHA PPE Proper Procedures
SELECTION AND USE	TCTS spotting practices to prevent injury/ or damage
SUPERVISOR RESPONSIBILITY	▪ Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. ▪ Identify and instruct if proper procedures are not being applied. ▪ Stop work and review if workers are not following procedures
WORKER RESPONSIBILITY	• Review and understand proper spotting techniques. • Completing an FLHA prior to the work to identify hazards • Wearing the appropriate PPE (hard hats, Safety glasses, steal toed boots, gloves , hi viz • Always remain in line of site of driver • Provide clear and load direction. • If using hand signals, ensure they are clear and all parties understand. • Two spotters for larger trailers • Traffic control when on public roadways or busy parking lots

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TITLE	Power and Hand Tool Use
GENERAL	Protecting workers from injuries associated with the use of power and hand tools
APPLICATION	Power tools and hand tools to be used and maintained in compliance with manufacturers guidelines.
PROTECTIVE MECHANISMS	Safe work procedures PPE Manufacturers specifications ERP (Emergency Response Plan)
SELECTION AND USE	As manufacturers safe job procedures
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Required tools.
WORKER RESPONSIBILITY	• Electrical tools must have 3 wire (grounding) cord and plug,excluding double insulated tools. • Grinder discs, buffers and stones to be used only for designedapplication and at rated speed. • Stationary grinders must have properly adjusted tool rests andstones to be properly dressed. • Angle grinders to have Original Equipment Manufacturer (O.E.M.)guard. • On/off switches must be functional and positioned so Operator hasaccess. • Accessories can only be used that are designed for use with thetools specified. • Saw blades must be designed for the product being cut and at therated speed, O.E.M. guards must be in place and functional. • Chisels, punches, hammer, wrenches, etc. to have all burrs groundfrom striking area. • Chisels, punches, screwdrivers, etc. to have tips properly dressed. • Cracked a/o splintered handles to be replaced. • All tools must be cleaned after use and repairs made before beingproperly stored. • Tools to be used for designed purpose only. • Repairs to tools must be performed by qualified personnel, using • O.E.M. parts or equivalent. • 14. Follow tool safe work procedures step by step.

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TITLE	Restricted Work Areas
GENERAL	Protecting workers from injuries associated with working in restricted areas
APPLICATION	A Work Area will be designated as a “Restricted Area”, where there is a danger of contact with energized electrical equipment or hazardous substance.
PROTECTIVE MECHANISMS	Safe work procedures ERP (Emergency Response Plan) PPE Permit system Hydrocarbon monitors Fire extinguishers Barricades and warning signs Lockout procedures
SELECTION AND USE	As per safe work procedures
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Designate limits of restricted area Hazard analysis Worksite inspection
WORKER RESPONSIBILITY	• Establish and maintain clear exits. • Have safety and emergency breathing air apparatus available. • Place continuous gas monitors at strategic points. • Place fire extinguishers at strategic points. • Isolate system to be worked on. • Purge system. • Check for hydrocarbon leaks. • Ensure no alternate power sources. 1. Continually monitor area for changing conditions.
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TITLE	Rigging
GENERAL	Protecting workers from injuries associated with rigging operations
APPLICATION	Rigging of equipment, piping and valves is an integral part of construction operations.
PROTECTIVE MECHANISMS	Safe work procedure Rigging OH&S Code Part 21 PPE Permit system ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Provincial OH&S Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Worksite inspection
WORKER RESPONSIBILITY	• Ensure you are competent in rigging procedures. • Be acquainted with hand signals. • Be aware of pinch points. • Ensure you are in view of operator. • Utilize a tag line. • Ensure load is centred. • Do not walk under suspended loads. • Ensure wire chockers, slings and other equipment is in good condition. • Be aware of the direction of the swing of load. • Follow rigging safe work procedure step by step.

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Safe Work-Digging around Underground Utilities

Background:

Excavating around underground utilities is a daily task for many employees. The potential for serious injury or death to yourself and the public is great if proper safe work procedure and OSH regulations are not followed. Owners' of utilities have independent rules of approach and procedures. Knowing and conforming to these rules is essential for maintaining a safe work environment. These rules and regulations have been developed in response to incidents in the past to prevent reoccurrences.

Worksafe BC OSH regulation 20.79 Underground utilities

1. Before excavating or drilling with powered tools and equipment, the location of all underground utility services in the area must be accurately determined, and any danger to workers from the servicesmust be controlled.
2. Excavation or drilling work in proximity to an underground service must be undertaken in conformitywith the requirements of the owner of the service.
3. Pointed tools must not be used to probe for underground gas and electrical services.
4. Powered equipment used for excavating must be operated so as to avoid damage to undergroundutility services, or danger to workers.

[Amended by B.C. Reg. 312/2003, effective October 29, 2003.]

Hazards:

Damage to underground utilities is the main cause of exposure to hazards. Knowing what underground facilities are located in or near your digging jobsite is essential if dangerous, deadly, or destructive accidents are to be avoided. These hazards include: electricity, gas, fire, water, chemicals, toxic atmospheres, biohazards, asbestos exposure, disruptions of essential services etc. Other hazards associated with excavation of underground utilities include working with mobile equipment, confined spaces, working in excavations even overhead hazards. Awareness and application of procedures specific to these hazards should be followed.

PPE Required:

1. Hard hat	2. Eye & ear protection	1. Safety boots	1. Hi-vis vest or coveralls

Pre Set-Up:

Call before you dig: Contact **BC ONE CALL,** a non-profit organization developed to coordinatethe availability of information on underground facilities. BC one call service is available 24/7 365 days a year. They are available for emergency response.

1. When you contact BC ONE CALL:
    - Contact 3 full work days prior to excavation
    - Use "fax locate request" form when convenient
    - Provide exact location, start date and details of planned excavation
    - Register with BC1Call for a personal identity number

2. BC ONE CALL will:
    - Use their mapping system to locate your dig site and identify all utilities near the site.
    - Provide a numbered reference BC1Call ticket and transmit the information about theproposed activity to the member companies with facilities in the work area
    - Advise you to contact any owners of facilities, in the proposed excavation area, who are notmembers of BC 1Call
    - Inform you of your liabilities
3. Member companies will then contact you about:
    - Where their facilities and abandoned facilities are buried in the proposed excavation area.
    - Rules and regulations regarding excavation around their utilities
    - Any permits required to comply with their rules and regulations – you must then applydirectly to the owner of the utility for the specified permits
    - Clearance to dig if they have no facilities in the work zone

<u>Compile all information received from utilities in a Pre Excavation file or Pre X</u>

Pre Excavation File or Pre X;

4. Must be on site before disturbing the ground.
5. Should have a dimensional site plan of all utilities in the excavation area.
6. Includes clearance from member utility owners whose facilities are not in the excavation area.
7. Contains necessary permits to conform with the rules and regulations of concerned utilities.
8. Has an expiry date, work must commence within 10 days of the start date, or the applicationprocess must be repeated.

Mark Utilities:

9. Have a trained and qualified locater to find and mark all utilities in the work zone.
10. Some utility owners will have their own locater physically mark and document their facilities onsite.
11. Use universally accepted colors for marking utilities.
12. Repaint and maintain all marks for the duration of the job.

Red	electric power lines, cables, conduit, and lighting cables
Orange	telecommunication, alarm or signal lines, cables, or conduit
Yellow	natural gas, oil, steam, petroleum, or other gaseous or flammable material
Green	sewers and drain lines
Blue	drinking water
Violet	reclaimed water, irrigation, and slurry lines
Pink	temporary survey markings, unknown/unidentified facilities
White	proposed excavation limits or route

Procedure: The Dig

Hand Expose Zone: Most facility owners conform to the following hand dig exposure zone. This recommended hand expose zone applies to all buried facilities except high-pressure pipelines. Know the specific limits of exposure for the utility you are excavating.

13. The hand expose zone is a distance 1 meter either side of the locate marks.
14. Excavation with mechanical equipment must not proceed until the buried facility has been hand exposed and is clearly visible.
15. High pressure pipelines require permits which provide specific directions regarding excavation.

Hydrovacing:

16. Faster and easier than hand digging.
17. is an acceptable substitute to hand digging for exposing many utilities.
18. is still considered mechanical excavation and pre X is required.

Digging with Mechanical Equipment:

19. No excavating around a utility should occur without a spotter.
20. Establish acceptable signals between spotter and operator.
21. Spotter must be visible to the operator stand in a safe location clear of the swing zone.
22. Spotter is responsible for directing and signaling the operator when the operator's view of the utility is obstructed.
23. Hand dig when necessary to expose the utility.
24. Know safety procedures for working in excavations.

If damage is caused to a Utility:

25. Turn off all equipment.
26. Eliminate all sources of ignition.
27. Radio "Nanaimo One Emergency" with details of service damage.
28. Evacuate crews and bystanders to a safe distance.
29. Follow the instructions of Emergency Personnel.
30. Assist as requested.

Worksafe BC OHSR **4.18 Notification of utilities** states:

"An employer, whose work activities result in a hit or damage to a pipeline, buried electrical cable orother such utility must notify the owner of the utility without delay."

Summary:

Digging around underground utilities is dangerous because the hazards are not obvious or clear.These procedures have been developed to allow workers to identify hazards and complete their work in a safe manner. The rules, regulations and procedures involved here were created to prevent the mistakes of the past from happening in the future.

31. Know the Worksafe BC regulation 20.79 excavation of underground utilities.
32. Do not dig without a PRE X.
33. Be aware of hazards associated with underground utilities.
34. Wear your hard hat, safety glasses, gloves, work boots and high visibility clothing.
35. Use hand exposure methods.
36. Keep eye contact and maintain communication with machine operators.
37. Notify the owner of a utility of damage.

TITLE	Scaffolding
GENERAL	Protecting workers from injuries associated with erecting and working with scaffolding.
APPLICATION	All scaffolding used shall be erected, maintained and dismantled by a competent worker, in accordance with manufacturers specifications and legislation.
PROTECTIVE MECHANISMS	Permit system Manufacturers specifications Fall protection devices Safe work procedure PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe job procedure Manufacturers specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Determine the type of scaffold required
WORKER RESPONSIBILITY	• Ensure grounding on a firm and level base. • Maintain the established minimum clearances from all power lines. • Provide a safe access ladder. • Ensure scaffold has a platform perimeter handrail. • Anchor or tie a *free-standing* scaffold according to legislation. • Do not use a ladder sloped against the side of a scaffold at any time. • A toe board is required on all platforms. • Ensure tube and clamp modular construction is utilized. Woodconstruction is to be used only when absolutely necessary. • Ensure proper safe scaffold tags are installed. • Utilize a tag line when hoisting material. • Minimize tools, material and debris on the platform. • Ensure a hand line with a tool bag for tools is utilized. • When working at 3m (10 ft.), fall protection system must be used. • Follow scaffold safe work procedure step by step.

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TITLE	Spray Painting
GENERAL	Protecting workers from injuries associated with spray painting operations
APPLICATION	Spray painting is an integral part of construction work, which must be performed by trained workers.
PROTECTIVE MECHANISMS	Safe work procedure Occupational exposure limits WHMIS (MSDS) Permit system PPE ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Provincial OH&S Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Selection of equipment Hazard Assessment
WORKER RESPONSIBILITY	• Ensure you are fully trained. • Ensure you are acquainted with safe work procedures. • Follow manufacturer's recommendations. • Ensure all sources of ignition are eliminated or controlled. • Ensure equipment is grounded. • Ensure area is ventilated. • Do not smoke around spray painting operations. • Ensure warning signs are in place. • Practice good housekeeping. • Use proper PPE when spray painting. • Follow spray painting safe work procedures step by step.

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Tall City Telecom Solutions Inc: Lead Safe Work Procedure

Scope:

In accordance with the requirements of WorkSafe BC, Tall City Telecom Solutions Inc. has developed, implemented, and maintained a Lead Abatement Policy that is designed to recognize, control and mitigate lead hazards at all potential and existing jobsites.

Purpose:

Tall City Telecom Solutions Inc. has implemented a policy to identify, inspect, control, maintain and improve our handling of lead-related issues. In an effort to reduce potential hazards, Tall City Telecom Solutions Inc. through training has put together abatement / maintenance programs that will not onlybetter protect the environment, but the employees as well. Risks associated with lead, including painting activities, drinking water concerns and soil contamination will be addressed in the most expeditious manner possible in an effort to reduce negative environmental impact. The use of proper engineering controls, the elimination of unwanted material through recycling (when possible) and the use of proper maintenance methods will all be employed in an effort to reduce potential risk and liability.

Applicability:

The Tall City Telecom Solutions Inc. Lead Abatement Policy shall apply to not only employees of the Physical office but to outside contractors as well. Personnel, regardless of affiliation working on or for Tall City Telecom Solutions Inc. will be held contractually accountable to the same health and safety standards that are required of our own employees. No outside contractor will be permitted to work forTall City Telecom Solutions Inc. after unless they can show proof of training relative to lead abatement or maintenance from an accredited training institution.

Lead Abatement Activities:

As required by WorkSafe BC, Tall City Telecom Solutions Inc. Physical Plant shall properly abate or maintain a company owned or contracted site. Properties that have been abated in the past shall be re-inspected annually by the Office of Environmental Health and Safety or their designee to ensure compliance. Areas of concern will be immediately addressed to either:

- The Physical office safety Supervisor, or
- A recognized and approved abatement contractor.

The office of Environmental Health and Safety shall maintain inspections and "letters of compliance". Copies of the inspection shall be placed in a binder with a letter of compliance. In addition, a separateletter of compliance shall be placed in the folder pertaining to that particular property.

Lead Paint Maintenance Procedures:

Lead safe work practices shall be used both inside and outside of any building on which lead paint may be present. If the potential for lead paint is not readily apparent, and the contractor or employee opts not to follow "lead safe work practices" then the building or area must be inspected by the office of Environmental Health and Safety first. If the site is found to be free of lead-based paint, the contractor/employee will be permitted to work without plastic and the required personal protective equipment. Under no circumstances shall an employee or an outside contractor be permitted to drop lead paint to the ground without providing some type of barrier at or above grade. Contractors and employees found not using "lead safe work practices" will be shut down at the site until corrective action takes place. In addition to having to clean up the site, the contractor / employee will also be citedfor non-compliance and will most likely be fined for not following Tall City Telecom Solutions Inc. Policy.

The Tall City Telecom Solutions Inc. Lead Abatement Policy includes proper disposal requirements for lead painted waste and paint chips. Outside contractor and employees of the Tall City Telecom SolutionsInc. Physical office and jobsites are obligated to locate old, unwanted lead paint waste material.

Material that is relocated from elsewhere on any site shall be properly wrapped in plastic to prevent contamination of the site. Paint chips and dusts shall be properly packaged on site, placed in a 4 or 6 milplastic bags (without holes) and then turned over to the safety department for placement into the appropriate disposal locations Personnel and the Environmental Health and Safety Office shall verify that the container is properly labeled and covered at all times, as required by law until proper disposal can be ensured.

Lead-Safe Remodeling Procedures

Background: Houses built before 1978 usually have lead-based paint on the exterior, interioror both areas. NOTE: Lead-based paint that is in good condition usually is not a hazard.
However, flaking, peeling, chipping, chalking or cracked lead-based paint is a hazard. Young children, pregnant women and the elderly are particularly susceptible. Federal and municipal regulations now require stricter and safer working procedures for lead work.

The lead hazard appears in two forms:

- **Lead dust** is caused when painted surfaces bump or rub against each other- slamming doors, double-hung windows sliding up and down, or when lead-based surfaces are heated,dry scraped or sanded.
- **Lead Chips** are caused when flaking or chipping paint is removed. The use of circular or belt sanders, propane torches, heat guns or dry scraping or sanding is not permitted.

Goal: Our goal is to complete our work in a timely manner, prevent lead contamination of the structures interior or exterior areas, leave a clean, safe property and protect the health andsafety of workers and the public.

Our general approach is in application while we are disturbing any existing structures that contain or are coated in lead.

As well as these coatings could practicably disturbed during our work, i.e drilling cutting scraping.

General Approach:

- Cover and contain the specific work area.
- Work wet when sanding and scraping.
- Ventilate and Respirator when working.
- Clean and dispose properly.

Exterior work:
The threshold level requiring lead-based procedures starts when you disturb 20 square feet or more of the exterior surfaces.

1. Cover the ground with protective sheeting. If space permits, extend a minimum of 10 feet from the work area. Pay special attention and cover nearby vegetable gardens and children's play areas.
2. Limit access and place signs. Establish a 20-foot perimeter around the work area if space permits. Signs are available on our web site.
3. Close all nearby doors and windows that are within 20 feet of the work area.

4. Use two layers of plastic sheeting on doors in the work area that are being used during the job.
5. Workers need eye protection, gloves, respirator, long sleeves, and pants.
6. When pressure washing, collect paint chips and rinse water in the poly sheets.
7. When hand scraping, brushing, and sanding, wet down the immediate surface first with hose, pump sprayer or plastic spray bottle. Work surfaces must be kept moist at all times.
8. Wear a safety mask at all times.
9. Collect all chips and scrapings in the plastic. Carefully police the work area and rake upany loose paint chips. Place all chips in double heavy-duty garbage bags. Dispose of these bags in the dumpster or regular weekly curbside pickup.

Interior work:

The threshold level requiring lead-based procedures starts when six square feet or more for any one interior room or space.

ALL CUTTING, SCRAPING, DRILLING OR GRINDING WILL BE DONE WITH APPROVED ATTACHMENTS WITH H.E.P.A. FILTERED VACUUMS

1. Notify residents to stay away from the work area.
2. Do not allow residents workers near the work area.
3. Do not allow eating, drinking, or smoking in the work area.
4. Post warning signs. Signs are available on our web site.
5. Remove belongings. Remove as many items as possible from the room.
6. Cover immovable objects in protective sheeting including furniture, carpet, lamps, and other fixtures. Seal edges and seams of sheeting.
7. Turn off and seal any air/heating ducts.
8. Seal the entry doors to the room with a double layer of poly plastic. Tape one sheet to the door frame and floor. Cut a center entry slit starting 6 inches from the door header to within 6 inches of the floor. Tape a second solid layer of poly over the first.
9. Cover all work area floors with plastic sheeting.
10. Cover floors a minimum of 6 feet in all directions around the paint being disturbed.
11. Workers need to be equipped with the same safety gear detailed in “Exterior work”.
12. Wet all surfaces when scraping and sanding. Prepped areas should be washed down with a TSP or other general household cleaner. Wipe down surfaces with a clean damp cloth or paper towel starting at the top and working down. Pay particular attention to horizontal surfaces such as jambs and sills. **WEAR A SAFETY MASK AT ALL TIMES.**
13. When prep is completed, strip poly from entry doorway, and fold floor poly from room edges into center, dispose of sanding sponges. Wash sponges, cloths/paper towels, and safety mask canisters and double bag all items in heavy-duty garbage bags.

Remember: Select your lead-based workers carefully. You are looking for experienced and steady workers willing to follow new procedures. It is best to keep the number of lead-based workers to a minimum.

Remind these workers that there is no smoking, eating, or drinking in the work area. Work clothes should be washed separately from general family laundry. Pregnant women and elderly workers should be assigned to other duties.

Some materials needed: 6mil polyethylene plastic, fabric duct tape, utility or pocketknife, medium and/or coarse sanding sponges, scrapers, wire brush, putty knives, rubber gloves, safety goggles, half-mask safety respirator with P-100 filters, plastic spray bottles, TSP cleaner, cleaning sponges and mops, 5-gal plastic pails, paper towels and supply of heavy-duty garbage bags. HEPA Vacuum.

For work that requires being in the presence of lead or lead containing structures as long as there is no indication of the possibility of disturbance is present, then all workers are to be informed in the morning meeting to the presence of lead. As well worker will already have been trained in the company's lead polices.
The employees must be reminded of the company's policy that no food or drinks are to be consumed in an area, (work site, office, vehicle etc) that has the potential for lead release into the atmosphere.

TITLE	Towing
GENERAL	Protecting workers from injuries associated with towing operations
APPLICATION	Towing vehicles or equipment requires proper training and tools
PROTECTIVE MECHANISMS	Safe work procedure PPE Warning signals and flags Manufacturers specifications Alberta Safety Act ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	• Ensure warning devices are in place • Ensure you are conversant with proper hand signals • DO not stand between vehicles • Ensure equipment is in good condition • Wear proper PPE (High visibility vests, gloves, etc.) • Follow appropriate hooking and load securing practices.

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TITLE	Transportation Of Flammable Liquids
GENERAL	Protecting workers from injuries associated with transporting flammable liquids
APPLICATION	Transportation and handling of flammable liquids is a integral part of daily construction activity involving workers and equipment.
PROTECTIVE MECHANISMS	Safe work procedure TDG (Transportation of Dangerous Goods) Legislation Spill Kit PPE WHMIS (MSDS) ERP (Emergency Response Plan) Fire Extinguisher
SELECTION AND USE	Manufacturers specifications As per safe work procedure
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	• Ensure TDG trained. • Ensure shipping documentation in place. • Ensure labels and placards as per TDG regulations. • Flammable liquids must be transported and stored in approved containers bearing the CSA, ULC and WHMIS labels. • Ensure flammable liquids are not carried in passenger compartment of a vehicle. • Ensure that the containers are not damaged and that caps or fittings are properly secured after filling. • Ensure contained in an upright position and are secured to prevent overturning. • Follow flammable liquid transportation safe work procedure step by step.

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TITLE	Use And Care Of Respiratory Equipment
GENERAL	Protecting workers from injuries associated with the improper use and care of respiratory equipment
APPLICATION	When hazardous airborne contaminants or an oxygen deficient atmosphere exists, proper respiratory equipment must be utilized.
PROTECTIVE MECHANISMS	Safe work procedure Permit system Manufacturer specifications Air quality monitors PPE ERP (Emergency Response Plan) WHMIS
SELECTION AND USE	As per safe work procedure Manufacturer specifications
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. Selection of equipment Hazard analysis Work site inspection
WORKER RESPONSIBILITY	• Ensure you are fully trained on respiratory equipment. • Ensure you are conversant with safe work procedures and/or site-specific procedures. • Inspect before each use. • Inspect after each use. • Ensure to utilize “Buddy” system. • Ensure work masks are cleaned and disinfected after each use. • Ensure equipment is stored properly.

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TITLE	Use of Chain Saws
GENERAL	Protecting workers from injuries associated with use of chain saw
APPLICATION	Chain saws are primarily used in logging industry and to some extent in construction environment
PROTECTIVE MECHANISMS	Workers must be trained in safe use of chain saws Use proper PPE (Personal Protective Equipment) ERP (Emergency Response Plan) Use as per manufacturers specifications
SELECTION AND USE	As per manufacturers safe job procedures.
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	This training must include a minimum of the following elements: • The proper personal protective equipment (PPE) to be worn is set outin the manufacturer and Occupational Health & Safety Legislation. • Ensure that the chain brake is functioning properly and adequatelystops the chain. • The chain must be sharp, have the correct tension and be adequatelylubricated. • The correct methods of starting, holding, carrying or storage and useof the saw as directed by the manufacturer must be used. • The chain saw must not be used for cutting above shoulder height. • Fueling must be done in a well-ventilated area and not while the sawis running or hot. • An approved safety container must be used to contain the fuel usedalong with a proper spout or funnel for pouring. • When carrying/transporting a chain was the bar guard must be in place, the chain bar must be toward the back and the motor must beshut off. • Follow Chainsaw Safe Work Procedures step by step.

TITLE	Use Of Portable Fire Extinguishers
GENERAL	Protecting workers from injuries associated with IMPROPER use of fire extinguishers
APPLICATION	Portable fire extinguishers must be installed, inspected and maintained on a regular basis to ensure proper operation in an emergency.
PROTECTIVE MECHANISMS	Safe work procedure Alberta Fire Code Manufacturers recommendations PPE
SELECTION AND USE	As per safe work procedure Alberta fire code Manufacturers recommendations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Proper selection of equipment Conversant with proper regulations
WORKER RESPONSIBILITY	• Ensure you are fully trained with operation and maintenance of fire extinguishers. • Check Cylinder. • Inspect cartridge puncture cap. • Weigh cartridge. • With cartridge removed, check action of puncture lever. • Check hose and nozzle for obstruction. • Check date of manufacture. • Check level and condition of powder. • Check fill-cap threads and gasket. • Attach visual seal. • Check Pressure Gauge.

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TITLE	Use of Tiger Torches
GENERAL	Protecting workers from injuries associated with the use of tiger torches.
APPLICATION	The primary function of the tiger torch is to preheat piping systems prior to welding
PROTECTIVE MECHANISMS	Safe work procedure Permit system Manufacturers specifications PPE Fire protection ERP (Emergency Response Plan)
SELECTION AND USE	Safe work procedure Manufacturers specifications Provincial OH&S Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard Assessment Work site inspection
WORKER RESPONSIBILITY	• Ensure you are acquainted with the operation of equipment. • Ensure fuel lines are in good working conditions. • Ensure proper cylinders are secured and regulators in place. • When not used for pre-heating operation, shut torch off. • Torches are not to be used for heating or thawing of lines where known hydrocarbons are present. • Follow tiger torch safe work procedure step by step. • Use proper PPE as per manufacturer's specifications.

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TITLE	Working Alone
GENERAL	Protecting workers from injuries and hazards associated with Working alone
APPLICATION	Workers must follow steps laid out to work alone
PROTECTIVE MECHANISMS	Safe work procedures FLHA SITE SPECIFIC ERP
SELECTION AND USE	TCTS Work alone plan
SUPERVISOR RESPONSIBILITY	1. Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training. 2. Be available for hourly check ins 3. Immediate action if check ins are not completed
WORKER RESPONSIBILITY	• Notify Management when leaving the shop to work alone at site • Develop Site specific ERP • Build FLHA • Report to manager when arriving at site • Provide address and GPS location. • Hourly Check in with management • Notify Management when leaving site • Notify Management when returned to the shop.

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TITLE	Working In Hills And On Slopes
GENERAL	Protecting workers from injuries associated with working in hills and on slopes
APPLICATION	Working in hills and on slopes is an integral part of pipeline/construction activity, requiring proper planning prior to work.
PROTECTIVE MECHANISMS	Safe work procedures Permit system Manufacturers specifications Barricades and warning devices ERP (Emergency Response Plan) PPE
SELECTION AND USE	As per safe work procedure Provincial OH&S Legislation
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection
WORKER RESPONSIBILITY	• Ensure you are acquainted with ERP. • Ensure warning signs/devices are in place. • Ensure you are familiar with restraining devices and rigging. • Ensure you are familiar with the use of anchors, bridals and winches. • Be familiar with anchoring of pipe/equipment. • Ensure you are in view of operator at all times. • Ensure you wear appropriate PPE (including high visibility vests). • Ensure wheel chocks are utilized. • Be aware of rolling boulders or loose rocks. • Follow working on hill and on slopes safe work procedure step by step.

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TITLE	Working With Snow Fence
GENERAL	Protecting workers from injuries associated with erecting and dismantling of snow fences.
APPLICATION	The erecting or dismantling of snow fencing requires heavy manual labour with many inherent hazards.
PROTECTIVE MECHANISMS	Safe work procedure Permit system PPE Manufacturers recommendations ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure Manufacturers recommendations
SUPERVISOR RESPONSIBILITY	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Worksite inspection
WORKER RESPONSIBILITY	• Ensure proper PPE is worn. • Ensure equipment is in good working condition. • Utilize appropriate tools. • Practise good housekeeping. • Ensure to block rolls from rolling. • Ensure to stand or post side in case of wire break. • Ensure post holes are refilled when posts are removed.

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Section 15
Record Keeping and Applicable Legislation (as per province)

15. Record Keeping and Applicable Legislation (as per province)

15.1 Records

15.2 Statistics

15.3 Legislation

Section 15: Record Keeping and Applicable Legislation (as per province)

LC Greenough Construction Ltd. is committed to the maintenance of all health and safety records required to demonstrate effective implementation of the health, safety and environment (HSE) system. This will assist in continued monitoring, trend analysis, and implementation of HSE improvements.

15.1 Records

Records pertaining to health, safety and environmental processes must be retained for a minimum of a 3-year period. Good record keeping demonstrates diligence and meets legal requirements. Records must be stored in such a manner that they are readily available and also are protected.

The following records must be maintained:

1. Employee Orientation Training Sign Off Sheets.
2. Field Hazard Assessment/Daily Toolbox Records.
3. Toolbox Meeting Records.
4. Inspection Reports.
5. Hazard Identification, Near Miss, Injury Records.
6. Incident Investigation Reports.
7. First Aid Records.
8. Employee Training Records.
9. Safety Meeting Minutes.
10. Maintenance Records.
11. Miscellaneous Relevant Records.
12. Annual Statistics.

15.2 Statistics

Information contained in HSE records is used to develop safety and prevention control statistics and are analyzed to identify trends. Safety and prevention control provides important data that is used to implement change and improve health and safety processes.

Management and/or the designated safety administrator are responsible for conducting trend analysis for pertinent HSE records and statistical information. Implementation of these changes and improvements is based on this information as approved by management. Targets will be set and results will be tracked as appropriate.

15.3 Legislation

Quality health and safety programs must be based on legislation requirements. The specific legislation that governs the worksite depends on the combination of conditions, people, equipment, materials, environment, tools, and situations.

The provincial Occupational Health and Safety Act, Regulation, and Code apply to most worksites in the province. This legislation sets out obligations for employers, workers, suppliers, manufacturers, owners, contractors, and prime contractors. The legislation stipulates that these groups must be knowledgeable and must follow the legislation on their worksites. The legislation describes performance standards, assigns responsibility, designates authority, and sets penalties.

It is the employer's responsibility to ensure that:

1. Workers are competent or work under the direct supervision of a competent worker.
2. Workers are aware of their responsibility for their own safety and the safety of other workers.
3. Equipment is the correct type for the job.
4. Workplace hazards are identified, evaluated, and controlled.

Workers have the responsibility to:

1. Refuse work which presents an imminent danger to themselves, or other workers which is not normal to their occupation, or which would not normally be done.
2. Co-operate with the employer for the purpose of protecting themselves and other workers.

A copy of the OH&S Legislation must be available to workers.

Section 16
Appendices

Section 16. Appendices (SEPARATE FILE)

Appendix A – Substance Abuse Program
Appendix B – Subcontractor Management
Appendix C – Disability Management and Modified Work Program
Appendix D – Fall Protection Code of Practice
Appendix E – Ergonomics and Manual Handling Code of Practice
Appendix F – Respiratory Code of Practice
Appendix G – Flammable and Combustible Substances
Appendix H – Pandemic Response Plan & Employment Vaccination Requirements
Appendix I – Work Refusal-Alberta Government Guidelines
Appendix J - Construction Waste Management

Section 17
Forms

17. Forms (SEPARATE FILE)

Acknowledgement of Receipt
Action and Continuous Improvement Plan
Disciplinary Action Report
Emergency Contact Information
Emergency Response Drill Form
Emergency Evacuation Plan
Event Attendance (Emergency response drill, safety meetings etc.)
Fall Protection Plan
Fire Response Plan
Fitness for Duty
FLHA(Field Hazard Assessment Form)
General Competency Checklist
Harness Inspection Form
Incident Inspection Report
Inspections: Equipment/Vehicle Form
Inspections: Informal
Inspections: MEWP Pre-Use Inspection Form
Inspections: Office/Shop Inspection Form
Inspections: Worksite Formal Inspection
Near Miss Form
New Employee Information
Notice to Injured Employee Release Form
On-the-Job Training Record Form
PPE Inspection & Maintenance Form
PPE Checklist
Physician Referral Form
Physicians Report-Fitness for Work
Safe Job Procedure (SJP) Review Form
Safety Meeting Minutes Form
Schedule Checklist
Site Specific Access - Safety Orientation Form
Trainer Requirement Agreement
Vehicle Incident Report
Weekly Toolbox Meeting Form
Worker Level of Competency Evaluation Form