



# ***CONTENTS***

## **INTRODUCTION**

### **OVERVIEW**

The following Health and Safety Manual has been developed for OXFORD Interiors Ltd. and applies to;

- all related companies

In accordance with OXFORD Interiors Ltd. "Safety *Policy*" and the Occupational Health and Safety Act, the following Health and Safety Program has been developed to demonstrate the commitment of OXFORD Interiors Ltd. in the reduction of not only accidents/injuries but also all loss causing situations, which may be created during the operation of our business. Our health and safety program will help us meet all of the expectations outlined in our health and safety policy statement.

### **CONTENTS**

#### **OXFORD Interiors Ltd. Safety Program**

This program will be used by various individuals in our operations, to ensure that all employees and/or subcontractor's health and safety are protected, through:

<b><i>Awareness</i></b>	of standards established for the workplace by OXFORD Interiors Ltd. legislative requirements, and/or Subcontractor policies/procedures for safe work. This awareness will be achieved through appropriate training sessions; employees and/or Subcontractors will be expected to actively participate in workplace health & safety.
<b><i>Monitoring</i></b>	of workplace conditions, compliance with standards, and use of the Internal Responsibility System.
<b><i>Follow-up</i></b>	will be done to ensure corrective actions for non-compliance and modification of workplace health & safety policies, procedures or programs.

## **SAFETY PROGRAM MANUAL**

The Safety Program Manual is a functional reference book for Health and Safety in the workplace. It contains specific *procedures*, *documents* and *forms* to be used by the appointed supervisory staff, Joint Health & Safety Committee members and/or construction site management staff.

<b><i>Procedures</i></b>	identify the PURPOSE, PROCEDURE (for implementing, updating, and accountability of participants), DISTRIBUTION and RECORDS for each program section.
<b><i>Documents</i></b>	include reference sheets established to support and implement the above procedures.
<b><i>Forms</i></b>	includes all checklists and reports developed to simplify the procedure.

## **SUBCONTRACTOR SAFETY PACKAGE**

The Subcontractor Safety Package will be used to supplement the existing contract. It establishes the requirements for Subcontractors to ensure that the Occupational Health & Safety Act, Regulation 213/91 and all related workplace safety legislation for construction projects are met and clarified, through site policies, as they may pertain to the project. This Health and Safety manual should be maintained on the project and readily available for use and review.

### **PROGRAM SCOPE**

This program will address all facets of our operation and apply to all Employees, Subcontractors and Site Management. Taking into consideration that no two workplaces are the same, input and modification may be required to suit site-specific circumstances.

Implementation and maintenance of the Health & Safety Program at OXFORD Interiors Ltd. will be the responsibility of management, who will work closely with the Joint Health & Safety Committee to ensure that all OXFORD Interiors Ltd. workplaces (construction projects) are maintained in accordance with the requirements of this program. The Project Manager, will act as the Health and Safety Coordinator and oversee implementation and maintenance of the OXFORD Interiors Ltd. Health and Safety Program.

### **PROGRAM OBJECTIVES**

Although, this program will be workplace specific, the basic objective is to ensure "Due Diligence" through the consistent control of loss created by accidents, injury, illness, property damage and incidents. Additional objectives include compliance with increasing legislative requirements, improved Management-Labour relations and to maintain our role of leadership in all areas within our community. These objectives will be obtained through the participation and commitment of all persons involved with this program.

### **PROGRAM AVAILABILITY**

Copies of the Health & Safety Manual will be provided to the owners, operations management staff, the JHSC and the Site Superintendents as applicable. It is imperative that management:

- use the Program Manual to ensure the safety of the workers in the workplace and generate appropriate documentation that demonstrates all pro-active measures taken
- review the Program Manual with the Joint Health & Safety Committee (JHSC) where applicable
- make the Program Manual available to the JHSC members (manual is not to leave the site trailer unless permission has been granted by Senior Management)

Resource materials, instruction and assistance during the implementation period will be made available.

## Health & Safety Program Revisions

[illegible]

# OXFORD INTERIORS LTD.

## HEALTH AND SAFETY MANUAL

### ***Section 1* ADMINISTRATION**

- 1.1 Health and Safety Policy
- 1.2 Internal Responsibility System
- 1.3 Employee Guidelines
- 1.4 Progressive Discipline
- 1.5 Employee Orientation
- 1.6 Site Safety Talks
- 1.7 Training and Education
- 1.8 Review/Change Control

## 1.1

### HEALTH AND SAFETY POLICY

#### PURPOSE

The Safety Policy must be a statement of the principles, philosophies and requirements of our company. As a minimum requirement the Policy Statement will address the following:

- basic objectives of the Program
- responsibility of all employees
- laws as minimum standards
- current philosophy toward health and safety
- intolerance for unacceptable health and safety performance.

All management staff, workers and/or Subcontractors must regard the Health and Safety Policy as a directive for compliance with the Health and Safety Program.

#### PROCEDURE

The Safety Policy must be developed, implemented and updated on a yearly basis.

The Safety Policy must be signed and dated by an Executive Officer of the company.

The Project Manager will ensure communication and distribution of the policy. The Health and Safety Policy Statement will be communicated to all of our subcontractors and employees

#### DISTRIBUTION

Distribution of the Safety Policy should be as follows

- distributed to all employees and Subcontractors
- posted on all construction projects.

# OXFORD INTERIORS LTD.

## HEALTH & SAFETY POLICY STATEMENT

**At OXFORD INTERIORS LTD.**, we place the utmost importance on the health, safety and well being of our employees and others who may be affected by our work. It is our responsibility to achieve and maintain a safe and healthy working environment. OXFORD INTERIORS LTD. has developed a Health & Safety Program to promote workplace safety and control unsafe working conditions. The Health & Safety Program promotes specific health and safety training for all employees, and is designed to monitor the workplace for compliance with legislative requirements and attain best operating practices at all times.

### **OXFORD INTERIORS LTD.:**

- believes that it is responsible to incorporate proven health and safety principles into all phases of our operations and emphasize these as integral components of prudent business practice
- understands that the responsibilities for workplace health and safety must extend to all workplace parties (senior management, front line management and workers ) on or off the job
- recognizes that accident prevention and quality of working life must continue to be an essential part of our business operations and as such, will empower each individual to actively participate in their Health & Safety Program
- accepts the concept that the causes of accidents and illnesses can be controlled and the occurrence of personal injuries can be further reduced and is therefore committed to the prevention of occupational illness and injury in the workplace
- will continue to support the efforts of the Worker Health and Safety Representative.
- while complying with Ontario's Occupational Health and Safety Act and Environmental Protection Act and all applicable Regulations, accepts these statutes as minimum standards
- recognizes that it is the responsibility of all workers to work in accordance with the practices and procedures set forth in the Health and Safety Program, in addition to the applicable legislative requirements
- recognizes that it is the responsibility of all workers to report all hazards and unsafe acts/ conditions
- recognizes the responsibility of all supervisors to ensure that safe and healthy work conditions are maintained
- as outlined in our Early Safe Return to Work Program, will endeavour to offer modified work to those employees who have sustained injury or illness with a view to facilitate their rehabilitation and to safely return them to their pre-injury job function as soon as they are capable

The success of our organization depends on our reputation to provide a quality product and service in a safe and timely manner. Health and safety must be incorporated into all facets of our operations.

Through open lines of communication, objective discussions and cooperation between workers, foremen, management, the Worker Health and Safety Representative and other outside parties, our objectives of a workplace free of hazards, injury and illness can and will be achieved.

President

Date:

## 1.2

## THE INTERNAL RESPONSIBILITY SYSTEM

### **PURPOSE**

The Internal Responsibility System (IRS) segment of our program defines our management responsibilities for workplace health and safety. These duties and responsibilities are to be used as a means for the successful implementation of our health and safety program

### **PROCEDURE**

Senior Management will define the health and safety management responsibilities for all members of the management team. As a minimum the following personnel will receive a copy of the Management Responsibilities:

- Project Managers
- Site Superintendents

Management responsibilities will be reviewed with and provided in writing to the management team. All members of the management team will be expected to ensure that the appropriate lines of communications are maintained throughout the company and in individual workplace (e.g. sites).

To ensure that the Internal Responsibility System is working, the health and safety program has to be implemented and all management staff must actively participate in the program. It will be incumbent on the management team members to create an environment that encourages workers to identify hazards and report them to the management team for follow-up and rectification

### **DISTRIBUTION**

The Internal Responsibility System should be communicated, as follows;

- Duties and Responsibilities should be provided to all management personnel during their Orientation and on a yearly basis through a training session.
- During site meetings with subcontractors/workers and the joint health and safety committee

### **RECORDS**

All meetings detailing the Internal Responsibility System must be maintained on file indefinitely

## **INTRODUCTION**

Effective management communication, operation and control of the workplace, is vital to worker health and safety, quality and production needs. Clearly defined duties and responsibilities of all management and other personnel on construction sites will ensure that workplace accidents/illnesses are kept to a minimum and effective communication between all workplace parties is maintained.

The duties and responsibilities for management personnel have been defined by the Occupational Health and Safety Act and have been expanded by OXFORD INTERIORS LTD. to meet the specific requirements of our workplace and/or projects. These responsibilities and duties have been outlined in this guide. Adherence to these responsibilities and duties are a mandatory function of our management team and Subcontractors performing work on our behalf.

## **LEGISLATIVE DUTIES**

The following duties have been generalized from the Occupational Health and Safety Act, Duties of a Constructor, Director & Officer, Employer, and Supervisor. For a more concise listing of duties and responsibilities, refer to the most recent version of the Occupational Health and Safety Act.

### **Duties of a Constructor**

A Constructor shall ensure that;

- measures and procedures required by the Act and Regulations are carried out on the project
- every employer and worker complies with the Act and Regulations
- the health and safety of workers on the project is protected; and where prescribed, give a Director written notice of the project.

### **Duties of Directors & Officers;**

A strict duty has been placed on every director and every officer of a company to take all reasonable care to ensure the corporation complies with;

- a. The Occupational Health & Safety Act & regulations;
- b. Orders and requirements of inspectors and directors; and
- c. Orders of the Minister

## **Duties of an Employer**

An Employer shall ensure;

- all workers comply with the legislative health and safety requirements,
- all equipment, materials and protective devices are provided as required for a worker's health and safety and that it is maintained and used in the workplace as prescribed,
- he/she provides information, instruction, and supervision to a worker to protect that worker's health and safety, supervisors are competent,
- the establishment of a policy and a program to implement that policy (update yearly), he/she takes every reasonable precaution for the protection of a worker etc.

## **Duties of a Supervisor**

Supervisor shall;

- take every precaution reasonable in the circumstances for the protection of a worker.
- advise a worker of any potential or actual danger of which he is aware and provide, where necessary, written procedures and instructions for the workers protection.
- ensure that a worker works in compliance with the regulations and the company health and safety guidelines.

To ensure proper communication of health and safety throughout our company and job sites, the duties and responsibilities for our management team and workers/subcontractors have been outlined in the following categories;

### **The Management Team**

- Project Manager
- Site Superintendent

### **Workers/Subcontractors and Others**

- Workers/Subcontractors
- Consultant/Others

## **CORPORATE HEALTH AND SAFETY RESPONSIBILITIES**

### **Senior Management Responsibilities**

- prepare a written corporate Occupational Health and Safety Policy statement, which will be review annually
- give directives to management personnel for health and safety performance requirements. Provide support for health and safety initiatives.
- Provide the necessary resources to ensure that management personnel within the organization meet the criteria for competency as defined in the Occupational Health and Safety Act.
- initiate the company's participation in safety groups and other industry groups to facilitate the exchange of health and safety information and best practices.
- monitor the health and safety performance on a corporate level and where required give directives to the management team
- where required implement corrective actions for the improvement of workplace health and safety
- be involved in the preparation and updating of the Health and Safety Program.
- know the past health safety performance of the Subcontractors prior to hiring and hire those who have proven to be good performers
- in conjunction with the Project Manager bind all Subcontractors and Suppliers contractually to the Health and Safety Program for all work
- when required take punitive actions against those subcontractors who do not adhere to the health and safety requirements of OXFORD INTERIORS LTD.
- review all written Notices before they are sent to the Ministry of Labour and where required seek legal counsel

### **Project Manager Responsibilities**

- act as the Health and Safety Coordinator
- provide direction and support for health and safety initiatives.
- provide senior management regular updates on the health and safety performance of the corporation
- in conjunction with Senior Management, allocate the necessary site specific resources for the successful implementation of the Health and Safety Program

- where required provide support and guidance for the improvement of workplace health and safety on a corporate basis
- initiate and participate in yearly reviews and updates of the Health and Safety Program
- set yearly health and safety training goals for the staff and ensure that they are achieved
  - know the past health safety performance of the Subcontractors prior to hiring and hire those who have proven to be good performers
- in conjunction with the Senior Management bind all Subcontractors and Suppliers contractually to the Health and Safety Program for all work
- oversee site planning and approve a site plan that indicates site access, traffic control, materials handling, storage and sanitation.
- when required take punitive actions against those subcontractors who do not adhere to the health and safety requirements of OXFORD INTERIORS LTD.
- where required and in conjunction with the Management Team, provide notification to the Ministry Of labor and/or the Workplace Safety and Insurance Board
- ensure that regular orientation meetings with subcontractors are conducted
- ensure that all new OXFORD INTERIORS LTD. workers have been oriented to the Employee Guidelines, have the appropriate training necessary to do the work and equipped with appropriate Personnel Protective Equipment
- provide the necessary guidance to the Site Superintendent for the implementation of the health and safety program
- ensure that regular site safety meetings are held with workers and subcontractors and that documentation of these meetings are maintained
- review all workplace inspection reports, Ministry of labor orders, and investigation reports and provide direction and guidance as is necessary.
- in conjunction with senior management review all written Notices before they are sent to the Ministry of labor
- follow-up on health and safety concerns raised by workers, foreman and/or subcontractors
- ensure that subcontractors have a health and safety program, appropriate training and equipment/machinery documentation as is required
- where required take progressive disciplinary actions against workers, supervisors and/or subcontractors who willfully disregard the company policy or legislative health and safety requirements
- ensure that Senior Management is made aware of the health and safety performance of the all sites

## Site Superintendent Responsibilities

- take every precaution reasonable in the circumstances for the protection of a worker
- always lead by example and expect all others to maintain a healthy and safe working environment
- report all workplace incidents (near misses), accidents, injuries, occurrences e follow the requirements of our Health and Safety Program and the minimum requirements of the Occupational Health and Safety Act.
- ensure appropriate documentation, postings, warnings, locates, site communication, First-Aid and washroom/wash-up facilities
- define site specific traffic control plans, Emergency Plans and Procedures as may be necessary
- ensure that supplies for First-Aid are available and that a person trained in First-Aid is working in the vicinity of the First Aid Station
- enforce applicable Health and Safety requirements with all workers and subcontractors conduct as a minimum weekly inspections of the workplace
- ensure Orientation meetings with our workers and subcontractors are conducted prior to the commencement of work
- respond to recommendations for improvement of workplace health and safety and investigate work refusals or complaints
- with the assistance/guidance of the Project Manager conduct Accident Investigations and Follow-ups
- conduct regular Tool Box Safety Meetings with site staff (maintain documentation) maintain appropriate documentation of health and safety activities
- ensure that a safety representative has been selected for the site and/or a Joint Health and Safety Committee has been established.
- be proactive on all health and safety issues with all workers and follow-up on health and safety concerns raised by workers, foreman and/or subcontractors
- liaise in a professional manner at all times with the governing authorities
- gather Registration Forms from all subcontractors - "Registration of Constructors and Employers Engaged in Construction". Maintain on site
- where necessary make arrangements for injured workers to receive medical treatment and provide the appropriate Medical Treatment Forms as provided in this manual.
- follow-up on all workplace inspection reports, Ministry of labor orders, investigation reports and provide copies to the Project Manager

## **WORKERS/SUBCONTRACTORS**

The workers/subcontractors of OXFORD INTERIORS LTD. are one of the key links in the Internal Responsibility System. Failure of an employee to use the Internal Responsibility System could become a contributing factor in a workplace accident.

The Occupational Health and Safety Act provides the following legislative rights for worker to utilize for their protection while in the workplace;

1. The right to Participate in Health and Safety (through Joint Health and Safety Committees or being a worker health and safety representative)
2. The right to Know about hazardous physical and chemical agents (WHMIS)
3. The right to Refuse unsafe work
4. The right to Stop Work (certified committee members)

## **DUTIES**

Along with the above noted rights, workers also have legislated duties which they must adhere to. The following are a generalized listing of workers duties taken from the Occupational Health and Safety Act;

A worker shall;

- work in compliance with the Occupational Health and Safety Act and regulations,
- use or wear the protective equipment, devices or clothing required by the employer,
- report to his/her employer or supervisor any unsafe condition the worker is aware of (e.g. protective guard is not in place)
- report to his/her employer or supervisor any contravention of the Occupational Health and Safety Act or regulations

No Worker Shall;

- remove or make ineffective any protective device required by the regulation or employer, without providing an adequate temporary protective device and the worker must replace the protective device when the need for removing the protective device has ceased
- use or operate equipment, machinery, device or thing in a manner that may endanger the safety of himself/herself or any other worker
- engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

## **RESPONSIBILITIES**

Worker/Subcontractor rights and responsibilities will be communicated during orientation meetings, general safety meetings and toolbox safety talks. All workers/subcontractors will be expected to work in a safe manner, be pro-active, communicate known hazards and adhere to the requirements of the Occupational Health and Safety Act and OXFORD INTERIORS LTD. Health and Safety Requirements".

- Consultants
- Architects
- Engineers
- Testing and Inspection Personnel
- Surveyors
- Visitors etc.

These positions have various functions and activities in the workplace, however, for the purpose of health & safety they are considered to be workers while in the workplace.

## LEGISLATIVE DUTIES

The following duties have been generalized from the Occupational Health & Safety Act;

### Duties of a Worker,

- comply with the Act and Regulations and OXFORD Interiors Ltd. Health & Safety Program requirements
- use or wear the equipment, devices or clothing that the employer requires G report any absence or defect in equipment or protective devices that you
- are aware of that may cause injury to yourself or another worker
- report any contravention of the Act or Regulations and/or hazard which you are aware of
- do not remove or make ineffective any protective device required by the regulations or your employer
- do not use or operate any equipment, device, machine or thing or work in a manner that will endanger yourself or another worker
- do not engage in any prank, contest, feat of strength, unnecessary running
- or rough and boisterous conduct

Note: Those working in or around moving equipment/vehicles or machinery must always ensure that they are seen and have established procedures for their work that includes the use of Tear-away Blaze Orange Florescent Vests and signal persons when required.

Additional duties apply to Architects and Engineers as defined in OHSA Section 31 as follows;

- An architect or engineer contravenes the Act if, as a result of their advice or certification required by the Act that is made negligently or incompetently, a worker is endangered.

## RESPONSIBILITIES

Be aware of the OXFORD INTERIORS LTD. Health and Safety Requirements and participate in its requirements.

**IMMEDIATELY Report** any hazards observed on the project to the Site Management team.

# OXFORD INTERIORS LTD.

## HEALTH AND SAFETY GUIDELINES



## 1.3

### EMPLOYEE GUIDELINES

#### PURPOSE

Employee Guidelines are an essential tool in the communication of workplace health and safety requirements, obligations and rights.

#### PROCEDURE

Employee Health and Safety Guidelines will be developed & implemented by the Management Team. These guidelines will be reviewed annually to ensure that they meet the requirements of the Health & Safety Program needs and the legislative requirements

#### General contents to include:

- Personal Conduct
- Personal Protective Equipment
- Hazardous Materials
- Reporting of
- Hazards/incidents/accidents - etc.
- Machinery/Equipment
- Materials Handling
- Housekeeping
- First Aid Requirements

#### DISTRIBUTION

Publication of the Employee Safety Guidelines will be in the form of a booklet. Distribution of the Employee Safety Guidelines booklet shall be as follows:

- Initially, during employee meetings
- Upon Hire -- during worker orientation meetings
- Posted on the Safety Bulletin Board in the site trailer

#### RECORDS

Upon receiving the Employee Safety Guidelines booklet each employee will be instructed to sign the TEAR SHEET located at the back of the guidelines package and return it to their supervisor. The supervisors will submit all TEAR SHEETS to the Project Manager.

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# **EMPLOYEE HEALTH AND SAFETY GUIDELINES**

## **OXFORD INTERIORS LTD.**

These guidelines and principles apply to all employees and have been developed to help employees understand the duties and responsibilities of all workplace parties in maintaining a proactive and dynamic Health and Safety Program.

The Employee Health and Safety Guidelines also outline the general safe operating principles, which are a major component of our accident/incident prevention mandate.

Once we are aware of a dangerous condition we can then implement the proper control strategies to prevent contact or exposure to the given hazard or situation. These control principles will be reinforced through general and specific training and education sessions.

We expect all employees and subcontractors performing work on behalf of our company to work in compliance with the Occupational Health and Safety Act (the Act) and Regulations for Construction Projects and follow these health and safety guidelines.

## **LEGISLATIVE REQUIREMENTS**

The Ontario Government through the Ministry of Labour (MOL) regulates workplace health and safety. Failure to meet the legislative requirements is not only unsafe it is also considered a Provincial offence which could result, upon conviction, in substantial personal fines of up to \$25,000 and/or imprisonment of up to 1 year. The corporate fine for non-compliance is up to \$500,000/offence.

## Duties of the Employer, Constructor, Supervisors, the Joint Health and Safety Committee and Workers

Under the Occupational Health and Safety Act everyone in the workplace has specific duties to follow to ensure the work environment is healthy and safe.

The duties, which are listed in these guidelines, have been taken from the Occupational Health and Safety Act; however, they are not to be considered all-inclusive. A complete listing of duties for all workplace parties can be found in the Occupational Health and Safety Act (Posted in the Site Trailer).

### Duties of the Employer

The employer shall:

- prepare and post (review and revise at least annually)
- written occupational health and safety policy and develop/maintain a program to fulfill that policy
- comply with any orders and requirements of inspectors, directors and other agents from the Ministry of Labour
- when appointing a supervisor, appoint a "competent person" (from the OHSA-Section 1)
- provide all equipment, materials and protective devices, as prescribed, and offer training in its safe use and its limitations and ensure it is maintained in a safe condition and properly used
- inform a worker, or a person in authority over a worker, about any hazards in the workplace and outline the **control strategies which must be implemented to prevent exposure to that danger**
- post in the workplace a copy of the Occupational Health and Safety Act and pertinent Regulations and Workplace Safety and Insurance Board - Form 82 "In All Cases of Injury" and First Aid Regulation 1101
- take every reasonable precaution in the circumstances for the protection of a worker

## **Duties of the Constructor**

The constructor shall ensure that:

- the measures and procedures prescribed by the Occupational Health and Safety Act and Regulations, are carried out on a Construction Project
- all employers and persons performing work on the project are working in compliance with the Act and Regulations
- c the health and safety of workers on the project is protected

## **Duties of a Superintendent Supervisor/Foreman**

The supervisor must:

- ensure that all workers work in compliance with the Occupational Health and Safety Act and Regulations and the Health and Safety Program
- ensure that work is performed in a safe manner and any personal protective equipment, devices or clothing, etc. required to be used or worn by workers, is properly used and maintained
- as prescribed, provide a worker with verbal and written instructions outlining the measures and procedures to be followed for the worker's protection
- take every reasonable precaution in the circumstances for the protection of a worker

## **Duties: Rights of a Worker**

Each worker must;

- work in compliance with the provisions of our Health and Safety Program and the Occupational Health and Safety Act and Regulations for their work
- report to their immediate supervisor any unsafe situations, acts or conditions encountered in the workplace or if there are any problems with equipment, machinery, etc. which may endanger personnel
- immediately report any and all accidents, illness or "near miss" incidents to your supervisor
- use or wear the protective clothing, equipment or devices required for protecting health and safety and ensure they are properly maintained
- not remove or make ineffective any guard or protective device or control system
- not operate any equipment, vehicle or device that you have not been trained and authorized to use
- not work in a manner that will endanger yourself or any other employee. This includes engaging in pranks, contests, feats of strength, unnecessary running or rough and boisterous conduct
- Rights - Right to Participate in workplace health and safety, Right to Report unsafe conditions, Right To Know & the Right to Refuse unsafe work.

## JHSC, Health and Safety Representatives and Worker Trades Committees



The members of the Joint Health and Safety Committee shall represent the workers employed at the workplace. The JHSC will work in consultation with workers, supervisors and management.

The worker representative members shall be selected/ elected by the workers they are to represent or, if a trade union represents the workers, appointed by the trade union. The employer shall appoint the management representative members.

When workplaces will have a population of over five and under twenty workers, a health and safety representative is required (In general, the health and safety representative(s) has the same rights and powers as a JHSC member.)

a workplace (a construction project lasting more than 3 months) where twenty (20) or more workers are regularly employed a health and safety committee, consisting of at least 2 members, must be established. At least half the members are to be workers who do not exercise managerial functions.

Where fifty (50) or more workers are regularly employed in the workplace a JHSC shall consist of at least four (4) members. The members of the committee are to be employed at that workplace.

A Worker Trades Committee is also required on a construction project, where more than 50 workers are regularly employed and where the project is expected to last more than three months. The members of this committee are also to be employed at that workplace.

The members of a Worker Trades Committee shall represent workers employed in each of the trades at the workplace. The members of the Worker Trades Committee shall be selected/elected by the workers employed in the trades the members are to represent or, if a trade union represents the workers, by the trade union.

It is a function of the Worker Trades Committee to inform the project JHSC of any health and safety concerns relayed from the workers employed in the trades at that workplace.

## REPORTING INCIDENTS, ACCIDENTS, EMERGENCIES OR CONCERNS



In the event of a medical injury, fire, chemical spill or other emergency situation, prompt reporting of the situation is essential so that the on-site and the external emergency response organizations can respond to the site and start controlling the situation as soon as possible. Follow the site-specific procedures for contacting internal and outside agencies.

- immediately report all accidents incidents (near misses) no matter how slight to your supervisor.
- immediately report any unsafe acts or conditions that have the potential to cause injury or damage.
- obtain the proper first aid treatment or medical care necessary. The name of
- the injured person, the injury type, first aid rendered, etc. must be documented into the First Aid Report Card completed by the First
- Aider or the supervisor.
- First Aid is to be administered by trained personnel only. The names of all First Aid trained personnel are posted at the First Aid station(s).

in the event of a workplace accident, resulting in an injury, supervisors and First Aid personnel will ensure

- that the injured worker receives prompt medical treatment.
- if a worker is injured in the workplace and does not require medical attention at a hospital, arrangements will be made to have the worker promptly transported to a Medical Clinic in the area for immediate care.
- if the injuries sustained by a worker are more serious and require treatment at a hospital, arrangements for transportation will be made promptly.
- injured workers are not to transport themselves to medical facilities.
- accidents, near misses and unsafe conditions will be investigated by the supervisor to determine the causes and corrective actions will be introduced to prevent a similar occurrence.
- if an employee must seek medical attention due to a work related accident/illness during off-shift hours, the worker must report this visit to his/her supervisor the next day detailing the reason for seeking medical attention, the name of facility visited, and the name of the treating physician.
- upon notification of an injury by the injured worker to his/her supervisor, the worker will be given an Injury Treatment Package containing a letter to the Treating Physician and the appropriate WSIB Forms (Functional abilities Form and Workers Consent Form). The worker is required to complete the WSIB Consent Form and the top portion of the Functional Abilities Form. The two WSIB Forms, the letter to the Treating Physician and possible modified job descriptions must then be presented to the Treating Physician for review. After treatment, the injured worker will return the forms to his/her supervisor as soon as possible (same day if possible).

## **FOLLOW-UP AND EARLY, SAFE RETURN TO WORK**



When an injury prohibits an employee from performing their regular job function, efforts will be made to work closely with the employee, the attending physician, the Workplace Safety and Insurance Board (WSIB) physicians and to modify the workers regular job or develop a job, which will allow the employee to return safely to their pre-injury job in accordance with the WSIB Legislative requirements.

It is a requirement for the Employer and the Injured Worker to work collectively on an Early and Safe Return to Work plan.

For injuries, which may prohibit the worker from immediately returning, the injured worker is expected to maintain contact with his/her supervisor, letting the supervisor know when they will be able to return to regular x modified duties. The worker returning from a lost time accident or work related injury or illness must have medical clearance to return and report to their supervisor before starting back to work.

## **WHMIS (RIGHT TO KNOW)**

The purpose of WHMIS is to reduce workplace illness and injury by increasing worker awareness and understanding of the hazards associated with chemical or physical agent exposure.

Each employee who handles, works with, or works in proximity to a hazardous material (controlled product) or has a potential for exposure will receive training regarding the potential hazards of exposure. The worker must also be made aware of the control methods, which are to be used when there is potential for exposure to dangerous chemicals, materials or agents.

We will provide WHMIS training for all of our workers handling, or using hazardous workplace chemical or physical agents. This training will enable everyone to work safely and prevent possible injuries. The training requirements of our employees will be reviewed annually and updated as required.

All Material Safety Data Sheets (MSDS) for products being used by our workers and subcontractors will be maintained at head office and on site. These information sheets will be available upon request.

If you are uncertain how to work safely with gasoline, compressed gases, etc., ask your supervisor for assistance.

WHMIS symbols are found on Supplier Labels. Read the label before using the material. Workplace Labels must be applied when materials are put into a secondary container.

## Labels

Supplier labels are required on controlled products of more than 100 milliliters and must include the following:

1. Product Identifier
2. Appropriate Hazard Symbol(s)
3. Risk phrases (i.e. "dangerous if inhaled")
4. Precautions (i.e. "wear neoprene gloves")
5. First Aid Measures
6. Supplier Identifier
7. Statement that a MSDS is available for the product

Workplace labels are required when controlled products are generated in the workplace or have been transferred from a supplier labeled container to an alternative container. Workplace labels must include:

1. Product Identifier
2. Safe Handling Instructions
3. Statement that a MSDS is available for the product

## Material Safety Data Sheets (MSDS)

MSDS will be on the site. MSDS must provide the following:

1. Product information
2. Hazardous ingredients
3. Physical data
4. Fire and explosion data
5. Reactivity data
6. Information on health effects
7. Preventive measures
8. First aid measures

Name and phone number of party preparing the MSDS and date of preparation.

## Hazard Symbols

The **WHMIS** hazard symbols identify the hazards according to the criteria for 6 classes. One or more hazard symbols may appear on the supplier label depending upon the classes of hazard.

**Class A:** Compressed gas (e.g., acetylene, nitrogen, oxygen, propane etc.).



**Class B:** Flammable and/ or Combustible material (e.g., propane, gasoline, etc.).



**Class C:** Oxidizing material (e.g., epoxy hardeners, oxygen, etc.).



**Class D:** Poisonous and infectious material.

**Division 1:** Immediate and serious toxic effects (e.g., solvents, coatings,).



**Division 2:** Other toxic effects (e.g. insulation).



**Division 3:** Biohazardous material (not normally encountered in construction ).



**Class E:** Corrosive material (e.g., acids and cement).



**Class F:** Dangerously reactive material (e.g., acetylene ).



If you do not understand the information provided on the MSDS, do not hesitate to ask for the assistance of your supervisor

## WORKPLACE SAFETY REQUIREMENTS

### Personal Conduct

- All employees, subcontractor, visitors, etc., are expected to follow the "Employee Health and Safety Guidelines" and work in a safe manner at all times.
- Workers must report all incidents, accidents, and unsafe conditions to their supervisor immediately.
- All employees are expected to walk and not run while in or around the workplace.
- Work must be performed according to established procedures - DON'T TAKE SHORTCUTS!
- Machines/tools are not to be operated unless all the guards are in place and functioning properly.
- No worker is to make any protective guarding or device ineffective.
- If you are not familiar with the use of any machinery, tools or equipment, ASK YOUR SUPERVISOR for assistance.
- Do not disturb or distract your fellow workers while they are operating equipment, machinery or performing signaling tasks.
- Read and follow all posted Health and Safety notices and warnings on the site.
- Keep aisle ways and all work areas clean and free of debris and congestion. It is the responsibility of each employee to keep his or her work areas clean.
- All materials, equipment and tools (e.g. ladders, scaffolding, re-bar, etc.) must be stored in a safe and neat manner.
- All workers are required to wear and use properly, the Personal Protective Equipment specific to job requirements.
- Possession, consumption or use of alcohol or illegal drugs will not be permitted on a site, on company property and/or while operating company owned vehicles.
- Every employee is responsible for workplace safety; employees must be proactive and assist in making the workplace safer.

Any employee who willfully disregards these guidelines, Company Health and Safety Policies and/or site safety procedures, will be disciplined accordingly.

## **Personal Protective Equipment (PPE)**

The following requirements apply to all employees and/or subcontractors, visitors, etc., required to provide services for our company.

Note: All Personal Protective Equipment must be approved (CSA, NIOSH, MSHA, ANSI, etc., as is appropriate) and it must be worn and/or used properly and maintained in good repair. See your supervisor immediately if your PPE is damaged.

### **Head Protection**



Company Approved Hard Hats must be worn at all times on the job.

### **Safety Footwear**



Construction (CSA Grade 1 - Green Triangular Patch) safety footwear must be worn at all times.

### **Safety Eyewear**

Safety Eyewear appropriate for the circumstances must be worn when performing tasks, which pose hazards to the eyes (i.e. cutting, chipping, sanding, handling corrosives, welding, etc.)

An Optometrist must modify prescription glasses, to meet the above noted standard or cover goggles must be worn.

## FALL PREVENTION AND PROTECTION

If guardrails or floor coverings cannot be installed around or over floor openings, edges, areas where a worker may fall into operating machinery, into water or another liquid or onto a hazardous substance or object; other measures must be taken to protect against falls from heights.

**Fall Arrest is required whenever there is potential for a worker to fall;**

- 3.0 metres (10') or more
- more than 1.2 metres, if the work area is used as
- a path for a wheelbarrow or similar equipment
- into operating machinery
- into water or another liquid
- into a hazardous substance or object " through an opening on/in a work surface

Fall Prevention and Protection Systems may include Guardrails, Travel Restraint, Fall Restrict or Fall Arrest.

Guardrail Systems come in various forms (Wire Rope, Wooden and Metal) and must be designed and built to resist any forces that they might be subject to. As a minimum, guardrail design and installation requirements must meet the requirements as defined the most current edition of the Regulations for Construction Projects.

Floor Coverings are also allowed in instances where guardrails are not practical, provided that they are constructed, installed and identified properly in accordance with the most current edition of the Construction Regulations.

Travel Restraint Systems are Fall Protection Systems that are set-up in a manner that prevents workers from reaching areas where they may fall.

Fall Restrict Systems are Fall Protection Systems used to limit a workers vertical free fall distance of no greater than 0.6 Metres (2') (E.g. Vertical Access Ladders with fixed Fall Restrict Systems and self retracting life lines).

Fall Arrest Systems are Fall Protection Systems designed to arrest a worker in the event of a fall.

Fall Arrest Systems are used by workers who are in danger of falling from heights. Such systems must be set up to ensure that in the event of a fall, the fall is arrested and the forces applied to the workers body, are minimized and in any event do not exceed the forces defined in the legislation.

Training - all workers required to use Fall Protection Systems must receive training on the proper use, care, maintenance and limitations for systems they may be required to utilize. (proof of training is required)

## System Components

Travel Restraint, Fall Restrict or ""all Arrest System components may vary in arrangement. All components in the system must be used as per the manufactures instructions and as a minimum, the systems must include the following;

- appropriate anchor points for the type of system in use
- the user must wear a Full Body Harness equipped
- with a Lanyard (shock absorbing lanyard preferred for most applications - some exceptions do exist)
- life lines designed for the system (when necessary)
- rope grab or other movement control device (when necessary)
- self locking connecting devices to connect various components of the systems
- (material to protect the life line from being cut, chaffed or abraded (when necessary)
- Other Fall Protection System Considerations
- understand how the system can be used safely and do not hesitate to ask for assistance from you supervisor.
- only use the system in accordance with the manufactures requirements
- do not expose the equipment to corrosive materials " do not expose the equipment to sparks or flames
- inspect the system and all of its components prior to each use
- report any defects of the equipment or absence of devices immediately to your supervisor and only proceed if corrective actions have been taken
- if any fall protection equipment has been involved in a fall, it must be immediately taken out of service and sent to the manufacturer for inspection.
- fall arrest systems must be set up in a manner which will not allow the worker to hit an object or the level below.
- only equipment approved by your supervisor may be

## Good Fall Protection Practices

- always be aware of your surroundings
- never use rest up against or push on guardrails
- watch where you walk and do not step on floor coverings or other objects that may be on the walking surface as those objects may be hiding a floor opening.
- do not walk backwards when you are on a work surface that may contain a floor opening (guarded or not)
- always report unguarded openings and or unsafe floor coverings to your supervisor immediately

## Hearing Protection

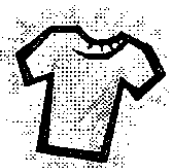
When required to work in areas where noise levels are higher than 90 dBA (e.g. using a jack-hammer or tamper), workers will be required to wear appropriate hearing protection (plugs and/or muffs).

## Respiratory Protection

A NIOSH approved respirator appropriate for the task, must be worn when the hazard of inhaling a noxious gas, fume or dust (e.g. sweeping units), or the lack of oxygen exists.

## Protective Clothing

As a minimum, all workers are required to dress appropriately for the workplace (e.g. full length pants and at least 4" long sleeves {tank tops or "muscle shirts" are not appropriate}).



Some job requirements may vary and the need for alternative clothing (i.e. the use of a long sleeved shirt, etc.) might be necessary. Dress according to climatic conditions and the hazard at hand

## Notes:

- Only Personal Protective Equipment (PPE) provided or approved by your supervisor may be used. Defective PPE is not to be used.
- Employees will be trained on the proper selection, use, fit, maintenance and storage of equipment they are required to use. When you require additional Personal Protective Equipment, ask your supervisor
- Employees are responsible for all PPE issued by the company. PPE issued must be returned in good condition to your supervisor upon completion of the task.

## ACCIDENT PREVENTION

To help control potential workplace accidents/incidents from occurring, we have provided some common health and safety issues and topics, which we often deal with in the workplace. Always follow proven and acceptable safety practices!

### Housekeeping

- all major pathways and work platforms shall be kept clean and free of obstructions at all times
- each worker is responsible for maintaining and cleaning the work area as required and at least on a daily basis
- scrap materials shall be placed in identified waste containers immediately and removed from the work area on a daily basis or as frequently as required

### Power and Hand Tools

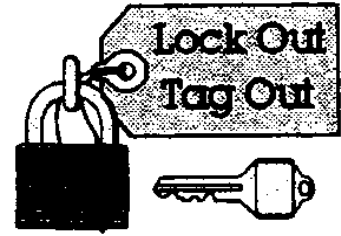
- use the proper tool for the job
- keep tools clean. Check their condition before use and have defective parts, guards and safety devices replaced
- ensure electrical tools are effectively grounded. If the cord is cut/frayed, or the motor casing is defective, have the
- cord or tool repaired or replaced before use
- do not leave power tools unattended - store them or move them to a safe location
- explosive actuated tools are to be used only by authorized, certified personnel
- explosive actuated tools (Hilti, Ramset, etc.) and loads must be locked in their storage area after use
- misfired shells must be cleaned up immediately and placed into water. Only shells/loads suitable for the application and manufacture of tool may be used
- as with all powered equipment, appropriate PPE must be worn/used



## Electrical Equipment

Note: No worker shall connect, maintain or modify electrical equipment or installations unless the;

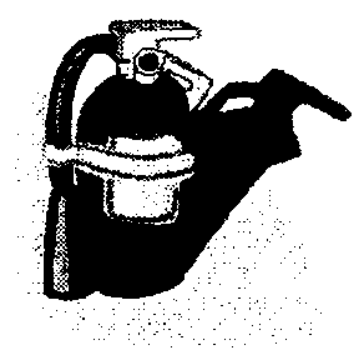
- worker is a certified electrician under the Trades Qualification and Apprenticeship Act or the worker is otherwise permitted to connect maintain or modify electrical equipment or installations under the Trades Qualifications and Apprenticeship Act.
- report defective electrical equipment to your supervisor immediately
- prior to performing any electrical work or repairs on electrical equipment, all power sources must be isolated and locked out
- NO LIVE WORK on or near electrical equipment installations or conductors (Live Work may only be acceptable in extreme cases if written procedures are in place for the protection of the workers and the conditions of the all safety regulations pertaining to live work have been met and furthermore, permission has been granted by the Site Superintendent).
- access to electrical rooms, electrical equipment and fuse boxes, etc. must be restricted to trained authorized personnel
- , electrical panels, fuse boxes, etc" are not to be covered or hidden by articles of clothing, materials or machinery
- all electrical equipment must be effectively grounded
- Ground Fault Circuit Interrupters (GFCI) must be used outdoors or in damp locations
- extension cords are to be maintained in good condition or replaced
- connections between electrical extension cords and power tools cords are not to be tied off with wire.



## Compressed Gases {propane, oxygen, etc.}

- always handle compressed gases/cylinders with extreme caution
- only competent authorized personnel holding valid certification are to handle or connect compressed gas store all compressed gas cylinders in a secured upright position (chained upright - cap installed)
- after using a compressed gas cylinder, ensure the valve(s) has been closed (also close at the torch)
- upon discovery of a compressed gas leak from a cylinder, hose, valve or other connection, notify your supervisor immediately
- under no circumstances, is a leaking compressed gas cylinder to be used
- empty compressed gas cylinders should be stored separately from full or partial containers

## Fire Protection



### Note:

A minimal rating of UL 4A-40BC fire extinguishers must be used on construction projects. Only trained personnel should use a fire extinguisher. In the event of a fire immediately call for fire department assistance.

- Where the outbreak of fire exists, fire extinguishers are to be readily available (e.g. use of welding torches, open flame operations, salamander heaters, etc.)
- fire extinguishers must be properly maintained, regularly inspected and promptly refilled after use
- portable extinguishers must be secured to all moving vehicles and machines (e.g. lift trucks, etc.)

When using salamander heaters, ensure that the following conditions are met:

- propane cylinders are placed at least 10' away from the salamander heater or other ignition sources
- there are no flammable or combustible materials placed in the vicinity of the heater, (e.g. tarps, wood, straw, gasoline containers, etc.)
- propane is stored outdoors and only a normal days supply of propane is stored indoors
- fire extinguishers are readily accessible in the area units are properly vented (circulate air in units - open windows)

## Floor Openings

All floor openings to which a worker has access, are to be protected by guardrails or covered by securely fastened planks, which are capable of withstanding any load, they may be subject to (e.g. people, equipment, machinery, materials, etc.). Floor coverings must be identified

## DANGER

### Floor Opening

#### Guardrails

- where there is a possibility a worker falling from one level to another or more than 2.4 metres (8 feet),
- guardrails must be provided at the open ends of work platforms, scaffolding, floor openings, stairs, ramps, etc.
- guardrails must consist of a top rail, intermediate rail and toe-board (safety fence, wire rope) and capable of withstanding any loads they might be subjected to.
- guardrails removed temporarily for the purpose of doing work must be replaced immediately after work is completed. (the worker must wear fall protection while guardrails are removed)

## Ladders

- Always visually inspect ladders prior to using them.
- Ladders with weakened, broken, bent or missing steps; broken or bent side rails; or otherwise defective must not be used and should be removed from the site
- Ladders should be set up on a firm level surface. If the base is to rest on soft un-compacted or rough soil, a mud sill should be used.
- ladders should not be erected on boxes, carts, tables, scaffold platforms or on vehicles
- ensure ladders are of proper length, extended three feet or 1 metre beyond the landing and securely tied -off (top and bottom as required)
- straight ladders should be set up on an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one-third the vertical distance between these points
- obtain assistance before attempting to set-up a long awkward ladder into position
- when a brief task must be performed on a step ladder, the height of the ladder should be such that the worker stands no higher than the third step from the top
- metal ladders, or ladders with metal reinforcing, must not be used near energized electrical conductors
- ladders should not be used horizontally as substitutes for scaffold planks, runways or other service for which they have not been designed



### **When ascending or descending ladders, the following precautions must be taken:**

- prior to using any ladder, ensure that your footwear is free of mud, snow, grease or other slippery materials
- always face the ladder
- the body must be kept between the side rails - do not extend or over reach
- never hand carry materials/tools or objects
- maintain three point contact (e.g. two feet and one hand or one foot and two hands)
- only one worker shall be on the ladder at any time e workers on a ladder should not straddle the space between the ladder and another object

## **Scaffolding Work platforms**

- the erection and dismantling of scaffolds must be carried out under the supervision of knowledgeable and competent personnel
- scaffold planks must be of good quality; free of defects such as loose knots, splits or rot; rough sawn; measuring 51 mm x 25.4 cm (2" x 10") in cross section; and NO.1 spruce
- when erecting scaffolding, ensure that all the required components have been installed (e.g. base plates, bracing, pins, stabilizers, ladders, etc.) as required/ supplied by the manufacturer/ supplier
- scaffold and other work platforms must be at least 46 centimetres (18 inches) wide and if they are over 2.4 metres (8 feet) high they must be planked across their full width
- scaffolds must be tied into a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices
- where scaffolds cannot be tied into a building, guy lines should be used to ensure stability
- scaffolds must be erected, used and maintained in a reasonably plumb condition
- scaffold planks must be cleated or securely fastened to prevent them from sliding
- overhang of scaffold planks must be between 150 mm to 300 mm (6" to 12")
- guardrails must be provided on all scaffolds exceeding 2.4 metres
- a means of access (ladder) must be provided and shall be kept clear of all obstructions
- ensure engineers drawings and written inspections by a competent worker are available and/or performed prior to use, for all platforms, scaffolds or falsework and when the height of the structure exceeds 15 metres (50 feet) (35 ft Tube and Clamp)

## **Scaffolds on Wheels or Casters (Bakers)**

- all castors or wheels must be provided with a secure braking device
- no worker will mount a scaffold unless the brakes are applied and tested
- workers on scaffolds higher than 2.4 metres must wear a full body harness and shock absorbing lanyard and be tied to a fixed structure, if the scaffold is required to be moved
- ensure the surface is firm and level prior to moving the scaffold

## **Workbenches**

Boxes, pails, barrels or other loose objects must not be used as a temporary work platform.

- Width and should be inspected regularly for stability. Standards, as established for the industry, should be followed for bench construction.
- temporary workbenches should be used to support wood when cutting with power skill saws. Do not cut materials using body parts such as legs, feet, arms or hands as supports for your material.

## Machinery and Maintenance

- only competent and authorized persons are allowed to operate machinery/equipment and/or perform maintenance. NO RIDERS
- operators must ensure that a signal person is used if they do not have a clear and unobstructed view of their intended path.
- workers must always be aware of moving equipment on the site and never place their bodies into pinch or crush positions. (BE SEEN)
- before you start a machine, ensure guards and safety devices are in place and properly adjusted.
- do not use defective equipment and beware of the hazards of your equipment. Ensure that all rented equipment arrives in good condition and with operators manual and drawings, before acceptance where appropriate, check oil, water and fuel levels, fuel leaks, batteries, tires, horn, lights, controls, steering, brakes, limit switches and cleanliness. Ensure all guards, enclosures or covers are in place
- maintain records of all maintenance operations
- all moving equipment or machines (i.e. lift-trucks, mobile cranes) must be regularly inspected/logged



## Material Handling Equipment

- only authorized competent persons are to use power vehicles such as lift trucks
- no loads are to be transported in such a manner that may endanger a worker or the operator of the vehicle
- lift only stable, secure loads

## **Manual Materials Handling**

- use mechanical lifting aids whenever and wherever possible and ask for assistance, if necessary
- when attempting to handle materials with co-workers, communicate with each other prior to handling the material to eliminate guessing. Workers who communicate well, are less likely to be injured
- do not handle materials in such a manner that may endanger yourself or a co-worker
- all nails and other protruding materials which could puncture the skin must be removed from the object
- do not unload unsafe bundles from trucks - report this condition immediately to your supervisor

The following, are considerations, which should be made ,prior to and during the manual lifting of materials:

- assess the lift (size, shape, etc.) and plan the route "
- place your feet apart with one foot beside and one behind the load - tuck arms and chin in
- pelvic tilt - keep the back in-line
- tilt the object forward, test weight and bring object close to your stomach
- using your leg muscles to lift, straighten up .,
- turn with your feet. Don't twist at the waist

## **Material Storage**

- all materials are to be stored in an organized manner in the designated storage areas and in such a manner that they do not pose any danger to workers or damage to the materials
- heavy loads are to be placed in areas which are capable of supporting the load
- materials must be stored in such a manner so that they will not tip, collapse or fall. When stacking materials ensure that the load is secure/ has been secured in place
- objects or materials are not to be projecting from loads in a dangerous manner
- materials must not block access/exit routes around the work area

## Protruding Objects

- all protruding objects must be protected or otherwise made safe. The following are a list of common protruding objects in our industry
- nails often protrude from wood or concrete
- re-bar protruding from poured concrete floors
- stored materials

We must take the necessary steps to adequately cover or eliminate the hazards created by protruding objects (e.g. bend protruding object or cover with wood)

## Vehicles

- circle check your vehicle at the beginning of your shift •• obey all rules while on public streets and job sites
- obey speed limit at all times
- travel at a safe distance behind other vehicles
- ensure the area behind your vehicle is clear when backing up. Sound horn twice



- do not allow riders on any moving vehicle unless the vehicle is equipped with a passenger seat.
- Never exceed the vehicle load rating capacities
- turn the ignition off and set the brake, when the vehicle is unattended
- WEAR YOUR SEAT BELTS"

## Traffic Control

When working on sites, which are not accessible by delivery trucks, it becomes necessary to unload the trucks from an existing public street. Procedures for performing this task must be established with the Site Superintendent, however, at the least, the following precautions must be taken;

- use appropriate warning signs ahead of the loading/unloading zone,
- barricade the loading/unloading area using cones, barricades, construction makers, etc.,

## The Site Superintendent Shall;

- determine the required number of traffic control persons needed for the job,
- check with local authorities to determine requirements for assistance by the local police department. If necessary arrange to have Police assume traffic control responsibilities and obtain permits to perform occasional traffic control,
- ensure that the persons required to control the traffic (vehicle and pedestrian) have received training and written instruction on safe traffic control,
- if the need for two traffic control persons arises, ensure that they co-ordinate their signaling to avoid confusion,
- traffic control personnel must be equipped with traffic control signs, fluorescent tear-away safety vests, hard hats, safety boots and any other required safety equipment
- traffic control personnel and signal persons must ensure that the public's safety and their own is protected at all times during movement of vehicles or materials handling with the boom trucks/cranes.
- the person(s) performing the traffic control must not perform any other task while controlling traffic



## Underground Services

- ensure that services have been marked before digging, and always proceed with caution when digging near marked services (check with your supervisor prior to digging)

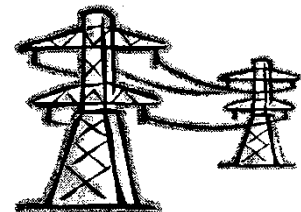
## Overhead Conductors

Never allow equipment, machinery or yourself to come into contact with any electrical conductors. Always assume that electrical conductors are energized ("LIVE").

No object should be brought closer to an overhead electrical conductor with a nominal phase - to - phase voltage rating set out in the table below



750 - 150,000 volts-	3 metres
more than 150,000 - 250,000 volts	4.5 metres
more than 250,000 volts and over	6 metres



## **PROGRESSIVE DISCIPLINE POLICY**

Any violation of Company Policies may result in ANY of the following Disciplinary Actions:

- A VERBAL OR WRITEN WARNING
- A WRITEN WARNING
- SUSPENSION OR DISMISSAL

Furthermore all employees are subject to immediate discharge for any of the following:

- threatening physical harm with a weapon, or using a weapon to physically harm another person;
- theft, falsifying time records, or any dishonest act;
- sabotage or intentional damage to company property;
- fighting;
- consumption of alcohol, possession and! or the use, of illegal drugs and! or performing work while on or about the premises of any company job sites;
- insubordination;
- failure to return to work immediately after the expiration of a leave of absence granted by the company;
- without the written permission of the company, working elsewhere while on an authorized leave of absence, WSIB Claim, or medical leave.
- willful violation of H&S Guidelines or legislation creating a potential for injury, death or serious property damage

## ACKNOWLEDGEMENT OF POLICIES AND GUIDELINES

### TEAR OUT ACKNOWLEDGEMENT SHEET

Please read this page carefully, sign and tear out of the booklet and then forward to your Superintendent or Site Foreman

I, \_\_\_\_\_, acknowledge that I have received and I understand OXFORD INTERIORS LTD. Safety Policy and Employee Health and Safety Guidelines provided and explained to me. I understand that I must work in a safe manner and I will comply with the Health and Safety Act and Regulations and our safety program.

I further understand that the Health and Safety Policy Statement and Employee Health and Safety Guidelines have been provided in order to create an awareness of the types of conditions or situations, which could pose a potential health or safety hazard.

I will not hesitate to ask my Superintendent/Site Foreman for assistance if I do not understand any of the contents of these guidelines or safe operating principles presented.

I acknowledge that willful or persistent violations of this policy will be considered cause for discipline and/or dismissal.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Superintendent/Site Foreman: \_\_\_\_\_

## 1.4

### PROGRESSIVE DISCIPLINE

#### PURPOSE

Progressive Discipline will be used as a deterrent to prevent workers from working in an unsafe manner, becoming a "last resort" management tool in the prevention of workplace accidents and/or unsafe acts or conditions

#### PROCEDURE

If any worker chooses to work in an unsafe manner, supervisors must take a reasonable precaution for the protection of that worker and/or other workers who may be affected by unsafe work practices. Taking a reasonable precaution may include, re-instruction, re-training and in some cases, when workers willfully or repeatedly disregard safe work procedures, supervisors will be required to take Progressive Disciplinary Actions against the employee.

A progressive disciplinary policy will be included in the OXFORD INTERIORS LTD. Health and Safety Guidelines.

All disciplinary actions must be taken in a fair and progressive manner. If disciplinary actions must be taken against a OXFORD INTERIORS LTD. employee, the following steps must be followed as a minimum;

1. The worker must be asked to stop work and proceed to the Site Trailer
2. The Project Manager and Senior Management must be notified. The Project Manager must be present when the disciplinary actions are taken.
3. The Union Business Agent must be notified and invited and be present when the disciplinary actions are taken
4. The worker must be notified in writing of the reason for the disciplinary actions
5. The worker must also be given a chance to defend his/her actions
6. Documentation of the disciplinary actions must be forwarded to the Management Team and the worker.

Note: termination of a worker's employment can only be done with the consent of Senior Management

#### DISTRIBUTION

The distribution of the Progressive Discipline Policy will be performed by each Supervisor using the following steps

1. Meetings with all workers to explain the Progressive Discipline Policy. Provide a copy of the Policy to those in attendance.
2. Have those in attendance sign an attendance form and/or the Employee Health and Safety Guidelines "Acknowledgement Form"

## **RECORDS**

Meeting Attendance/documentation will be retained on file at Head Office for a period of five years. If Progressive Discipline is used, the Supervisor must ensure documentation is provided to the Management Team immediately for review. This information is to be maintained in the employee file indefinitely.

Any worker who willfully works in violation of Company Policies and/ or Legislative Requirements will be subject to any of the following disciplinary actions:

1. a verbal or written warning
2. a written warning
3. suspension or dismissal

**All workers are subject to immediate discharge for any of the following:**

- a. threatening physical harm with a weapon, or using a weapon to physically harm another person;
- b. theft, falsifying time records, or any other dishonest act;
- c. sabotage or intentional damage to company property;
- d. fighting;
- e. consumption of alcohol, possession and/ or the use, of illegal drugs, or the improper use of prescription or "over the counter" drugs, while on or about the premises of our job sites or performing work on the company's behalf;
- f. insubordination
- g. failure to return to work immediately after the expiration of a leave of absence granted by the company;
- h. without the written permission of the company, working elsewhere while on an authorized leave of absence, Workplace Safety and Insurance Board (WSIB) Claim, or medical leave.
- i. willful violation of Health and Safety Guidelines or legislation creating a potential for injury, death or serious property damage.

## PROGRESSIVE DISCIPLINE FORM

Worker's Name:	Date of Warning:
Site:	Time Issued:
Warning issued By:	

TYPE OF VIOLATION	VIOLATION DETAILS
<input type="checkbox"/> Quality of Work <input type="checkbox"/> Safety <input type="checkbox"/> Attendance <input type="checkbox"/> Other _____	Date of Occurrence _____ Time of Occurrence: _____ Location of Occurrence _____

Description of Occurrence (sign at end of statement)
I will provide a copy of this Worker Warning Report Form to the worker receiving this warning: Supervisor's Signature: _____

Worker's Statement: (check the appropriate statement)
<input type="checkbox"/> I agree with the Company's Statement
<input type="checkbox"/> I disagree with the Company's Statement for the following reasons;
I have entered my statement of the above matter and have received a copy of this Worker Warning Report Form.
Worker's Signature: _____ Date: _____

### Copy Distribution

☐ Worker ☐ Project Manager ☐ Senior Management ☐ Other \_\_\_\_\_

<b>1.5</b>	<b>EMPLOYEE ORIENTATION</b>
<b>PURPOSE</b>	When hiring workers to conduct work on behalf of the company, it is important that the employee has been made aware of the safety requirements of OXFORD INTERIORS LTD. and the other site-specific policies.
<b>PROCEDURE</b>	<p>Upon hiring workers the enclosed hiring checklists will be completed using the following steps;</p> <ul style="list-style-type: none"><li>• copies of the Safety Guidelines will be provided to the workers hired</li><li>• the Safety Guidelines will be reviewed with all workers hired directly for OXFORD INTERIORS LTD. This will be done initially upon hiring and subsequently on a yearly basis and the guidelines may also be used for the purposes of Tool Box Safety Talks</li><li>• upon review of the guidelines, acknowledgement sheets must be completed and handed back to the management of OXFORD INTERIORS LTD. prior to the commencement of work.</li><li>• review any and all training certificates that the worker has and arrange any subsequent training accordingly</li></ul>
<b>DOCUMENTATION</b>	<p>Those workers being hired will be required to complete acknowledgement sheets, stipulating that they have received and understand the Health and Safety Guidelines.</p> <p>Subsequent yearly reviews of the employee guidelines will also take place and once again the workers will be required to complete the acknowledgement sheet at the back of the guideline booklet. When the guidelines are used for Tool Box Safety Talks, an attendance form will be completed and maintained.</p>
<b>RECORDS</b>	All completed checklists and Acknowledgement sheets should be maintained on the workers file indefinitely.

## WORKER HIRING CHECKLIST

Worker Name		
Date Of Hire	Address;	
Position		
	Phone:	
List of Medical Conditions		
Emergency Contacts	Phone Numbers	
Name:	Home:	Work:
Name:	Home:	Work:
Name:	Home:	Work:

The following information has been provided and reviewed and/or discussed;

TOPIC	Provided YIN	Reviewed YIN	ACTIONS REQUIRED
1. Provide Worker Safety Guidelines			
2. Review Worker Safety Guidelines			
3. Obtain Acknowledgement Sheet			
4. Review training records (WHMIS, Fall Protection, Propane/Natural Gas, Fire extinguisher, licenses, or certificates (OBTAIN COPIES)			
5. Discuss & review accident reporting requirements and Early Safe Return to Work.			
Other Information			
<ul style="list-style-type: none"> <li>Equipment Provided (list)</li> </ul>			

Date: \_\_\_\_\_

Completed By: \_\_\_\_\_

## 1.6

## SAFETY MEETINGS & TALKS

### PURPOSE:

Site Safety Talks are to be used by site management as a means of providing basic health and safety awareness information to workers / Subcontractors. It is also a method of obtaining information on current health and safety site specific issues. Topics to be used for onsite safety talks may vary however the content of these short safety talks should be concise and specific.

### PROCEDURE

Meetings will be held by the Site Superintendent with our site staff on a weekly/ monthly/ bimonthly basis

Subcontractors on site will be asked to conduct weekly/ monthly or bimonthly site safety talks with their workers

Safety Talk forms must be completed by the person conducting the meeting and all in attendance must sign in, furthermore, attendance must be submitted to the Superintendent.

The Management Team will review the completed Safety Talks forms as a means of evaluation of the Superintendents and Subcontractors.

### DISTRIBUTION

The Superintendent - will maintain documentation of all meetings and make it available for review by the Management Team.

Subcontractors - will maintain documentation of each meeting and provide copies of these safety talks to the Superintendent regularly or as required.

### RECORDS

Copies of the Safety Talks should be maintained at Head Office. These safety talks will be retained on file (site specific) for a period of at least one year after project completion

**TOOLBOX SAFETY TALK FORM**

OXFORD INTERIORS LTD.	Project
Subcontractor:	Trade:
Subject(s) Discussed:	

Attendance: (Print Name )	Sign Name

Recommendations:

Recommendations to be used:

Supervisor's Comments:

Supervisor's Signature:	Date:
-------------------------	-------

**PURPOSE:**

Ongoing training and education will be used to ensure that all management staff and workers receive the appropriate training to supervise and/or perform their jobs safely.

Training and education will enhance our staff's knowledge and in turn provide them with the knowledge and skills required to implement sound accident prevention strategies.

**PROCEDURE**

The Project Manager will review documentation of recent training received by all members of the construction team. This will be compared against our minimum training requirements included in this segment of the health and safety manual. Accordingly if and when required, training will be arranged in a reasonable time to meet our minimum training requirements

Training will be conducted on at least a two year cycle unless otherwise legislated.

**DISTRIBUTION**

Training outlines will be reviewed by the Management Team. Each will maintain copies of the documentation pertaining to the training requirements. All persons requiring training will receive written notification and attendance will be mandatory.

**RECORDS**

Training documentation must be maintained for all training sessions and copies shall be provided to the Head Office for review and filing.

## TRAINING AND EDUCATION

The following is a list of suggested minimum training requirements for our management staff and workers. Please note that other training may be required to meet the specific needs of the program and/or hazards present in the workplace.

Target Group	Training Element	Frequency	Scheduled
Senior Management	Principles of Accident Prevent and Risk Management	Every 2 Years	
	Health, Safety and the Law	Every 2 Years	

Target Group	Training Element	Frequency	Scheduled
Middle Management	Principles of Accident Prevent and Risk Management	Every 2 Years	
	Health, Safety and the Law	Yearly	
	Province specific regulations	Yearly	
	Use of our Health and Safety Manual	Yearly	
	CSAO Supervisory Training	Every 2 yrs.	

Target Group	Training Element	Frequency	Scheduled
Front Line Management	Principles of Accident Prevent and Risk Management	Every 2 Years	
	Health, Safety and the Law	Yearly	
	Province specific regulations	Yearly	
	Use of our Health and Safety Manual	Yearly	
	(WHMIS)	Yearly (review)	
	Fall Prevention	Yearly	
	Employee Guidelines	Yearly	
	Standard First-Aid	Every 3 yrs.	
	Propane and/or Natural Gas	Every 3 yrs.	
	JHSC Certification (where applicable)		
	CSAO Supervisory Training	Every 2 yrs.	

Target Group	Training Element	Frequency	Scheduled
All Workers	WHIMIS	Yearly (review)	
	Fall Prevention	Yearly	
Affected Workers	Employee Guidelines (upon hire)	Yearly	
	Propane and/or Natural Gas	Every 3 yrs.	
	Fire Extinguishers	Every 2 yrs.	
	Explosive Actuated Tools	Every 2 yrs	
	Chain Saws		
	Fork-lifts and other Mobile Equipment	Every 2 yrs.	
	Signaling & Traffic Control		
	Lock-out, Hot work, Confined space		
	Standard First Aid	Every 3 Yrs.	
	JHSC Certification (where applicable)		

## TRAINING DOCUMENTATION

LOCATION:	TIME:	DATE:
FACILITATOR		TARGET GROUP

### TOPICS DISCUSSED


### HANDOUTS


### ATTENDANCE (Please Print)

PRINT NAME	SIGANTURE	PRINT NAME	SIGNATURE

### COMMENTS:


FACILITATOR'S SIGNATURE: \_\_\_\_\_  
\_\_\_\_\_

The following minimum health and safety documentation is required for all subcontractors working on OXFORD INTERIORS LTD. projects. We expect that when this information is requested from our management personnel, subcontractors will provide this information without hesitation or reservation. Failure to maintain or provide this information may be considered violation of your contract with OXFORD INTERIORS LTD.

## Workplace Safety and Insurance Board (WSIB)

- WSIB Clearance Certificate
- WSIB Independent Operators Clearance
- First Aid Training (Regulation 1101)

## Health and Safety Documentation

- Health and Safety Policy Statement (signed and dated by a Senior Officer of the company)
- Health and Safety Program
- Registration Of Constructors and Employers Engaged in Construction

## Equipment

- Operators Manuals for Equipment and Machinery rated @ greater than 10 horse power
- Inspection Logs for Equipment (i.e. lift-trucks, cranes or other hoisting devices, etc.)
- Inspection of Travel Restraint or Fall Arrest Equipment systems (inspected before each use)

## Training Requirements

	Training Requirements	Legislation
1.	Employers must appoint "Competent Supervisors" as defined in the Act	OHSA - Sec. 25.2 ©
2.	Workplace Hazardous Material Information System Training (all workers)	WHMIS Regs.
3.	Competent operators for equipment including but not limited to; Lift-Trucks; Zoom booms, excavating equipment, etc.	Reg. 213/91 - Sec. 96
4.	Cranes and boom trucks - Licensed Operators and trained operators (training must be recognized by the Ministry of Education and Training)	Reg. 213/91- Sec. 150
5.	Chain Saws - operators must be adequately trained	Reg. 213/91- Sec. 112
6.	Fire Extinguishers - users must be trained	Reg. 213/91- Sec. 52
7.	Propane and Natural Gas - those who handle, store, connect or operate propane or natural gas fuelled devices must be trained and carry a record of training (ROT) with them at all times	Propane and Natural Gas Storage and Utilization Code
8.	Explosive Actuated Tools - workers must be adequately trained and carry proof of training	Reg. 213/91- Sec. 117
9.	Elevating Work Platforms - workers must be trained to use the specific type of equipment (oral and written instruction)	Reg. 213/91- Sec. 147
10.	Signaler (assist vehicles in backing-up) - adequate training required	Reg. 213/91- Sec. 106
11.	Traffic control - must be a competent worker and given oral and written instructions	Reg. 213/91- Sec. 69
12.	Fall Protection - By June 12, 2002 workers using fall protection systems must be trained by a competent person (training records must be maintained)	Reg. 213/91- Sec. 26.2
13.	Proof of Training under the Trade Qualification and Apprenticeship Act	Reg. 572/99 (Electrician, Plumber, Hoisting Engineer, Sheet Metal and HVAC)
14.	Supervision Of Scaffold Erection/Alteration/Dismantling-competent person	Reg. 213/91- Sec. 131
15.	Certification Training - elected and selected members	OHSA

## REVIEW/CHANGE CONTROL

**PURPOSE:**

Our health and safety program must be reviewed on a regular basis and at least annually, to ensure that it is in compliance with current regulations and that it meets the needs of the company. Where changes are necessary a system must be in place to ensure that changes are reviewed by approved personnel

**PROCEDURE**

Requests for revisions to any policies, procedures or forms can be made in writing or verbally to the Management Team. Revisions to the Health and Safety Manual shall be made by the Management Team in consultation with Senior Management and the JHSC/ Worker Representative.

The Management will use the Revision Tracking Form to document the changes and to communicate the changes to the workforce.

**DISTRIBUTION**

All revisions will be distributed to any member of the company who has a copy of the OXFORD INTERIORS LTD. Health and Safety Manual, including;

- the Site Supervisor
- the Project Manager
- the JHSC/Worker Representative
- Maintained in a Master Binder

**RECORDS**

All revisions made to the health and safety program will be documented through change control forms and retained on file at head office indefinitely.

## REVIEW /REVISION TRACKING FORM

### Health and Safety Program Manual Revisions

A review and/or revisions to the Health and Safety Program Manual shall be recorded in the following format and communicated to the workforce by Management Team, as necessary.

PROGRAM REVIEW			
Date of Review:			
Revisions Requested/Made:      Yes      No			

PROGRAM REVISIONS			
SECTION	REVISION ( specific procedure/ form/ checklist, etc. revised or added)	REVISION DATE	APPROVAL (Sr. Mgt)

COMMENTS:


# OXFORD Interiors Ltd.

## HEALTH AND SAFETY MANUAL

### ***Section 2*** SUBCONTRACTOR SAFETY

2:1 Procurement of Subcontractors

2:2 Subcontractor Safety Package

## 2.1

## PROCUREMENT OF SUBCONTRACTORS

### PURPOSE

Acting as the "Constructor" of a project, we must ensure that Subcontractors and their employees comply with all legislative health and safety requirements. Therefore, it is essential that all attempts are made to procure Subcontractors who have proven through past performance that they are safety conscious employers and have proven track records.

### PROCEDURE

The Management Team shall be responsible for the procurement of Subcontractors and will;

- During the tendering stage, all prospective Subcontractors must be supplied with the Instruction to Bidders document, upgraded to include Subcontractors Safety Package (as per Procurement Checklist)
- complete the Subcontractor Procurement Checklist form for each Subcontractor
- ensure all information on the Procurement Checklist is provided by Subcontractors prior to commencement of work
- obtain the requested safety information from the Subcontractors and review the information

#### Upon awarding the contract

- retain the Contract Addendum Schedule "S" Acknowledgement Sheet and maintain on file (see enclosed Contract Addendum Schedule "S")
- prior to the commencement of work, the respective Site Superintendent for the project and Senior Management will ensure that the Subcontractor has received an orientation to the site

### DISTRIBUTION

The Management Team will ensure the distribution and gathering of all pertinent information during the procurement process.

The Site Superintendent will also be responsible for the distribution and gathering pertinent information of the Subcontractors during the Site Orientation.

### RECORDS

All information gathered during the hiring process and the orientation process shall remain on file indefinitely.

## SUBCONTRACTOR PROCUREMENT CHECKLIST

Project:	Subcontractor:	
Completed By:	Address:	
Title:	Telephone:	Fax:

### Selection of Subcontractors:

Initially, all Subcontractors and suppliers bidding on tenders will receive an Instruction to Bidders document identifying how and when Safety Documentation will be requested. Subsequently, the following information must be obtained from and reviewed for the "short list" of prospective Subcontractors;

Workplace Safety and Insurance Board (WSIB) CAD - 7 Experience Rating Fact Sheet and NEER Statement (Industrial Establishments)		
Company Safety Policy		
Outline of Health/Safety & Training Programs (Safety Booklet)		

**The prospective Subcontractors must be provided with a copy of;**

Subcontractor Guidelines & Site Safety Requirements		
Notification of the presence of Designated Substances (if applicable)		

### The Contract

The Management Team will ensure quality and safety requirements contained in the contract are suitable and complete for the specific project requirements. The following information should be supplied by the selected Subcontractor at the time of Contract;

General Employee Guidelines including Procedures for Hazardous Work		
Material Safety Data Sheets & W.H.M.I.S. training compliance		
"Competent Person" Supervisor and Company Representative to oversee safety		
WSIB "Certificate of Clearance"		
Ministry Of Labour forms – Registration of Constructors and Employers Engaged in Construction (all employers)		
Signed Acknowledgement Sheet – Schedule "S"		

## 2.2

## SUBCONTRACTOR SAFETY PACKAGE

### PURPOSE

The Subcontractor Safety Package is a document that is used to convey information and minimum health and safety requirements that must be followed by all Subcontractors performing work on our projects. This document provides a baseline of requirements that will help us ensure that Subcontractors and their workers, Subcontractors and visitors have guidelines and requirements that they are contracted and expected to follow.

All management staff, workers and/or Subcontractors must regard the Subcontractor Safety Package as a directive for compliance with the Health and Safety Program and the minimum legislative health and safety requirements.

### PROCEDURE

The Subcontractor Safety Package must be;

- developed, implemented and updated on a yearly basis,
- reviewed by all management members, and
- approved by the Senior Management
- reviewed by the corporate lawyer

Once approved, the Subcontractor Safety Package is to be used in the contract procurement stage, during orientation of Subcontractors and subsequently used on site.

### DISTRIBUTION

Distribution of the Subcontractor Safety Package is as follows;

- distributed to all Subcontractors holding a contract with our company
- to all Subcontractor supervisors during site specific orientation meetings
- posted on all construction projects

### RECORDS

All activities involving the distribution and/or review of the Subcontractor Safety Package must include appropriate documentation demonstrating the implementation of such activities. The Management Team and the Site Superintendent will be responsible for maintaining the document as identified in the Procurement and Orientation of Subcontractors procedures included in this segment of the manual.

All documentation must remain in the project file indefinitely.

# **OXFORD Interiors Ltd.**

## **Subcontractor Safety Package**

Project Name:\_\_\_\_\_

# **SUBCONTRACTOR SAFETY PACKAGE**

## **INTRODUCTION**

The following Subcontractor Safety Package has been prepared to identify our commitment to, and requirements for health and safety on our projects. This package has been designed to define the specific health and safety requirements for Subcontractors to follow while working on OXFORD Interiors Ltd. projects.

The health and safety of workers on our projects is of the utmost concern and we consider health and safety legislation to be a minimum requirement. Therefore, we have prepared policies and procedures to clarify the legislated standards as they pertain to our project. The subcontractor must, in turn, set procedures to ensure compliance with all applicable legislation and the following requirements to ensure that their work is conducted safely.

All Subcontractors performing work for OXFORD Interiors Ltd. will receive this package with their final contract. The Subcontractor must complete the Acknowledgment Sheet and return it to OXFORD Interiors Ltd. prior to the commencement of work on the project.

## **CONTENTS**

OXFORD INTERIORS LTD. "HEALTH AND SAFETY POLICY"

SECTION I: SUBCONTRACTOR GUIDELINES (Contract: Schedule "S")

SECTION II: SITE SAFETY REQUIREMENTS (Contract: Schedule "S")

ACKNOWLEDGEMENT SHEET

# OXFORD INTERIORS LTD.

## HEALTH & SAFETY POLICY STATEMENT

At **OXFORD INTERIORS LTD.**, we place the utmost importance on the health, safety and well being of our employees and others who may be affected by our work. It is our responsibility to achieve and maintain a safe and healthy working environment. OXFORD INTERIORS LTD. has developed a Health & Safety Program to promote workplace safety and control unsafe working conditions. The Health & Safety Program promotes specific health and safety training for all employees, and is designed to monitor the workplace for compliance with legislative requirements and attain best operating practices at all times.

### **OXFORD INTERIORS LTD.:**

- believes that it is responsible to incorporate proven health and safety principles into all phases of our operations and emphasize these as integral components of prudent business practice
- understands that the responsibilities for workplace health and safety must extend to all workplace parties (senior management, front line management and workers) on or off the job
- recognizes that accident prevention and quality of working life must continue to be an essential part of our business operations and as such, will empower each individual to actively participate in their Health & Safety Program
- accepts the concept that the causes of accidents and illnesses can be controlled and the occurrence of personal injuries can be further reduced and is therefore committed to the prevention of occupational illness and injury in the workplace
- will continue to support the efforts of the Worker Health and Safety Representative.
- while complying with Ontario's Occupational Health and Safety Act and Environmental Protection Act and all applicable Regulations, accepts these statutes as minimum standards
- recognizes that it is the responsibility of all workers to work in accordance with the practices and procedures set forth in the Health and Safety Program, in addition to the applicable legislative requirements
- recognizes that it is the responsibility of all workers to report all hazards and unsafe acts/ conditions
- recognizes the responsibility of all supervisors to ensure that safe and healthy work conditions are maintained
- as outlined in our Early Safe Return to Work Program, will endeavor to offer modified work to those employees who have sustained injury or illness with a view to facilitate their rehabilitation and to safely return them to their pre-injury job function as soon as they are capable
- The success of our organization depends on our reputation to provide a quality product and service in a safe and timely manner. Health and safety must be incorporated into all facets of our operations.
- Through open lines of communication, objective discussions and cooperation between workers, foremen, management, the Worker Health and Safety Representative and other outside parties, our objectives of a workplace free of hazards, injury and illness can and will be achieved.

President \_\_\_\_\_

Date \_\_\_\_\_

# **SUBCONTRACTOR SAFETY PACKAGE: SAFETY GUIDELINES**

## **INTRODUCTION**

The following guidelines have been prepared for all Subcontractors performing work on the project. Work shall only commence where OXFORD Interiors Ltd. is in receipt of the Subcontractor Orientation Checklist signed by an Officer or Director of the Subcontractor.

It is the responsibility of the Subcontractor to review with his/her workers, subcontractors, suppliers and visitors, the contents of the Subcontractor Safety Package and abide by this package at all times while on the project. These guidelines are meant to assist the Subcontractor in the prevention of incidents, accidents and the maintenance of a safe worksite and workforce. They are by no means all inclusive of the requirements specified by the Occupational Health and Safety Act and pertinent regulations. The Subcontractor must have their own policies and procedures to meet or exceed these guidelines and address the specific hazards associated with their work as it relates to this project. Additional policies and amendments may be added through the progression of the project should they be deemed necessary to address unforeseen hazards.

The Subcontractor is also responsible to ensure that their Subcontractors and suppliers are provided with a copy of our Subcontractor Safety Package prior to commencing work. The Subcontractor must ensure that their Subcontractor's and/ or suppliers are oriented to the project, the acknowledgment is signed and all required documents are delivered to the Site Superintendent.

## **Responsibilities of the Subcontractor's Management**

1. Prior to the commencement of work on site, the Subcontractor shall ensure the appointment of a "competent" supervisor to oversee health and safety responsibilities. The Subcontractor's project manager and supervisor must attend an orientation meeting and complete the Subcontractor Orientation Checklist in conjunction with the constructor's Site Superintendent or Safety Consultant. Where the Subcontractor employs five or more workers on the site, including Subcontractors, the supervisor must be present at all times or assign a Competent Person to supervise in his/her absence.
2. The Subcontractor's management and supervisor(s) must ensure site policies, legislation, codes and standards governing the work and workers of the Subcontractor, their Subcontractors, suppliers and visitors, as a minimum, are complied with, and undertake every reasonable precaution to ensure the health and safety of all workers, persons and property.
3. The Subcontractor must abide by the requests of the constructor's Site Superintendent and all Governing Authorities. The Subcontractor must also ensure that the Project Safety Program is implemented and enforced by their Subcontractor and supplier's supervisors.

## **Training, Orientation and On-Site Meetings**

1. The Subcontractor must provide their supervisors and workers with the appropriate training and certification in health and safety to ensure that they are competent to perform all required work in a safe manner. This will include as a minimum;
  - Duties and rights under the Occupational Health and Safety Act, Construction Regulations
  - Workplace Hazardous Materials Information System (WHMIS)
  - Standard First Aid (per WSIB Reg. 1101)
  - Specific training or instruction (fall prevention, scaffold erection, signaling, elevated work platforms, explosive actuated tools, 0-8 ton hoisting devices, 8 ton + hoisting devices, cranes, forklifts, propane, chainsaws, inspection of formwork, false work, suspended scaffold, trenches and roofers hoist, etc.)
  - Certification in their specified trades (where applicable)

A record of training/ certification must be maintained on the worker and provided to the Site Superintendent, where requested.

2. Project health and safety "Tool Box" meetings shall be held by the Subcontractor's supervisors for their workers at least once/month, with records of these meetings available for review by the constructor (as requested). The documentation must include as a minimum;
  - Subject matter
  - attendance (signatures)
  - company and presenter's name
  - date, time and location
  - date, time and location of following meeting

Toolbox talks may be required more frequently at the request of the Site Management Team.

3. The Subcontractor's supervisor must attend site production and/ or safety meetings, as required.
4. The Subcontractor must ensure that all workers, Subcontractors, visitors and suppliers employed by their company on the project receive instruction regarding the Subcontractor's health and safety policy and these guidelines.

## **Subcontractor's Worker Safety Representative**

Every Subcontractor and/ or Subcontractor that employs more than five (5) workers shall have their workers elect a worker safety representative from among their workers on the project. This person must not perform managerial functions. This representative may be elected to or selected for the Joint Health and Safety Committee or Worker Trades Committee, where required.

## **Subcontractor's Representative to the Joint Health and Safety Committee (JHSC)**

1. Where required, a Joint Health and Safety Committee (JHSC) will be established. At least half of the members shall be workers employed on the project who do not perform managerial functions. Worker representatives to the JHSC will be selected by the trade union, which represents those workers or elected by the workers on the site.
2. A Subcontractor's employee working on site may be selected/ elected as a worker representative to the JHSC. Should this occur, the Subcontractor is obliged to arrange and provide for any prescribed training required for its employee to achieve compliance.
3. The Subcontractor shall ensure that the powers and duties of JHSC members, as required by legislation and/ or site policy, are not obstructed or hindered by the Subcontractor's activities or personnel.
4. The Subcontractor shall ensure that the worker representative in its employ is familiar with these guidelines and allow the JHSC member such time as required to perform site safety duties as required by legislation and/ or requested by the site superintendent.
5. The JHSC will meet and conduct inspections on a regular basis. Members are to be paid by their respective employers for the time to prepare for and attend meetings and carry out duties required by the JHSC.
6. Where the site population exceeds fifty (50) workers and the project is expected to last more than 3 months, a Workers Trades Committee (WTC) will be established. Subcontractors are expected to cooperate with and support these workers as they would a JHSC representative.

## **Provision of Documents**

1. The Subcontractor shall provide an Ontario Ministry of Labour "Registration of Constructors and Employers Engaged in Construction" (Registration) form for their company and all their subcontracted employers that will be performing work on the project.
2. The Subcontractor shall provide a current Workplace Safety and Insurance Board "Certificate of Clearance" and ensure that all Subcontractors, independent operators and suppliers providing work for the project have appropriate Workplace Safety and Insurance Board coverage.
3. The Subcontractor and their Subcontractors shall submit a copy of their Health and Safety Program, site specific procedures and any drawing, specification, license, document, material safety data sheet, record or report pertaining to the health and safety of workers on the project. These must be submitted to the Site Superintendent prior to commencement of the work.

4. On the project, the Subcontractor shall maintain a copy of all documentation required in accordance with applicable legislation, prior to the work commencing and/or equipment/ material arriving on the project. This includes, but is not limited to Subcontractor and Subcontractor health and safety policies, equipment operators manuals, log books, material safety data sheets (MSDS), service locates, engineers drawings and applicable authorizations, permits, specific procedures for hazardous work, certificates for man lifts/ cranes/ hoists and other devices, etc. All information must be readily available to workers on the project.
5. The Subcontractor must follow Ministry of Environment and Energy regulations for generation and disposal of municipal and subject waste.
6. The Subcontractor must ensure each worker's trade certification (where required) and records of training are available on the worker or the project at all times.

#### **Written Procedures**

When necessary OXFORD Interiors Ltd. may request from the subcontractor written procedures for hazardous work. Such procedures will be reviewed to ensure that all reasonable precautions in the circumstances have been taken for the protection of the workers.

#### **First Aid and Emergency Equipment**

1. The Subcontractor must provide first aid kits, fire extinguishers, and emergency communications in an area immediately available to their workers and suitable for the work activity and/ or number of workers (including Subcontractors) performing work.

#### **Notification of Near Misses/ Incidents/ Accidents and Unsafe Conditions**

1. The Subcontractor or its Subcontractors, workers, visitors or suppliers must immediately report all near misses, incidents, accidents or unsafe conditions to the Site Superintendent.

#### **Investigation and Reporting Forms**

1. The Subcontractor shall conduct a full investigation for any loss-causing situation. Identify events and causes; provide information pertaining to the occurrence, recommendations and steps to be taken to prevent a recurrence.
2. The Subcontractor shall provide all reports and written notices, in accordance with the Occupational Health and Safety Act and pertinent regulations, the Workplace Safety and Insurance Act and these guidelines, within the notification period stipulated by the respective Authority. All reports must be copied to the Site Superintendent and the Construction Manager.
3. If a claim is made by a Subcontractor or its Subcontractors, workers, visitors or suppliers against another Subcontractor, OXFORD Interiors Ltd. or the owner, OXFORD Interiors Ltd. must receive notice of such a claim in writing, within one (1) day (24 hours) of the alleged occurrence on which the claim is based.

## **Incident/ Accident Follow-Up Procedure**

1. The Subcontractor shall ensure that preventive measures have been implemented to prevent a recurrence, and verify that the respective Authorities and OXFORD Interiors Ltd. have received the appropriate notification.
2. The Subcontractor must establish an Early Safe Return to Work Program and take all necessary measures to accommodate injured workers. The Subcontractor must also ensure that their Subcontractors have implemented an Early Safe Return to Work Program.

## **Enforcement**

The Subcontractor shall ensure that these guidelines and all statutory requirements or requests/ orders by Governing Authorities are enforced with all employees, Subcontractors, suppliers or visitors, and take immediate corrective action to eliminate any hazardous conditions, violations, or other non-compliance. The Subcontractor shall notify the Site Superintendent, in writing, of any such action.

## **Non-Compliance Penalties**

- 1 The Subcontractor shall hold harmless the Owner, Constructor (OXFORD Interiors Ltd.) and their respective officers, employees and agents for any failure by the Subcontractor to comply with the requirements of these guidelines or their statutory responsibilities. The Subcontractor shall be responsible, financially and otherwise for the non-compliance of their employees, Subcontractors, suppliers or visitor on the project.
2. The following penalties may be levied without recourse, at the discretion of the Constructor, against the Subcontractor, his employees, Subcontractors, suppliers or other person for non-compliance.
  - a) termination of the contract where the Subcontractor refuses and/or fails to fulfill all duties and responsibilities
  - b) immediate ejection from the site of any offending employee, Subcontractor, supplier or other person, temporarily or permanently
- 3 The Subcontractor shall be responsible for and shall fully indemnify the owner, the Constructor and their officers, employees and agents for:
  - a) any and all costs incurred due to charges, fines and convictions resulting from the Subcontractor or their Subcontractor's, suppliers, workers or visitors failure to comply with these guidelines or their statutory responsibilities.
  - c) any and all costs incurred to defend any action resulting from the Subcontractor or their Subcontractors, suppliers, workers or visitors failure to comply with these guidelines or their statutory responsibilities
  - d) any and all costs incurred due to delays in the progress of work or their Subcontractors, suppliers, workers or visitors failure to comply with these guidelines or their statutory responsibilities .
- 4 Where the responsibilities of the Subcontractor or their Subcontractor or suppliers are not carried out in a timely manner, for any reason, others will perform the work and costs shall be back-charged to the Subcontractor.

## **Hours of Work**

The hours of work on the project are from 7:30 am to 5:00 pm Monday through Friday, unless otherwise posted by the Site Superintendent. The Site Superintendent must grant permission for after hours, weekend or statutory holiday work.

**SUBCONTRACTOR SAFETY PACKAGE - ACKNOWLEDGEMENT SHEET**

I have received and read a copy of the "**SUBCONTRACTOR SAFETY PACKAGE** " (27 pages in length, including OXFORD Interiors Ltd. Health and Safety Policy, Subcontractor Guidelines and Site Safety Requirements) and agree, on behalf of;

\_\_\_\_\_  
(Name of Subcontractor)

to comply with the requirements of this document and the requirements of the Occupational Health and Safety Act and Regulations for Construction Projects (R213/91) and any amendments or other safety regulations which pertain to our work. Furthermore, we will take all necessary precautions for the health and safety of our workers, suppliers and subcontractors while on the project and ensure that they are provided with and are aware of the preceding requirements.

\_\_\_\_\_  
(Contractor Representative having authority to bind)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
OXFORD Interiors Ltd. Representative)

\_\_\_\_\_  
(Signature)

Signed in the City of \_\_\_\_\_ this (date)

\_\_\_\_\_  
(Witnessed by)

Note: (Prior to the commencement of work, this acknowledgment sheet must be signed and returned to OXFORD Interiors Ltd. head office along with the final contract)

OXFORD Interiors Ltd.

HEALTH AND SAFETY MANUAL

***Section 3* Fall Protection**

**OXFORD INTERIORS LTD.**

## FALL PROTECTION

The Regulation for Construction Projects sets out the safety requirements for the use of fall protection or prevention equipment where workers are exposed to the hazard of falling.

Effective June 12, 2002 all construction workers required to use fall protection devices will be required to undergo training and certification in the proper use of fall protection equipment before commencing work.

### Definition/Description

- **Anchorage:** A secure means of attachment to which the personal fall arrest system connected. It is a fixed structural member to which is attached a fall arrest system. The anchorage must be able to withstand an impact load of at least 5000 lbs. per person.
- **Full body harness:** A component with a design of straps which is fastened about the person in a manner so as to contain the torso and distribute the fall arrest forces over at least the upper thighs, pelvis, chest and shoulders with means for attaching it to other components of subsystems.
- **Lanyard connecting subsystems:** It consists of a flexible line of rope, wire rope or webbing with locking connectors; it may also have a shock absorber.
- **Shock absorber:** A component whose primary function is to dissipated energy and limit deceleration forces of the system on the body during the fall.
- **Fall arrest:** A device, such as a rope grab, which travel on a lifeline and automatically engage the life line and lock so as to arrest an accidental fall of a person.
- **Lifeline:** A lifeline is attached to an anchorage system. It may consist of rope and fall arrests.
- **Horizontal lifeline:** A roper or cable attached at each end to an anchorage or anchorage connector and may also contain one or more intermediate anchorage. The end anchorage has the same elevation.
- **"Fall Arrest System":** Means an assembly of components such as an anchor point lifeline, rope grabbing device, lanyard, and a full body harness intended to arrest the fall of a worker if they should fall from a surface.

- **Travel restraint system:** Means a mechanism, which restricts the movement of worker, so that they are prevented from falling from the work surface. A travel restraint system may consist of the following components: anchor point, full body harness, safety belt, and lanyard, rope grabbing device, lifeline or horizontal static lines.
- The Regulation for Construction Projects require that unless a safety net or guardrails are used, a worker shall wear a fall arrest system if, the worker may fall:
  - A distance of more than 10 feet.
  - Into operating machinery
  - Into water or another liquid or,
  - Into or onto a hazardous substance or object.
- To determine the Total Fall Distance the following formula should be used:  
 Length of Lanyard Free Fall + Shock Absorber Extension (max) + 0.5/t (15.24 cm) "D" ring slide + Harness "D" ring to feet.
- To determine Minimum Fall Clearance Required, the following formula should be used:  
 Total Fall Distance minus Anchorage Point to Feet.
- Lanyard attached to full body harness may be connected to vertical lifelines or horizontal static lines. The vertical lifeline should consist of a 16-mm (5/8-inch) diameter or larger polypropylene fibre rope attached to a fixed support. It is recommended that polypropylene fibre rope contains ultra violet inhibitors and should be identified as such.
- A lifeline may also be a retractable block device with a wire rope and clutch arrangement designed to reduce the shock and load on and arrest the fall of a worker attached to each lifeline.
- Only one person shall be attached to a vertical lifeline.
- Unless a horizontal static line system has been specifically designed and tested by a professional engineer; the following criteria should be used in the installation of the horizontal static line.
- The line should consist of a 12-mm (1/2-inch) diameter or larger improved plow steel wire rope. Polypropylene rope is not recommended for horizontal lines due to the hazards associated with cutting, chafing, burning, and fall distances.
- The line must be secured between two fixed points capable of withstanding the force applied to the fixed points in the event of a fall arrest.

- Where the line span is greater than 9 meters, it should have control points no more than 9 meters (30 feet) apart. The line should be adjusted so that:
  - The maximum sag is no greater than 15 inches in a 30-foot span.
  - The amount of slack in the line plus the stretch in the fall arrest system allows a fallen worker to come to rest no more than 1-5 meters (5 feet) below their work position.

## **BASIC HAZARDS and CONTROLS**

Some form of a fall protection must be used wherever workers are exposed to the hazard of falling

1. more than 3 meters (10 feet)
2. more than 1.2 meters (4 feet) if the work area is used as a path for a wheelbarrow or similar equipment
3. into operating machinery
4. into water or another liquid
5. into a hazardous substance or object
6. through an opening in a work surface.

Workers must be protected by at least one of the following fall protection methods:

- fall prevention
- fall arrest

### **Fall prevention includes**

- proper use and set-up of worksite access such as ladders and scaffolds
- protective covers over floor and roof openings
- warning barriers and bump lines
- guardrail systems
- travel restraint

### **Fall arrest includes**

- fall restriction
- fall arrest
- safety nets
- Every fall protection system in Ontario construction must meet the requirements of the Occupational Health and Safety Act, the construction regulation (O.Reg.213/91), and any applicable National Standards of Canada standards.

## **FALL PREVENTION**

Fall prevention uses physical means to keep workers away from situations where they might fall. The best means of fall prevention is a guardrail system complying with the current construction regulations (O.Reg. 213/91). The following sections outline fall prevention related to:

## **Ladders – General**

When any ladder must be set up next to an unprotected edge where a fall of 3 meter (10 feet) or more could occur, workers using the ladder must be protected by a fall-arrest system. Ladders must be set up a safe distance from live electrical conductors and equipment.

### **Portable Ladders**

These are the most commonly used ladders in construction. They may be manufactured from wood, aluminum, or fiberglass, or be constructed on site.

Minimum requirements:

- Designed, constructed, and maintained to support all loads reasonably expected for a given job
- Free from loose, damaged, or defective rungs
- Rungs spaced at 300 millimetres (1 foot) on centres
- Side rails at least 300 millimetres (1 foot) apart
- Set up on firm, level footing or, if ground is soft or muddy, on a mud sill
- Erected one metre out for every three or four metres up.

Portable ladders used for regular access between levels must:

- extend at least 900 millimetres (3 feet) above upper landing
- have a clear space of at least 150 millimetres (6 inches) behind each rung
- have a landing surface at top and bottom adequate and free of obstructions, debris, and other hazards
- be firmly secured at top and bottom to prevent movement.

Where there's no means to tie the top off, a ladder stabilizer can provide additional stability. Stabilizers are manufactured to suit various applications.

### **Stepladders**

There are two basic requirements:

1. Make sure legs are fully open and spreaders pushed down and locked.
2. Never stand on the top step or the pail shelf.

Other safeguards include the following

- Make sure that hinges are in good condition and operated as originally manufactured with no lateral play in the joints.
- Check that spreaders are not deformed, damaged, or otherwise defective.
- Always set up the ladder on a secure, firm, flat surface.
- Keep your centre of gravity between the side rails of the ladder to avoid tipping.
- Never use stepladders for temporary bracing or shoring – they're not designed for that kind of loading.

## **Fixed Ladders**

Before using any vertical access ladder fixed to the side of a building, make sure that:

- wall anchors are in good condition
- anchors aren't loose or pulling out of the wall
- there's no excessive rust between rungs and side rails, between side rails and wall brackets, or between brackets and anchors
- a ladder higher than 3 metres (10 feet) above grade is equipped with a safety cage or other means of fall protection.

## **Scaffolds**

**A scaffold work platform MUST:**

- be at least 460 millimetres (18 inches) wide
- consist of planks laid tightly side by side over the full width of the platform if the platform is more than 2.4 metres (8 feet) high
- be provided with guardrails meeting requirements of the current construction regulation if the platform is more than 2.4 metres (8 feet) high
- not have any unguarded or unprotected openings
- have each platform component secured to prevent slippage.

A scaffold must have a safe, secure means of access such as a portable ladder, ramp, or stairway. Ladder rails must extend at least 900 millimetres (3 feet) above platform.

**Scaffold planks MUST:**

- be at least 48 mm by 248 mm (2" x 10")
- meet or exceed requirements for Number 1 Grade SPF (spruce-pine-fir) –select structural grades of SPF or Douglas fir are strongly recommended
- overhang their supports by no less than 150 millimetres (6 inches) and no more than 300 millimetres (12 inches)
- have cleats at one end to fit over the scaffold frame and prevent the planks from sliding off
- be inspected regularly and must be discarded if damaged or deteriorated.
- 

To maintain stability and prevent sideways movement, the scaffold must be secured to the structure at vertical intervals not greater than three times the least lateral dimension of the scaffold measured at the base. Installing outriggers at the base can increase this dimension.

*Outriggers* are used to

- provide additional stability
- increase the height at which the scaffold needs to be tied into the structure
- provide stability where tying-in isn't possible
- 

Workers erecting or dismantling scaffolds at heights over 2.4 metres (8 feet) must be protected by an appropriate fall protection or fall-arrest system.

Casters or wheels on rolling scaffolds must be equipped with brakes that can be applied before any worker mounts, uses, or dismounts from the scaffold.

Rolling scaffolds with pneumatic tires must never be supported on the tires while being erected, used, or dismantled.

If it's necessary to move a rolling scaffold with workers aboard, the workers must adequately tie off to a fixed support.

### **Powered Elevating Work Platforms**

- Fall protection for powered elevating work platforms (PEWPs) includes the following minimum requirements:
  - The PEWP must be equipped with guardrails and
  - The PEWP must not be moved with workers aboard unless each worker wears a full body harness adequately tied off to the platform.
- It's important to identify all approved tie-off points on the work platform.
- Where workers work from PEWPs at heights exceeding 3 metres (10 feet) and adequate anchor points are available overhead, it is recommended that workers tie off to these points.
- Before the platform is lowered or moved to another location, the workers must first unhook from the overhead points and then tie off to the platform.
- Whenever possible, lower the work platform before moving. This keeps the centre of gravity as close to the wheels as possible, thereby reducing the risk of tipping.
- Always operate PEWPs on a firm level surface.
- Before using the equipment, inspect the work area for overhead powerlines and other electrical hazards.
- Also inspect the work area for hazards such as grade changes, curbs, or drop-offs.
- Ensure that covers over openings are either strong enough to support the weight of the PEWP or clearly marked so they can be avoided.

### **Protective Covers**

Openings in floors, roofs, and other work surfaces must be protected by guardrails or covers if the openings pose a fall hazard.

*Protective covers MUST:*

- Completely cover the opening
- Be securely fastened together as well as to the sides of the opening
- Be clearly identified as a cover
- Be constructed of material adequate to support all expected loads
- Be capable of supporting a live load of at least 2.4 kilopascals (50 pounds per square foot) without exceeding the allowable unit stress for the material used.

A guardrail can also be used as protection around openings in floors and roofs.

### **Warning Barriers and Bump Lines**

Warning barriers and bump lines should be set up around the work area at least 2 metres (6 feet 6 inches) from unprotected edges.

When a work area is enclosed by properly installed and maintained warning barriers or bump lines, work inside the area can be done without additional fall protection measures.

Lines or barriers should be 1.07 metres (42 inches) high and consist of weighted posts, fibre rope, and warning flags or signs along their entire length.

### **Guardrails**

#### **General Requirements**

Guardrails must be installed no farther than 300 mm (1 foot) from an edge.

A guardrail must be capable of resisting-anywhere along its length and without exceeding the allowable unit stress for each material used-the-following loads when applied separately:

- A point load of 675 newtons (150 pounds) applied laterally to the top rail
- A point load of 450 newtons (100 pounds) applied in a vertical downward direction to the top rail
- A point load of 450 newtons (100 pounds) applied in a lateral or vertical downward direction to the mid-rail
- A point load of 225 newtons (50 pounds) applied laterally to the toe board

Shoring jacks used as guardrail posts should be fitted with plywood softener plates top and bottom. Snug up and check the posts regularly for tightness.

### **Wood Guardrails**

Basic requirements for wood guardrails include:

1. top rail, mid rail, and toe board secured to vertical supports
2. top rail between 91 cm (3 feet) and 1.07 metres (3 feet 6 inches) high
3. toe board at least 10.2 cm (4 inches) high-89 mm (3 1/2 inches) high if made of wood-and
4. installed flush with the surface
5. posts no more than 2.4 metres (8 feet) apart.

For maximum resistance to lateral force, the top rail of wood guardrail system should be laid flat with the larger dimension horizontal and be securely fastened to the top of each post so that the rails can't be pulled off the posts.

Posts used for wooden guardrails must not be set any further than 2.4 metres (8 feet) apart. To strengthen guardrails, reduce the spacing of posts and double the thickness of the top rail.

### **Temporary Removal**

Before removing the guardrail, workers in the area must tie off using a travel-restraint or fall-arrest system.

The area should be cordoned off with caution tape or a bump line at least 2 metres (6 feet 6 inches) from either side of the opening and from the edge of the work surface. Warning signs should also be posted.

Guardrail posts temporarily removed should be unfastened from the deck using proper tools, not pried or pulled off, and placed safely out of the way.

When it's time to replace the guardrail section, a competent worker using the specified type and number of fasteners and the proper tools should install posts as per the original design requirements.

### **Travel-Restraint Systems**

The system lets a worker travel just far enough to reach the edge but not far enough to fall over.

#### ***The basic travel-restraint system consist of***

- CSA-approved full body harness
- lanyard
- lifeline
- rope grab to attach harness or lanyard to lifeline
- adequate anchorage (capable of supporting a static load of 2 kilonewtons-450-pounds with a recommended safety factor of at least 2, that is, 4 kilonewtons or 900 pounds).

### ***Basic Types of Travel Restraint***

Two methods of travel restraint are commonly used in construction

1. Connecting an adequately anchored lifeline directly to the D-ring of the worker's full body harness. It's absolutely critical that the length of the lifeline, measured from the anchor point, is short enough to restrain the worker from any fall hazard.
2. Attaching a lanyard from the D-ring of the worker's full body harness to a rope grab on an adequately anchored lifeline. There must be some means such as a knot in the lifeline-to prevent the rope grab from sliding along the lifeline to a point where the worker is no longer restrained from falling.

Whether method 1 or 2 is used, the system must be adjusted so that the fully extended lifeline and/or lanyard prevents the worker from reaching any point where the worker may fall. The system must also be securely anchored.

## **FALL ARREST**

Where workers cannot be protected from falls by guardrails or travel restraint, they must be protected by at least one of the following methods:

- fall-restricting system
- safety net
- fall-arrest system.

In the event of a fall, these systems must keep a worker from hitting the ground, the next level below, or any other objects below.

### *Full-Restricting System*

A fall-restricting system is designed to limit a worker's free fall distance to 0.6 meters (2 feet).

One type uses a belt grab or belly hook that attaches to a safety rail on fixed ladder.

### *Safety Net System*

A safety net system must be designed by a professional engineer. The system is installed below a work surface to protect any location where a fall hazard exists.

### *Fall-Arrest System*

A fall-arrest system MUST:

- include a CSA-approved full body harness
- include a lanyard equipped with a shock absorber unless the shock absorber could cause a falling worker to hit the ground or an object or level below the work
- be attached to a lifeline or by the lanyard to an adequate fixed support
- prevent a falling worker from hitting the ground or any object or level below the work
- not subject a falling worker to a peak fallarrest force greater than 8 kilonewtons.

The construction regulation (O.Reg. 145/00) requires that

- all fall protection equipment must be inspected for damage, wear, and obvious defects by a competent worker before each use
- Any worker required to use fall protection must be trained in its safe use and proper maintenance
- Any defective component should be replaced by one that meets or exceeds the manufacturer's minimum performance standards for that particular system
- The regulation also requires that any fall-arrest system involved in a fall be removed from service until the manufacturer certifies all components safe for reuse.

## Fall-Arrest Components

The Canadian Standards Association (CSA) provides minimum standards for most components of personal fall protection equipment:

CAN/CSA-Z259.1-05: Body Belts and Saddles for Work Positioning and Travel Restraint.

CAN/CSA-Z259.2.1-98 (R2008): Fall Arresters, Vertical Lifelines and Rails.

CAN/CSA-Z259.2.2-98 (R2004): Self-Retracting Devices for Personal Fall-Arrest Systems.

CAN/CSA-Z259.2.3-99 (R2004): Descent Control Devices.

CAN/CSA-Z259.10-06: Full Body Harnesses.

CAN/CSA-Z259.11-05: Energy Absorbers and Lanyards.

CAN/CSA-Z259.12-01 (R2006): Connecting Components for Personal Fall Arrest Systems.

CAN/CSA-Z259.14-01 (R2007): Fall Restrict Equipment for Wood Pole Climbing. O. Reg. 85/04, s. 5 (2); O. Reg. 443/09, s. 1.

## Lifelines

There are three basis types of lifelines:

1. Vertical
2. Horizontal
3. Retractable.

All lifelines must be inspected daily to ensure that they are:

- Free of cuts, burns, frayed strands, abrasions, and other defects or signs of damage
- Free of discolouration and brittleness indicating heat or chemical exposure

### 1. **Vertical Lifelines**

Vertical lifelines must comply with the current edition of the applicable CSA standard and the following minimum requirements:

- Only one person at a time may use a vertical lifeline.
- A vertical lifeline must reach the ground or a level above ground where the worker can safely exit.
- A vertical lifeline must have a positive stop to prevent the rope grab from running off the end of the lifeline.
- Vertical lifelines are typically 16-millimetre (5/8inch) synthetic rope (polypropylene blends).

### 2. **Horizontal Lifelines**

The following requirements apply to any horizontal lifeline systems:

- A professional engineer in accordance with good engineering practice must design the system.
- The design can be a standard design or specifically engineered for the site.

The design for a horizontal lifeline system must

- clearly indicate how the system is to be arranged, including how and where it is to be anchored and specify all required components
- clearly state the number of workers that can safely be attached to the lifeline at one time
- spell out instructions for installation, inspection, and maintenance
- specify all of the design loads used to design the system.

The system must be installed, inspected and maintained in accordance with the professional engineer's design.

Before each use, the system must be inspected by a professional engineer or competent worker designated by a supervisor. A complete and current copy of the design must be kept on site as long as the system is in use.

***CAUTION. The construction regulation requires that "a horizontal or vertical lifeline shall be kept free from splices or knots, except knots used to connect it to a fixed support." Knots along the length of either a horizontal or vertical lifeline can reduce its strength by as much as 40%.***

### **3. Retractable Lifelines**

Retractable lifelines consist of a lifeline spooled on a retracting device attached to adequate anchorage.

Retractable lifelines must comply with CAN/CSA-Z259.2.2-98

In general, retractable lifelines

- are usually designed to be anchored above the worker
- employ a locking mechanism that lets line unwind off the drum under the slight tension caused by a user's normal movements
- automatically retract when tension is removed, thereby preventing slack in the line
- lock up when a quick movement, such as that caused by a fall, is applied
- are designed to minimize fall distance and the forces exerted on a worker's body by fall arrest.

Always refer to the manufacturer's instructions regarding use, including whether a shock absorber is recommended with the system.

Any retractable lifeline involved in a fall arrest must be removed from service until the manufacturer or a qualified testing company has certified it for reuse.

## ***Lifeline Hazards***

- Ultraviolet light-Exposure to the sun may damage or weaken synthetic lifelines. Ensure that material being considered for lifelines is UV-resistant.
- Temperature – Extreme heat can weaken or damage some lifelines while extreme cold can make others brittle. Ensure that material being considered for lifelines can stand up to the most extreme conditions expected.
- Friction and abrasion – Normal movement may wear, abrade, or otherwise damage lifelines in contact with sharp or rough surfaces. Protection such as wood softeners or rubber mats can be used at contact points to prevent wear and tear.
- Sparks or flame – Hot work such as welding or flame cutting can burn, melt, cut, or otherwise damage a lifeline. Ensure that material being considered for lifelines is flame-resistant or provide appropriate protection where sparks or flame may be encountered.
- Chemicals – Chemical exposure can burn or degrade a lifeline very quickly. Ensure that material being considered for lifelines will resist any chemicals encountered on the job.
- Storage – Always store lifelines separately. Never store them where they may contact hazards such as sharp objects, chemicals or gasoline.

## **Anchor Systems**

There are three basic types of anchor systems for fall protection:

designed fixed support – load-rated anchors specifically designed and permanently installed for fall protection purposes as an integral part of the building or structure (for example, roof anchors on high-rise buildings)

temporary fixed support – anchor systems designed to be connected to the structure using specific installation instructions (for example, nail-on anchors used by shingles installers)

existing structural features or equipment not intended as anchor points but verified by a professional engineer or competent person as having adequate capacity to serve as anchor points (for example, rooftop mechanical rooms, structural steel, or reinforced concrete columns).

Designed fixed support can be used to anchor a fall-arrest system, fall-restricting system, or travel-restraint system if the support has been installed according to the Building Code and is safe and practical to use.

Temporary fixed support can be used as an anchorage if it meets the following conditions:

- it can support at least 8 kilonewtons (1800 pounds) without exceeding the allowable unit stress for each material used;

- when used with a fall-arrest system incorporating a shock absorber, it can support at least 6 kilonewtons (1350 pounds) without exceeding the allowable unit stress for each material used.
- or when used with a travel-restraint system, it can support at least 2 kilonewtons (450 pounds) without exceeding the allowable unit stress for each material used.

In all cases, a safety factor of at least two should be applied when determining the minimum load that an anchor point must support.

As a general rule with a fall-arrest systems, choose an anchor capable of supporting the weight of a small car (about 3600 pounds).

When existing structural features or equipment are used as anchor points, avoid corners or edges that could cut, chafe, or abrade fall protection components.

Where necessary, use softeners such as wood blocking to protect connecting devices, lifelines, or lanyards from damage.

*Never anchor to:*

- roof vents or stink pipes
- roof hatches
- small pipes and ducts
- metal chimneys
- antennas
- stair or balcony railings.

### **Full Body Harness**

- Chest strap should be adjusted so that it's snug and located near the middle of the chest. In a headfirst fall a properly adjusted chest strap will prevent the worker from coming out of the harness.
- Leg straps should be adjusted so that user's fist can fit snugly between strap and leg.
- Harness straps should be adjusted to put the D-ring between the shoulder blades. A properly positioned D-ring will keep a worker upright after fall arrest.

- Inspect harness for
  - Burns, cuts, or signs of chemical damage
  - Loose or broken stitching
  - Frayed web material
  - D-ring and keeper pads free from distortion and signs of undue wear or damage
  - Grommets and buckles free of damage, distortion, or sharp edges.

## **Lanyards**

- Use manufactured lanyards only. They can be made of wire rope, synthetic fibre rope, or synthetic webbing.
- Lanyards are manufactured to specific lengths. Never try to shorten a lanyard by tying knots in it. Knots can seriously reduce its rated strength.
- Never store lanyards around chemicals, sharp objects, or in wet places. Never leave them exposed for long periods to direct sunlight.
- Inspect lanyards for
  - Burns, cuts, or signs of chemical damage
  - Loose or broken stitching
  - Frayed web material

## **Shock Absorbers**

- Shock absorbers absorb some of the force generated by fall arrest. Shock absorbers can be purchased as separate equipment or built into lanyards.
- One end of the shock absorber must be connected to the D-ring on the full body harness.
- In most cases the shock-absorbing component is enclosed in a snug-fitting jacket to protect it from the user's day-to-day activities. In a fall, the jacket tears open as the shock absorber deploys.
- Check the cover jacket for stress or tearing (many shock absorbers have a tag on the jacket that tears if the unit is exposed to a shock load-make sure this tag is intact).

- Ensure that a shock absorber built into a lanyard has a constant cross section or diameter.

## Connecting Devices

*Locking Snap Hook* – has a spring-loaded keeper across the opening of the hook that cannot be opened unless the locking mechanism is depressed.

*Karabiner (D-Clip)* – designed not to open under twist loads. To open the gate or keeper requires two separate actions: 1) twisting the locking mechanism and (2) pulling the locking mechanism back. When released, the spring-loaded locking mechanism flicks back into the locked position.

*Rope Grab* – used to connect lanyard to lifeline. These devices can be moved up and down the lifeline when a steady force is applied but will lock when a sharp tug or pull is applied. They will remain locked on the lifeline until the applied force is released.

Each rope grab is designed and manufactured for use with a specific diameter and type of lifeline. Specifications are usually listed on the housing.

Rope grab and lifeline must be compatible. The rope grab must also be attached to the lifeline in the correct direction-not upside down. On most rope grabs an arrow indicates the direction in which to orient the device.

### ***Check all connecting devices for:***

- damage, cracking, dents, bends, or signs of deformation
- connecting rings centred-not bent to one side or otherwise deformed
- rust
- moving parts working smoothly
- signs of wear or metal fatigue

## Fall-Arrest Planning

Before deciding on a fall-arrest system, assess the hazards a worker may be exposed to in case of a fall.

Before the fall is arrested, will the worker “bottom out,” that is, hit ground, material, equipment, or a lower level of the structure? Will the pendulum effect cause the worker to swing from side to side, possibly striking equipment, material, or structure? In the event of fall arrest, how will the suspended worker be rescued? Planning must take into account these and other concerns.

Total Fall Distance is the distance required to fully arrest a fall. It consists of

- Free Fall Distance, which should be kept to 1.5 metres (5 feet) or less, plus
- Fall Stopping Distance, which includes stretch in the lanyard (minimal), slack in the harness (maximum 30 cm or 1 foot due to allowable adjustments for user’s comfort) and deployment of the shock absorber (maximum 1.1 metres-or 42 inches).

Free Fall Distance is measured from the D-ring of a worker standing on a work surface down to the point where either the lanyard or the shock absorber begins to arrest the fall. It is strongly recommended that this distance be kept as short as possible.

To minimize free fall, workers should tie off to an anchor overhead and use as short a lanyard as the work will allow.

Where a worker is connected to a vertical lifeline by a rope grab, the rope grab should be positioned as high above the D-ring as the work will allow. By doing this, the worker minimizes not only the Free Fall Distance but also the Fall Stopping Distance required to completely arrest a fall.

Fall-arrest systems must be planned, designed, and installed to prevent any risk of bottoming out (When a falling worker hits a lower level, the ground, or some other hazard before the fall is fully arrested.) or “pendulum effect” (The farther a person move sideways from anchor point, the greater the chance of swinging when falling).

To minimize pendulum effect, workers should keep lanyard or lifeline perpendicular from edge to anchor. Where work extends along an open edge, anchor points can be changed to keep lanyard or lifeline perpendicular as work progresses.

Another solution is to run a horizontal lifeline parallel to the edge. The worker attaches lanyard to lifeline, moves along the edge, and the lanyard travels at the same pace, remaining close to perpendicular at all times.

## **FALL ARRESTED AT HEIGHT – RESCUE PROCEDURES**

In the event of a worker falling, and having the fall arrested by a fall arrest system, the following rescue procedure(s) shall be implemented. This procedure is in response to Section 26.1, subsection (4) of the Ontario Occupational Health and Safety Act and construction regulations, June 2002 (o.Reg.213/91).

This procedure is provided in two (2) parts:

1. Fall arrested at heights below 5 meters
2. Fall arrested at heights above 5 meters

### **FALL ARRESTED AT HEIGHTS BELOW 5 METERS**

1. Emergency facilities, including project safety personnel shall be immediately notified when a worker has fallen and is suspended by his/her fall arrest system. This shall include outside emergency providers (fire, ambulance, MOL, etc.)
2. All work is to be suspended in the area of the fallen worker, until such time as the worker has been rescued, and the cause of the fall has been fully investigated.

3. Where possible, the suspended worker is to be secured by secondary means (another life line, rope, etc.)
4. One worker is to be designated to remain in constant contact with the fallen worker, and he/she shall continuously monitor the fallen worker's condition, and maintain contact with the rescue team. This worker shall be properly tied off, utilizing appropriate fall protection equipment, and at no time shall this worker expose himself/herself to the hazard of falling.
5. The fallen worker shall NOT attempt to release, or disable the descent control device, nor shall he/she attempt self-rescue.
6. The use of ladder, scissor lift (of sufficient capacity and reach), or crane equipped with an approved "man basket" may be utilized to rescue the fallen worker, provided that the rescuer is properly secured utilizing double lanyards connected to the platform or basket. Additionally, a separate fall protection harness and lanyard shall be carried with the rescuers should it be required. The rescuer should be equipped with a First Aid kit and be familiar with First Aid requirement while affecting the rescue, should there be a need for immediate treatment.
7. The worker, once he/she has been recovered, shall be immediately removed to the nearest health care facility for medical evaluation.
8. No work may commence until all investigations have been completed, and where required, recommendations implemented to prevent recurrence.

#### **FALL ARRESTED AT HEIGHTS ABOVE 5 METERS**

Due to the nature and scope of this project, arrangements have been made in conjunction with the general contractor and \_\_\_\_\_, who are on/or in the near vicinity of the site, and are equipped with suitable and approved equipment/devices for rescue purposes.

The same procedures as outlined for rescue at heights below 5 meters shall be implemented, with the exception of the rescue equipment that is to be used.

In this situation, only a crane of sufficient capacity and reach, equipped with an approved man-basket or other device, or a properly equipped fire rescue vehicle (outside fire rescue service) equipped with an extension ladder of sufficient reach is to be used. There must be verification of the crane operator's knowledge and understanding of the rescue requirements, and this should apply to all crane operators working on this site.

The use of the crane supported man-basket shall require that the rescuer is completely familiar with the procedures for using this equipment, and again, the same tie-off requirements as outlined previously shall apply.

Any off-site rescue services that might be required should be contacted and arranged for in advance to familiarize them with the project and potential rescue operations.

In all rescue situations, it is essential that the actions taken are carefully co-ordinated, and that one person is to be designated as the “person in charge” of the operation.

The supervisor on site must ensure that every one is aware of the rescue procedure (such as workers required to use fall arrest equipment, as well as with the crane operators, rescue services providers, and scissors lift operators), equipment and other resources available, and designated personnel are properly trained.



# HEALTH AND SAFETY MANUAL

OXFORD INTERIORS LTD.

## HEALTH AND SAFETY MANUAL

### *Section 4*      **INVESTIGATIONS & EMERGENCIES**

- 4:1      Accident Reporting and  
Investigation Procedures
- 4:2      Emergencies/First-Aid
- 4:3      Early and Safe Return to Work
- 4:4      Medical Treatment Package

## **4.1 ACCIDENT REPORTING & INVESTIGATION PROCEDURE**

**PURPOSE** An accident reporting, investigation and follow-up procedure is an essential element of the Health and Safety Program. The investigation into all accidents/Incidents will be conducted to determine the causes and subsequently implement corrective actions to prevent a recurrence.

**PROCEDURE** All employees of OXFORD Interiors Ltd. and/or Subcontractors must be instructed to report all incidents/accidents, and informed that investigations will be conducted into the following;

- **Medical Aid, Lost Time & Critical Injury Accidents**
- **First Aid Incidents/Property Damage**
- **Incidents/Work Refusals**
- **Notices required by Governing Authorities**
- **Hazardous Material Spills, Leaks or Exposures**
- **Fires**

It is the responsibility of the Construction Manager/Site Superintendent to modify the Reporting of Accident/Incidents procedure where the requirements of Governing Authorities vary.

The Site Superintendent will conduct investigations with the assistance of the Safety Consultant (when requested).

**DISTRIBUTION** The Reporting of Incidents/Accidents documents will be explained to all employees and/or Subcontractors during the orientation process.

During the contract stage and through orientation meetings, subcontractors will be advised of the incident/accident reporting procedures.

**RECORDS** All records will be maintained on file by the Site Superintendent and provided to the Joint Health & Safety Committee as required.

Site Superintendents will be required to forward any and all Accidents reports (including First-Aid) to the Management Team immediately.

These records are to be reviewed to determine the need for ongoing file maintenance. (i.e. 3rd party liability, pending charges, etc.) Is required. All accident reports/files will be maintained indefinitely.

# INVESTIGATIONS

## Supervisor's Investigation Kit

Investigation: Re - \_\_\_\_\_

Date: \_\_\_\_\_

Performed By: \_\_\_\_\_

Provided to: \_\_\_\_\_

Date: \_\_\_\_\_

## Emergency Numbers

Fire/Ambulance/Police:	911
OXFORD Interiors Ltd.:	1 (905) 669-1668
Ministry Of Labour:	1 (800) 268-8013

## **BASIC INVESTIGATION PROCEDURES**

Note: The following are procedures to be followed in the event of a workplace incident/accident/ work-refusal or notification of an unsafe condition.

- I. When required, arrange for injured workers to be taken to the Medical Clinic or the Hospital depending on the severity.
- II. Follow the appropriate steps listed for;
  - Incidents/Accidents involving our employees
  - Incidents/Accidents involving Subcontractors
  1. Secure the accident scene and ensure that it is not disturbed.
  2. Do not allow similar work to continue on the site unless Steps To Prevent A Recurrence are in place and authorization has been given by the Project Manager and/or the Ministry Of Labour (where applicable)
  3. Notify Project Manager immediately
  4. Begin the Investigation (if authorized by the Management Team and when required by the Ministry Of Labour) using the enclosed Investigation Report Forms & Investigation Statement Forms.
  5. Provide all the Investigation & Reporting Forms and/or other information to the Project Manager for review and distribution.

## **NEVER DISTRIBUTE INFORMATION TO OTHERS WITHOUT PERMISSION FROM THE MANAGEMENT TEAM**

The following information has been provided;

- Ministry Of Labour - Reportable Incidents/ Accidents
- Accident Procedures - Our Employees
- Incidents/Accidents - Involving Subcontractors
- Work Refusal

The following forms have been included;

- (1) Investigation Report form
- (3) Investigation Statement forms
- (1) Ministry Of Labour – Notice Of Incident/Accident  
(Management Team must review, prior to being sent)

# Ministry Of Labour Reportable Incident/Accidents

The following reporting requirements are only a summary of reporting requirements from the Occupational Health and Safety Act (OHSA) and Regulations for Construction Projects (Reg.

213/91). For a complete listing of the reporting requirements refer to the OHSA & Reg. 213/91.

Section 51 of the Occupational Health and Safety Act requires the Constructor and the Employer report "Critical Injuries" immediately to the Ministry Of Labour.

## "CRITICAL INJURY" (Regulation 834)

For the purposes of the Act and Regulations, "critical Injury" means an injury of a serious nature that;

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

Section 52 of the Occupational Health and Safety Act requires the employer provide notice of accident, explosion or fire, which does not result in a critical injury to the worker, however, disables the worker from performing regular duties or requires medical attention. This also includes the onset of an Occupational Illness

Section 53 of the Occupational Health and Safety Act requires that the Constructor provides notice in writing in the event of an accident, premature or unexpected explosion, fire, flood or inrush of water, failure of any equipment, machine device article or thing, cave-in, subsidence or other incident as prescribed

Prescribed reportable incidents -- section 11 reg. 213/91;

1. A worker falling a vertical distance of three metres or more
2. A worker who falls and whose fall is arrested by a fall arrest system
3. A worker becoming unconscious for any reason
4. Accidental contact by a worker or by a workers' tool or equipment with a live electrical conductor or live electrical equipment
5. Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized power line rated at more than 750 volts
6. Structural failure of all or part of falsework designed by, or required by the regulation to be designed by, a professional engineer
7. Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure
8. Failure of all or part of the structural supports of a scaffold
9. Structural failure of all or part of an earth or water retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench
10. Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it
11. Overturning or the structural failure of all or part of a crane or similar hoisting device

For a more concise listing refer to the most current edition of Occupational Health and Safety Act and Regulations for Construction Projects (O.Reg.213/91)

## **ACCIDENTS INVOLVING OUR WORKERS**

When one of our employees sustains a workplace injury, follow the procedures listed below; SITE

### **SUPERINTENDENT AND/OR ASSISTANT SUPERINTENDENT MUST;**

- ensure first aid is administered if required/possible and it is safe to do so
- make arrangements for transportation to a Medical Clinic or Hospital (whichever is appropriate)
- secure the accident scene (based on the circumstance take the necessary precautions for the safety of the injured worker and/or others)
- obtain the Injured Worker Treatment Package and follow the instructions for sending a worker for medical treatment (explain the process to the injured worker and obtain a signed copy of the WSIB Worker Consent Form)
- immediately notify the Project Manager and our Claims Control
- take names and phone numbers of any and all persons who witnessed or may have knowledge of the accident (statements will need to be taken during the investigation)
- conduct an Investigation (when granted permission from the Project Manager and the Ministry Of Labour where applicable)
- ensure corrective measures are implemented prior to allowing work to continue
- maintain contact with the injured worker and assist in the Early Safe Return To Work program for the injured worker when applicable

### **Critical Injury Accidents;**

- take all steps listed above and furthermore ensure the following;
- notification to Ministry Of Labour (MOL) and the union immediately
- prepare written notices to the MOL with the assistance of a Safety Consultant and/or legal counsel where required and review with the Management Team prior to delivery
- cooperate with the Ministry Of Labour (MOL) during their investigation

### **THE PROJECT MANAGER WILL ENSURE;**

- the Management Team and WSIB Claims Administrator has been informed of the accident
- that the Safety Consultant has been advised of the accident (request assistance with the investigation)
- in the event of a Critical Injury, provide assistance with the investigation, seek Legal Counsel (if required) and communicate with the Ministry Of Labour (if required)
- review the accident investigation report(s) and any Notices to be sent to the Ministry Of Labour
- take appropriate measures to implement corrective measures
- investigation reports are received by the Claims Control and reports are sent to WSIB as required (within 3 Days of the worker receiving treatment from a health care professional for a workplace related injury or illness)
- Where required make arrangements and assist in the Early, Safe Return to Work.

## **ACCIDENTS INVOLVING SUBCONTRACTORS**

In the event of an incident/accident caused by a subcontractor or accident causing an injury to a subcontractor's worker, follow the procedures below as a minimum;

### **SITE SUPERINTENDENT AND/OR ASSISTANT SUPERINTENDENT MUST;**

- ensure first aid is administered if required/possible and it is safe to do so
- make arrangements for transportation to a Medical Facility if necessary
- secure the incident or accident scene (based on the circumstance take the necessary precautions for the safety of the injured worker and/or others)
- immediately notify the Project Manager
- take names and phone numbers of any and all persons who witnessed or may have knowledge of the accident (statements will need to be taken during the investigation)
- conduct an Investigation when granted permission from the Project Manager (and the Ministry Of Labour where applicable)
- furthermore, when applicable insist that the subcontractor provides appropriate notification to the governing authorities such as the Ministry Of Labour and the Workplace Safety and Insurance Board (WSIB) and provide our company copies of notices.
- request that the contractor conducts an investigation into the matter and provides a copy of the investigation report, photographs and statements to our company
- only allow the subcontractor to continue with the work if acceptable measures have been taken to prevent a recurrence

### **CRITICAL INJURY ACCIDENTS;**

- follow all steps as above and furthermore ensure the following;
- notification to Ministry Of Labour (MOL) and the union immediately
- prepare written notices to the MOL with the assistance of the Safety Consultant and/or legal counsel where required and review with the Management Team prior to sending
- cooperate with the Ministry Of Labour (MOL) during their investigation

### **PROJECT MANAGER WILL ENSURE;**

- the Management Team and WSIB Claims Administrator has been informed of the accident
- in the event of a Critical Injury, provide assistance with the investigation, seek Legal Counsel (if required) and communicate with the Ministry Of Labour
- assist the Site Superintendent in the event of a MOL reportable incident/accident and obtain copies of any orders or charges given to the subcontractor(s) and/or the Constructor
- review the accident investigation report(s) and any Notices to be sent to the Ministry Of Labour
- review the accident investigation report(s) and take appropriate measures to implement corrective measures
- ensure updates and reports are provided to senior management

## REFUSAL TO WORK

**DEFINITION:** Where a worker has reasonable cause to believe that;

- a) the use or operation of a machine, or other thing would constitute an imminent danger to the safety or health of himself/herself or another employee, or that;
- b) a condition in any place that would constitute an imminent danger to his or her own safety or health;

that person may refuse to use or operate the machine device or other thing, or to work in that place.

### Steps to be Taken

- 1) Worker refuses to work and immediately notifies employer or supervisor of the reasons.
- 2) Supervisor investigates, in the presence of the worker and Joint Health And Safety Committee worker representative. Involve the Site Superintendent in the investigation stage of the Work Refusal. Notify the Management Team.
- 3) Worker stands in a safe place near work-station while all attempts are made to resolve the perceived problem to the satisfaction of all parties.
- 4) If problem is resolved to the workers' satisfaction, he/she returns to work.
- 5) If not resolved and worker continues to refuse work, NOTIFY THE MINISTRY OF LABOUR.

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**NOTE:** Another worker may be asked to perform the job, only if that worker is advised of the refusal to work and the surrounding circumstances, in the presence of the worker Health & Safety Representative.

- 
- 6) A Ministry of Labour Inspector investigates the refusal in the presence of the worker, employer and the worker representative of the J.H.& S.C..
  - 7) Pending the outcome of the investigation, the worker may stand by or be assigned other work. The worker may NOT be sent home or disciplined for his/her actions.
  - 8) A decision will be made in writing and provided to all parties. This decision must be adhered to whether in favor of the worker or employer.
  - 9) An Investigation report must be completed by the supervisor or contractor employing the worker refusing work and the worker representative present during the investigation. This report must be provided to the Management Team and the JHSC.

**All attempts should be made to resolve the problem internally before it requires Ministry of Labour involvement.**

## INVESTIGATION REPORT FORM (pg 1 of 2)

Project:	Location:
Date Of Occurrence:	Time of Occurrence:

Contractor/Employer:		Name of Worker:	
Address:	Supervisor:	Office Tel:	Site:
		Fax:	
Occurrence Type:	<input type="checkbox"/> Critical	<input type="checkbox"/> Lost Time	<input type="checkbox"/> Medical Aid
	<input type="checkbox"/> First Aid	<input type="checkbox"/> Incident	<input type="checkbox"/> Material Damage
Injured Workers Name		Address:	
Date of Birth	Yrs Exp	Telephone:	
Witness:		Address:	
Employer:		Telephone:	
Witness:		Address:	
Employer:		Telephone:	

Attending Physician:		Address:	
		Telephone:	
Governing Authority:		Branch:	
Name:		ID# :	
Circumstance of Occurrence:	Location of Occurrence:		
	Time/Date of Occurrence:		
Injuries:	Reported To:		
	Reported By:		
	Time/Date:		
Description:			

## INVESTIGATION REPORT FORM (pg 2 of 2)

### Basic Causes Of Occurrence:

Equipment Machinery or Materials(describe)

Work Habits, Procedures, or Direction(describe)

Conditions(describe)

Prevention Of Recurrence (actions taken) : By: \_\_\_\_\_ Date: \_\_\_\_\_

List Actions:

Follow-up (actions taken) : By: \_\_\_\_\_ Date: \_\_\_\_\_

List Actions:

Copies To: ☐ Project Manager

☐ Others (Name) \_\_\_\_\_

Investigated By: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

## INVESTIGATIONS VOLUNTARY STATEMENT

## Investigation - Voluntary Statement Form

Re:

		OCCURRENCE INFORMATION	
Location Of Occurrence:			
Date & Time Of Occurrence:			
Date & Time Reported:			

STATEMENT GIVEN BY      Injured Worker ☐      Witness ☐      Other \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

STATEMENT

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature

Investigator's Signature

Translated by

Date of Statement

**NOTICE OF INCIDENT/ACCIDENT FORM** (pg 1 of 2)

\_\_\_\_\_ Health & Safety Officer  
Construction Health & Safety Branch  
**Ministry Of Labour**

**Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

"Notice Of Accident" as required under The Occupational Health & Safety Act and Construction Projects Regulations.

\_\_\_\_\_

**COMPANY ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The nature and the circumstances of the occurrence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Body Injuries Sustained:

Description of Equipment/Machinery Involved in the incident/accident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date, Time & Place of Occurrence:

Date :    Location:    \_\_\_\_\_ Time :    \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTICE OF INCIDENT/ACCIDENT FORM (pg 2 of 2)**

**Injured Worker's Name & Address**

Name : \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone: \_\_\_\_\_

**Names and addresses of Witnesses or "Persons Having Knowledge":**

Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**Address & name of Attending Physician**

Attending Physician:  
Address:  
Telephone:

Steps taken to prevent recurrence

Information Provided by: \_\_\_\_\_

# **INCIDENT/ACCIDENT PROCEDURES**

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### **INTRODUCTION**

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### **INCIDENT/ACCIDENT PROCEDURES**

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Medical Aid (No Lost Time)  
Lost Time Critical Injury  
Catastrophic/Fatal Accident

### **POLICY FOR THE TRANSPORTATION OF INJURED WORKER**

## INTRODUCTION

This Accident Investigation and Reporting Procedures Program, is designed to achieve four basic goals;

1. Ensure that concise and detailed investigations are performed
2. Ensure proper internal and external reporting procedures
3. Rectification of unsafe procedures or conditions
4. Help injured Workers return to the workplace

To achieve the above, mentioned goals, the group of persons who will be involved in this program shall include:

- all supervisory staff
- selected Joint Health and Safety Committee (JHSC) members or worker representatives
- claims control personnel

Through training and the implementation of this program, we will teach the above, mentioned personnel how to quickly and effectively react to accidents/ incidents, conduct fact finding investigations and help injured workers return to the workforce.

The procedures outlined in this segment of the Health and Safety program, will serve as a source of information for persons required to perform the tasks of investigating and reporting accidents and will include the following information;

- classification of accidents/incidents types and severity
- procedures for reporting accidents/incidents
- procedures for conducting accident/incident investigations
- blank forms to be used for reporting accidents/incidents and conducting complete investigations

Responding promptly and efficiently to accidents/incidents, will help ensure that injuries sustained by workers involved in workplace accidents receive the appropriate medical treatment and that every effort is made to ensure that a similar type of accident does not occur. When workplace accidents do occur, the company will comply with all legislative requirements set forth by the Workplace Safety and Insurance Board and the Ministry Of Labour (investigations, reporting) safely returning our injured Workers to the workplace

## **TERMS AND/OR DEFINITIONS**

Workplace Safety and Insurance Board (WSIB)

Ontario's Workplace Safety and Insurance Board (WSIB) will play a key role in the province's occupational health and safety system. It has a mandate to implement control strategies for the prevention of accidents, facilitate return to work and provide insurance for injuries and illness incurred in the workplace. This body is entirely funded by Ontario employers.

### **WSIB Form 7 (employers report of accidental injury)**

The WSIB Form 7 is a triplicate form (copy to WSIB, Worker and Employer) completed by the employer, informing the WSIB that a worker has sustained (or alleges to have sustained) a workplace injury requiring treatment from a Health Care Professional.

#### **NOTE:**

- this Form must be sent to the WSIB within three days of the injury being reported to the employer
- the worker claiming the injury must also sign a consent clause on the Form 7 or the WSIB Consent section of the Functional Abilities Form, stating that the Health Professional may release functional abilities information for the sole purpose of facilitating the workers early and safe return to work (failure to sign the consent on at least one of the forms may result in a delay, if not denial of, the workers right to benefits)

### **Functional Abilities Form**

This form is a triplicate form to be completed by the Employer and the Health Care Professional. This form is designed to facilitate the first step in the early and safe return to work process for the injured worker.

After assessing the injured worker, the Health Care Professional will identify on the form if the injured worker is capable of returning to work immediately with or without physical restrictions. Subsequently if physical restrictions are required, the Health Care Professional will define the injured workers capabilities and provide general comments/specific limitations.

The WSIB Consent section must be signed stating that the Health Professional may release functional abilities information for the sole purpose of facilitating the workers early and safe return to work (failure to sign the consent on at least one of the forms may result in a delay if not denial of the workers right to benefits)

### **Imminent Danger**

Imminent Danger is a threat to safety or health that could occur at any moment without warning. Incident

An Incident is a "near miss" or near accident, which does not result in personal injury but may result in damage to property or materials.

### **Accident**

An accident is an undesired event that results in harm to people and/ or damage to property, materials or things

## **ACCIDENT/INCIDENT CLASSIFICATIONS First -Aid Accident**

An accident that results in minor cuts, bruises, abrasions, etc., however, does not require treatment from a Health Care Professional.

### **Medical Aid Accident (No Lost Time)**

Injury sustained requiring treatment from a Health Care Professional with NO LOST TIME beyond the next regular shift.

### **Lost Time Accident**

Any worker that accumulates a total of 7 days lost from work as the result of a workplace injury. The 7 days (total) includes days taken off by the worker to attend medical appointments (specialists, etc.) related to the workplace injury.

### **Critical Injury**

An injury of a serious nature which;

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

### **Other Reportable Incidents**

- A worker falling a distance of 3 metres or more
- A worker who falls and whose fall is arrested by a fall arrest system
- A worker becoming unconscious for any reason
- Accidental contact by a worker or by a worker's tool or equipment with a live electrical conductor
- Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized power line rated more than 750 volts
- Structural failure of all or part of falsework designed by, or required by Reg. 213/91 to be designed by a professional engineer
- Structural Failure of a principal supporting member, including a column, beam, wall or truss of a structure.
- Failure of all or part of the structural supports of a scaffold.
- Structural failure of all or part of an earth -or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, cofferdam or trench.
- Failure of a wall of an excavation or a similar earthwork with respect to which a professional engineer has given written opinion that the stability of the wall is such that no worker will be endangered by.
- Overturning or the structural failure of all or part of a crane or similar hoisting device

## **INCIDENT/ACCIDENT PROCEDURES**

On the following pages are procedures to be used when incidents or accidents occur in the workplace. These procedures will identify actions to be taken.

### **INCIDENTS,**

Incidents are commonly known as "Near Misses". When incidents occur, it becomes vitally important that they are promptly reported and investigated.

Recognition of incidents by all Workers can become a very important step in the prevention of workplace accidents. When incidents are not reported, hazards may be imminent in the workplace and result in costly accidents (injuries to workers or property damage).

#### **Supervisor**

1. Secure the scene of the incident and ensure the safety of workers in the area.
2. Notify Senior Management immediately and initiate an investigation when granted permission from Senior Management. Use the enclosed investigation forms.
3. Involve JHSC member, when required.
4. Complete investigation reports and forward to Senior Management. For Ministry Of Labour "reportable incidents" contact Senior Management immediately and request the assistance of the Safety Consultant.
5. Implement corrective actions to prevent a recurrence (document/log actions)

#### **Senior Management:**

1. Contact the Safety Consultant and request assistance with the investigation and completion of Notices to the Ministry Of Labour (when required).
2. Review of the "Notice" to the Ministry Of Labour prior to delivery
3. Review the investigation reports and take corrective actions, which meet the legislative requirements. Implement corrective actions company wide (when required)
4. Provide copies of the investigation reports to Governing Authorities (ensure confidentiality)
5. For reportable incidents, contact the necessary authorities and provide the required reports to the Ministry Of Labour within the allowable time frames

#### **Claims Control Personnel (Head Office)**

## **FIRST AID ACCIDENTS**

Workers sustaining injuries at the workplace are entitled to First-Aid treatment. The following is a procedure that should be followed when First-Aid treatment is required.

### **Worker**

1. Must advise the First -Aid trained person of their injury.
2. Only authorized (first-aid trained personnel) are to access the first-aid stations.

### **First - Alder**

1. Assess the workers injury; if additional assistance is required give precise directions to the nearest worker to seek assistance (e.g. call 911, give address and wait at phone or direct ambulance to the accident scene).
2. Ask for permission from the injured worker prior to administering First-Aid and continue only if permission has been granted. If permission is not granted, inform your Foreman immediately.
3. If the injured worker requires non-emergency medical treatment, advise the Foreman immediately. (Arrangements will be made to transport and accompany worker).
4. Document/log the treatment provided and distribute the forms accordingly.

*Note: the person administering First Aid, must use Latex Medical gloves when attending to injuries resulting in loss of blood by the injured worker.*

### **Supervisor**

1. Arrange modified work for the injured worker, if required.
2. Investigate the accident if required and implement corrective actions.

### **Joint Health and Safety Committee**

1. To review all first-aid log book entries on a monthly basis.
2. Discuss possible corrective actions

## **MEDICAL AID ONLY - NO LOST TIME ACCIDENTS**

### **Worker**

1. Must report the accident to their Foreman immediately.
2. If First-Aid is required, they must seek the assistance of the First-Aid trained person.

First-Aider Follow all steps outlined in the First-Aid accident procedures\_

### **Supervisor**

1. Take control of the accident scene, ensure that the safety of the injured worker and all workers in the vicinity is not jeopardized any further by machinery, equipment or materials involved in the accident.
2. Make arrangements to have the injured worker transported to a medical facility (e.g. doctor's office, medical clinic or the Hospital). Accompany personally or have a coworker accompany the injured worker.
3. Prior to sending the injured worker for medical treatment, obtain the letter to the Health Care Professional, WSIB Consent Form, and the Functional Abilities Form, complete the first section and instruct the injured worker to provide it to the attending physician and return it upon completion.
4. Notify Senior Management, Safety Consultant and Claims Control Personnel immediately and initiate an investigation when granted permission from Senior Management.
5. Involve the Joint Health and Safety Committee in the Investigation if required.
6. Provide completed investigation forms to the Safety Consultant and Senior Management within one working day of the occurrence.
7. If required, assist in determining Modified Work

### **Senior Management,**

1. Notify the Claims Control Personnel
2. Review the Investigation Report with the investigators and help implement Corrective Actions.
3. Forward the completed Investigation Report, WSIB Consent Form and Functional Abilities Form to Claims Control within two working days of the occurrence. (Confirm receipt)
4. If required, assist in determining Modified Work. Claims Control Personnel (Head Office

Review the Accident Investigation, Complete the Workplace Safety and Insurance Board (WSIB) "Form 7". Ensure that the following statement is included in the Claims Information section - "MEDICAL AID ONLY, NO LOST TIME". (Must be sent to the WSIB within three working days of the accident)

## **LOST TIME ACCIDENTS**

### **Supervisor**

1. Take control of the accident scene, ensure that the safety of the injured worker and all workers in the vicinity is not jeopardized any further by machinery, equipment or materials involved in the accident.
2. Make arrangements to have the injured worker transported to a medical facility (e.g. doctors' office, medical clinic or hospital). Accompany personally or have a co-worker accompany the injured worker.
3. Prior to sending the injured worker for medical treatment, obtain the letter to the Health Care Professional, WSIB Consent Form, and the Functional Abilities Form, complete the first section and instruct the injured worker to provide it to the attending physician and return it upon completion.
4. Notify Senior Management, the Safety Consultant and Claims Control Personnel immediately and initiate an investigation when granted permission from Senior Management.
5. Involve the Joint Health and Safety Committee in the Investigation if required.
6. Provide completed investigation forms to the Safety Consultant and Senior Management within one working day of the occurrence.
7. If required, assist in determining Modified Work.
8. Only allow back into the workplace injured workers who have written medical clearance. Immediately notify Claims Control of returning injured workers.

### **Senior Management**

1. Notify the Claims Control Personnel.
2. Contact The Safety Consultant and request an investigation be conducted. Review all reports and help implement Corrective Actions.
3. Forward the completed Investigation Report, WSIB Consent Form and Functional Abilities Form to Claims Control within two working days of the occurrence. (Confirm receipt)
4. If required, assist in determining Modified Work.

### **Claims Control Personnel (Head Office)**

1. Review the Investigation Report, WSIB Consent Form and complete the Form 7 and send it to the WSIB within three working days of the accident.
2. Determine the status of the injured worker through contact with the Foreman and Senior Management.
3. Upon the injured workers return to work, complete the WSIB Form 9 and send to the WSIB immediately.
4. Notify the WSIB within 10 days of any material change in circumstances (i.e. loss of earnings, return to regular duties after performing modified duties, etc.)

## **CRITICAL INJURY ACCIDENTS**

### **First-Aider**

Follow First-Aid Accident procedures Comfort the injured worker if possible and wait for assistance (when required).

### **Foreman**

1. Take control of the accident scene, ensure that the safety of the injured worker and all workers in the vicinity is not jeopardized any further by machinery, equipment or materials involved in the accident.
2. Assist the First-Aider and determine the degree of medical treatment required.
3. Call for an ambulance and ensure that a co-worker or a Foreman accompanies the injured worker to the Hospital. Make arrangements with the injured worker to contact the injured worker's family and inform them of the accident.
4. Secure the accident scene and ensure that the accident scene is not disturbed.
5. Do not allow crowds to gather (attempt to clear the area).
6. Notify Senior Management, Safety Consultant and the Claims Control Personnel and ensure that the MOL has been contacted.
7. Wait for instructions from the Ministry of Labour Officer, before proceeding with an accident investigation. Segregate witnesses if possible.
8. Once, the MOL Officer has given you permission to proceed with the accident investigation, you may begin. This investigation should be conducted with the assistance of a Joint Health and Safety Committee member.
9. Review the reports with Senior Management and the Safety Consultant.
10. Maintain contact with the injured worker.
11. Only allow back into the workplace injured workers who have written medical clearance. Immediately notify Claims Control of returning injured workers

### **Senior Management**

12. Ensure that the Foreman has followed the above noted procedures.
13. Make arrangements to contact the MOL Officer and advise of the accident. A "Notice of Occurrence" must also be sent to the MOL within 48 hours.
14. Proceed to the jobsite to greet and accompany the MOL officer.
15. Make arrangements to have the Functional Abilities Form (with the accompanying letter) and the WSIB Consent Form taken to the worker (assist the worker in the completion of the WSIB Consent Form if required).
16. Review and follow-up the Accident Investigations with the investigators and help implement changes and Modified Work. Forward the reports and follow-up actions to Claims Control within two working days

### **Claims Control**

1. Follow the same procedures used for Lost Time Accidents.

## **CATASTROPHIC/FATAL ACCIDENT PROCEDURE**

### **Foreman**

1. Secure the accident scene and move all workers away from the accident scene and into other areas of the site (remote from the accident scene). Ensure that a management member remains in with the awaiting workers until further instructed. (the accident scene is not to be disturbed until a complete investigation has been performed by the authorities and permission has been granted)
2. Notify the Local Police department and/or Fire department (911 where applicable) Senior Management and/or the most senior management staff member immediately.
3. Secure the premises and ensure that only emergency services and police are allowed on the premises.

### **Senior Management**

1. Senior Management shall notify the following persons immediately;
  - Ministry of Labour
  - Corporate Health and Safety Lawyer
  - Victim's Family
2. Arrange for immediate post event psychological care of the work force and the Victim's Family.
3. Brief the highest level of management available, on the events surrounding the occurrence.
4. Seek legal counsel from a law firm specializing in Occupational Health Safety and follow the advice provided.
5. Inform the press that no statements will be available, nor, will questions be answered until the investigation into the occurrence has been completed and reviewed.
6. Upon completion of the investigation, Senior Management will hold a news conference, give a prepared statement and answer questions.
7. Hold a meeting with the workforce immediately and/or on the following workday informing them of the events surrounding the incident, assuring them that you have and/or will be taking all the necessary steps to ensure that there is not a recurrence of such an event.

NOTE: Only Senior Management or a designee will be allowed to discuss the occurrence with the media.

### **Claims Control**

1. Follow same procedures used for Critical Injury Accident, ensure absolute confidentiality of information.

## POLICY FOR TRANSPORTATION OF INJURED WORKERS FORM

The following is the Policy for the transportation of injured workers to the Hospital, doctors' office or medical walk in clinic.

1. In cases of serious accidents, where the possible improper movement (transportation) of an injured worker could result in further injuries or unnecessary pain to the injured worker, an ambulance must be called (911 where applicable)
2. In cases when it is deemed necessary (after First-Aid has been administered) to have the injured worker seek further medical treatment and the transportation of the injured worker is not going to cause further injuries or pain to the worker, the Foreman will make arrangements with any of the following Taxi companies to pick up the injured worker immediately;

- \_\_\_\_\_
- \_\_\_\_\_

The company has a billing arrangement with the above listed Taxi companies. Upon delivery and pick-up of the injured worker to and from the Medical Facility, a receipt will be given to the Worker with instructions to forward the receipt to their foreman. No money will be required to be given to the driver.

### Notes:

- Under no circumstances is a Supervisor to allow a worker who sustains a workplace injury to transport themselves to a medical facility or doctor's office.

If the injured worker has reservations about receiving Medical treatment, is nervous and/or does not speak English fluently, a co-worker who speaks the injured workers native language and English must be sent with the injured worker to the medical facility.

## 4.2

## EMERGENCIES/FIRST-AID PROCEDURE

### PURPOSE

This section of the program will identify first - Aid requirements, methods for recording First Aid Accidents and additional Developing a site specific emergency response plan.

### PROCEDURE

The Site Superintendent and the Health and Safety Consultant will determine First-aid requirements for the site.

The Site Superintendent and Health and Safety Consultant must establish an Emergency Plan. This will include;

- **Preparation of site plan indicating location of first-aid station**
- **Map of directions to nearest medical centre and hospital**
- **Telephone numbers of emergency services and key personnel**
- **Emergency Response Procedures for Site Personnel/ laborers/ and the Joint Health and Safety Committee.**

### DISTRIBUTION

Workplace Safety Insurance Act (WSIA), Regulation 1101, Form 82, First Aid Box Inspection Checklist, First Aid Log Book and the Emergency Plan, must be;

- **Posted by the Subcontractors (site trailers)**
- **Posted in the Site Office**
- **Distributed to the Joint Health and Safety Committee**

**RECORDS** Regulation 1101 of the WSIA requires a Log Book of First aid Injuries to be maintained and a "Standard Certificate" Trained First Aider on site

# OXFORD INTERIORS LTD.

## EMERGENCY COMMUNICATIONS

In case of Emergency call - 9-1-1

This Site Address is:

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---

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Site Phone:

---

### Local Non Emergency Numbers

POLICE

---

DEPARTMENT-FIRE

---

MINISTRY OF LABOUR

---

### Other Emergency Contact Numbers

OXFORD Interiors Ltd.

---

Safeline Management

---

### Utilities

Hydro Gas

---

---

Post this form by all telephones and the First-Aid Kit

## FIRST AID INJURY LOG

Incident Or Accident #					
Date & Time					
Date & Time Of Treatment					
Treatment Given By:					
Injured Worker Name					
Company Name					
Description Of Injury					
Treatment Given	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Further Treatment Recommende	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Accident Description (be specific)					
Witnesses					

## FIRST AID CHECKLIST

Note : applicable for workplaces with more than 15 workers and less than 200 workers (for smaller or larger size work-forces, see Regulation 1101 for requirements)

### PER REGULATION 1101 OF THE WSIB ACT

YEAR : \_\_\_\_\_

KIT # \_\_\_\_\_

REQUIREMENTS	MONTH											
	J	F	M	A	M	J	J	A	S	O	N	D
A) Current Edition of a standard St. John Ambulance First Aid Manual.												
B) 24 safety pins												
C) 1 Basin, preferably stainless steel												
D) Dressings consisting of ;												
• 48 adhesive dressing , individually wrapped												
• 2 rolls of adhesive tape												
• 12 rolls of 1-inch gauze bandage												
48 sterile gauze pads, 3 inches square												
• 8 rolls of 2-inch gauze bandages												
• 8 rolls of 4-inch gauze bandages												
• 6 sterile pads suitable for pressure dressing, individually wrapped:												
• 12 triangular bandages												
• splints of assorted sizes; and												
• 2 rolls of splint padding												
E) First Aid Certificates posted												
F) First Aid Log Book maintained up to date												
G) Stretcher.												
H) Two Blankets.												
Please Initial												

Note : the employer shall ensure that the first aid station is at all times in the charge of a worker who is the holder of a St. Johns Ambulance Standard First Aid Certificate or it's equivalent and he/she works in the immediate vicinity of the box

# EMERGENCY PLAN FORM

## GUIDE TO EMERGENCY PLANNING FOR SITE SUPERINTENDENT, SUBCONTRACTOR SUPERVISORS AND EMERGENCY RESPONSE TEAM

### Emergency Personnel

Emergency Response Coordinator (ERC): \_\_\_\_\_  
Alternate: \_\_\_\_\_

Emergency Response Team (ERT):

Name: \_\_\_\_\_ Subcontractor: \_\_\_\_\_

### Grouping Areas

Area 1	_____	One long blast of horn
Area 2	_____	Intermittent blasts of horn

### Types of Emergencies

Fire  
Medical Emergency requiring ambulance  
Natural Gas Leaks  
Power Failure

Other \_\_\_\_\_  
Other \_\_\_\_\_

# **OXFORD Interiors Ltd. -- Emergency Plan**

## **FIRE**

### **SUPERVISORS**

- Initiate evacuation of your area through the nearest or alternate emergency exit, close doors behind you
- Notify the Site Superintendent (ERC)
- Obtain list of all workers and report to Grouping Area
- Take roll call
- Identify to ERC/ ERT member "ALL PRESENT" or names and number of workers missing. If the fire was in your area, provide any other information
- Await further instruction from ERC or Emergency Services

### **ERC and ERT**

- Sound Emergency Horn(s)
- Call 9-1-1 (or appropriate number for fire) and report fire. Give your name, the company name, address, major intersections, and entrance to the site and advise that persons will be available outside for direction. Remain on the phone until 9-1-1 operator terminates the call, remain near phone
- ERC to designate ERT member to take head count from supervisors at Grouping Area and report back immediately
- ERC to designate ERT member to notify adjacent businesses and to shut down natural gas service.
- ERC to designate ERT member to shut down electrical service (if safe to do so)
- ERC to designate ERT member to meet and direct Emergency Services
- ERC to meet Emergency Services and provide status of situation
- Emergency Services to provide ERC with status

## **MEDICAL EMERGENCIES**

### **FIRST AIDER**

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

### **ERC; For Serious Injury/ Illness:**

- Have ERT call 9-1-1 (or appropriate number for ambulance) and report injury. Give your name, the company name, address, major intersections, and entrance to the site and advise that persons will be awaiting their arrival. Remain on the phone until 9-1-1 operator terminates the call, remain near phone
- Respond to scene and assess hazards
- Assign ERT member to clear immediate area, direct co-workers to safe place and direct emergency services.

## **NATURAL GAS LEAKS**

Natural gas is highly flammable, toxic and tends to pool because it is heavier than air. Extreme caution must be exercised to eliminate all potential ignition sources. Natural gas will cause frostbite upon contact with exposed skin. To make it easy to detect leaks, gas utilities add odorizing chemicals that give the natural gas a pronounced disagreeable odour. Gas utilities treat all reported "gas leaks" or "unknown odour" calls as potential hazards. They actively encourage the public to call anytime regarding an unfamiliar odour which might be natural gas.

### **SUPERVISOR/ ERT**

- Assess scene to determine hazards
- Evacuate hazard zone (workers should evacuate by nearest or alternate exit and proceed to designated Grouping Areas)
- Notify the Site Superintendent (ERC)
- Shut down open flame equipment

### **ERC**

- Contact gas utility and identify problem — arrange shut down and lock/block off gas service, if recommended by gas utility.
- Arrange complete evacuation and notification of adjacent houses (depending on risk)

## **POWER FAILURE**

### **SUPERVISOR/ ERT/ ERC**

- Supervisors and ERT should obtain flashlights, gather workers and accompany to grouping area (if natural light is not adequate i.e. after/before working hours)
- ERC should initiate investigation to determine extent and cause of power failure
- ERC to update and advise workers of power failure and procedures for powering up (i.e. Turning disconnects for major equipment and disconnects off, etc.)
- Stay away from downed power lines and keep others away until the Emergency Services rectify the problem.

OXFORD Interiors Ltd. -- Emergency Plan

**SITE MAP:** insert current site map and route to hospital

## **4.3 EARLY SAFE RETURN TO WORK**

### **PURPOSE**

The Early Safe Return to Work Program (ESRTW) will facilitate a safe and early return to work for workers who have sustained workplace accidents while employed with our company. Through this program, we will provide gainful employment in the event of a disabling workplace accident.

### **PROCEDURE**

Each supervisor will be required to participate in the implementation of the program when and where required. Once an injured worker has been placed on an ESRTW program, the supervisor for that worker will be expected to follow the program with the injured worker and keep the Management Team updated as required.

The ESRTW program will be broken into two stages;

1. To prevent workers from losing time due to workplace injuries (done through the use of the WSIB Functional Abilities Form provided in the initial stage or the Treating Medical Physician
2. To return workers to gainful employment as soon as medically authorized.  
This will be done on potentially two levels;
  - a) temporary modified work
  - b) permanently modified work

### **DISTRIBUTION**

All management staff will receive copies of the Early Safe Return to Work program, followed by a training/awareness session that will include participation from the following persons;

- Management Team
- All supervisors

The entire workforce must also be made aware of the Early Safe to Work program during Employee Orientations and/or review of the Employee Safety Guidelines.

### **RECORDS**

Employee records generated through the "Early Safe Return to Work Program" must be maintained indefinitely by the Corporate Projects Manager.

## **EARLY AND SAFE RETURN TO WORK (ESRTW) PROGRAM**

The purpose of having an ESRTW program is to provide workers who have been injured on the job, a safe means for returning to gainful employment in an expedient manner while ensuring that "Lost Time" is kept to an absolute minimum.

Re-employment obligations and the financial impact of experience rating implemented by the Workplace Safety and Insurance Board have put the onus on the Employer to return injured workers to the workplace as soon as possible.

### **Features**

The Early Safe Return to Work Program will be broken into two stages; the first stage will be to ensure that minor accidents requiring first-aid and/or medical attention do not result in "Lost Time Accidents". The second stage will focus around helping injured workers return to work through Modified Jobs, which will accommodate injuries sustained in a workplace accident; this will include "Temporary Modified Work" and/or "Permanently Modified to Work".

### **Implementation**

The Management Team (Project Managers, Managers, Supervisors and Foremen) will be responsible for the organization and implementation of the ESRTW program including communication and monitoring of the program.

The following are a list of steps, which will be necessary for the successful development and implementation of the Early Safe Return to Work Program;

#### **1. Injured Worker**

When a workplace accident occurs, employees must receive prompt First Aid Treatment and when required Medical Treatment by a Health Care Professional.

#### **2. Injured Worker Re-integration**

The injured worker's supervisor and the Management Team will help ensure that the re-integration of the injured worker into the workplace is done effectively. The requirements listed on the injured worker's Functional Abilities Form must first be met (e.g. changes to work station, lifting or bending chores to be assigned to a co-worker temporarily, etc.).

*(Upon The Injured Worker's Return)*

1. The worker's supervisor must meet with the Injured Worker to welcome the person back to the Workplace
2. The injured Worker must be provided with a copy of the ESRTW Modified Job Description Form, followed by a full explanation of how the program will help the injured worker return to his/her normal pre-accident job duties.

- 3. Assure the injured worker that he/she will be able to return to normal job functions, once given clearance (in writing) by the attending physician or the Workplace Safety and Insurance Board WSIB Nurse Case Manager.**
- 4. Instruct the worker not to exceed the physical restrictions outlined by the attending physician or WSIB Nurse Care Manager.**
- 5. Instruct the worker to immediately notify their supervisor of any difficulties, encountered while on the Early Safe Return to Work Program.**
- 6. Give the worker a chance to ask questions about the transition back into the workplace.**

*Note: If the injured worker does not comprehend English, have a co-worker or supervisor of the same native language; translate the information during the meeting.*

The injured worker must then be taken out to the work area and advised of changes made to his/her work area (e.g. additional safety precautions, temporary modifications as per the ESRTW Modified Job Description Form).

After verbal and written instruction is provided, the injured worker should then be asked to begin performing the modified job while in the presence of the supervisor. The injured worker should be observed for a while to ensure that the work being performed does not exceed the workers physical restrictions and that difficulties are not encountered.

### **3. Follow-up**

After the Injured worker has been re-integrated into the workforce, an integral aspect of the Early Safe Return to Work Program will be follow-up. Through follow-up, the supervisor will be able to evaluate progress of the injured Worker and effectiveness of the ESRTW Program in place.

The supervisor for the injured worker will perform follow-up activities with the worker and report their findings to the Management Team. The supervisor will perform the follow-up functions using the "Supervisor's Follow-Up Report Form".

Checks will be performed on a "First day back", daily, weekly and bi-weekly basis and will include the following;

#### *(First Day Back)*

- after the initial hour, the supervisor will meet the worker at the workplace and discuss the worker's progress and comfort level with the Modified Job.
- the supervisor will instruct the injured worker to report back to him/her after breaks, lunch and prior to leaving the site. During these follow-up meetings,
- the supervisor will document findings on the Follow-up Report Form and when required, involve the Management Team (e.g. job functions are causing discomfort)

#### *(Daily Follow-up)*

- have the injured worker report to the supervisor prior to the beginning of the shift.
- have the injured worker report to the supervisor at the end of the shift
- involve the Management Team if/ when required

*(Weekly)*

- at the end of each week have the injured worker complete the "Worker's Progress Report Form" and when required assist in completion of the form.
- the supervisor will then forward the form to the Management

*Team (Every Two Weeks)*

- the Supervisor will arrange to meet with the Injured Worker and Attending Physician to discuss the worker's progress and the supervisor will provide a written update to the Management Team.

The Management Team will review the Follow-up/ Progress Reports at the end of each week, unless problems with the program occur during the week, at which time immediate intervention by the Management Team will take place.

### **Changes to the Job Description**

At times, changes must be made to the **ESRTW** Program and Job Descriptions in order to accommodate;

- difficulties being encountered by the Worker,
- progress or deterioration in the physical abilities of the Injured Worker,
- production requirements (e.g. transfer to another job).

Changes made to the Job Description must be approved by the Management Team and not exceed the restrictions outlined by the attending physician. Once the changes have been made, they must be documented and explained to the worker.

### **Physical Rehabilitation**

If and when required, workers on the ESRTW Program will be allowed and encouraged to receive Rehabilitation Treatment for their injuries. The Supervisor will work with the employee and physician to develop a schedule for rehabilitation treatment.

Through active rehabilitation treatment, injured workers will be able to recover from their injuries in an expedient manner. Furthermore, rehabilitation treatment will help the injured worker understand the nature of the injury and methods of avoiding a recurrence (e.g. back injuries-proper lifting techniques) and in many cases improve the physical condition of the injured worker, hence, reducing the chance of recurrence.

### **Re-Integration to Regular Job Functions**

Upon completion of the ESRTW Program duties, the injured worker must be returned to his/her normal pre-accident job. In the event that the job has been eliminated, the worker will be placed on a comparable job.

MODIFIED JOB DESCRIPTION FORM

Administrative Information (please print)

Employee's Name: _____	Claim#: _____
Regular Job Title: _____	Date of Accident: _____
Treating Physician: _____	Phone #: _____ Fax #: _____

Physical Restrictions

Provided By:	<input type="checkbox"/> WSIB (authorized) _____	<input type="checkbox"/> Doctor	<input type="checkbox"/> Specialist
Documentation:	<input type="checkbox"/> Functional Abilities Form	<input type="checkbox"/> Form 7	<input type="checkbox"/> Doctors Note
	<input type="checkbox"/> WSIB Consent Form	<input type="checkbox"/> Other _____	
Proposed Duration of Restriction: _____ Actual Duration: _____			

**Light Duties/ Modified Job Description** (The returning worker must understand that he/she is not to exceed the restrictions/ limitations detailed by the treating physician/ WSIB physician. As necessary, this Modified Job Description will be further modified to reflect the injured worker's (dis)abilities.)

Job Title: _____	Department: _____
Conditions:	
Weights and Sizes	
Job Tasks:	
List Essential Duties:	
List Non-Essential Duties:	
Additional Notes Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	

## SUPERVISOR'S FOLLOW-UP FORM

*To be completed by the supervisor in cooperation with the injured worker*

Employees  
Name: \_\_\_\_\_

Claim Number: \_\_\_\_\_

Date \_\_\_\_\_

Date of Injury: \_\_\_\_\_

Report Period From: \_\_\_\_\_ To \_\_\_\_\_

Description of Follow-up – (check appropriate box) ☐ Initial Day Back ☐ Daily Follow-up

Date: \_\_\_\_\_

Number of Hours Worked: \_\_\_\_\_

Describe worker's duties and any concerns reported:

Supervisor's Signature \_\_\_\_\_ Worker's Initials \_\_\_\_\_

Description of Follow-up - \_\_\_\_\_ day on the Return To Work Program  
(1<sup>st</sup>, 2<sup>nd</sup>, etc)

Date: \_\_\_\_\_

Number of Hours Worked: \_\_\_\_\_

Describe worker's duties and any concerns reported:

Supervisor's Signature \_\_\_\_\_ Worker's Initials \_\_\_\_\_

Description of Follow-up - \_\_\_\_\_ day on the Return To Work Program  
(1<sup>st</sup>, 2<sup>nd</sup>, etc)

Date: \_\_\_\_\_

Number of Hours Worked: \_\_\_\_\_

Describe worker's duties and any concerns reported:

Supervisor's Signature \_\_\_\_\_ Worker's Initials \_\_\_\_\_

## WORKER'S PROGRESS REPORT FORM

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Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

Am Number: \_\_\_\_\_ Report Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Treating Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

(Please check the appropriate statement)

☐ The job duties which I have been performing for the past \_\_\_\_\_ week(s) have been within my physical restrictions/ limitations, which were prescribed by my treating physician/ health care specialist. I have not encountered any difficulties performing the assigned tasks.

☐ I am having difficulty performing the job duties (or a component of the work) which have been assigned to me, for the following reasons:

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I feel that my physical condition has:

-Improved

= Remained the same

= Deteriorated

Please explain any concerns that you may have regarding your return **to work**.

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Note: Any questions, concerns, or problems must be addressed with your supervisor, in cooperation with the Modified Work Committee and/ or the Joint Health and Safety Committee.

Worker's Signature: \_\_\_\_\_



Supervisor's Signature: \_\_\_\_\_



Reviewed By: \_\_\_\_\_



## **4.4 MEDICAL TREATMENT PACKAGE**

**PURPOSE** Prompt Medical Treatment for an injured worker is both a moral obligation and a legislative duty. Through prompt first-aid treatment and subsequent expedited medical treatment when required, pain and suffering will hopefully be limited.

**PROCEDURE** All employees of OXFORD Interiors Ltd. and/or Subcontractors must be instructed to report all incidents/accidents immediately

**The following must take place when a workplace injury of illness is reported to our site management team;**

### **OUR WORKERS**

**The Site Superintendent will ensure that;**

- First-Aid is administered if required
- arrangements for transportation to a hospital or medical clinic (which ever applies)
- Have the injured worker complete the WSIB Consent Form and the WSIB applicable portion of the Functional Abilities Form.
- the injured worker receives the Medical Treatment Package for presentation to the Treating Medical Practitioner
- the Project Manager is notified immediately — WSIB Reports need to be generated whenever a worker seeks medical attention for a workplace accident/incident.

### **SUBCONTRACTOR'S WORKERS**

**The Site Superintendent will;**

- First-Aid is administered if required
- Arrangements for transportation to a hospital or medical clinic (which ever applies)
- Notify the Project Manager immediately
- Notify the subcontractor's head office

**DISTRIBUTION** The above listed procedures will be reviewed with the Site Management Team and available for review in the program manual.

**RECORDS** All records will be maintained on file by the Site Superintendent and provided to the Joint Health & Safety Committee as required.

**Site Superintendent's will be required to forward any and all Medical Aid Treatment documentation (including First-Aid) to the Management Team immediately.**

# OXFORD INTERIORS LTD.

## Injured Worker- Treatment Package

1. Complete Part A and have OUR employee complete and sign Part B of the "Functional Abilities Form" (Retain a copy).
2. Provide the Functional Abilities Form and the Covering Letter to injured worker and have the worker present it to the Health Care Professional. Instruct the worker to return the Functional Abilities Form to the Site Office as soon as possible (faxed by doctor if possible).

The following is included in this package:

- (1) Letter To Health Care Professional
- (1) Functional Abilities Form

**Health Care Professional**

**Dear Health Care Professional;**

**We have developed and implemented a "Safe and Early Return to Work" program in accordance with the Workplace Safety and Insurance Act (WSIA). This program is intended to permit a safe and early return to work activity for any employee of ours who has sustained a work related injury.**

**We would ask you to kindly complete the enclosed Functional Abilities Form and assist in the injured workers safe and early return to work. Assignments will be based on the physical restrictions noted on the completed Functional Abilities Form. Work assignments will be modified and/or redesigned to accommodate physical restrictions you have recommended and outlined on the Functional Abilities Form.**

**Thank you for treating our employee and completing the Functional Abilities Form in a timely fashion.**

Sincerely,

---

### **Attachments**

**Guide to filling out the WSIB FAF form**

WSIB - Functional Abilities Form

(Double click the attached form on the next page.)

## FUNCTIONAL ABILITIES FORM (Double-Click Form)

### **Functional Abilities Form** **for Planning Early and Safe Return to Work**

**Health Professionals, please use this form ONLY when requested by an employer or worker.**

**The purpose of this form is to identify your patient's overall functional abilities and work restrictions that will assist his/her return to suitable work.**

**Please promptly complete and return pages 2 and 3 of this form to the worker or employer to assist the workplace parties in planning an early and safe return to work.**

**PLEASE ENSURE YOUR BILLING INFORMATION IS NOT GIVEN TO THE WORKER OR EMPLOYER.**

#### **Authority to Release Information**

Section 37(3) of the *Workplace Safety and Insurance Act, 1997* provides the legal authority for health professionals to give the Workplace Safety and Insurance Board (WSIB), the injured worker and the employer such information as may be prescribed concerning the worker's functional abilities.

When completing this report, please **print** in **black ink**.

Worker and/or employer should complete Sections A and B of this report. If your patient needs assistance, please help. Please submit this report even if Section A is not fully completed.

Information about your responsibilities can be found on **Page 4**.

The WSIB will pay health professionals for completing this form.

**Mail to:**

**Workplace Safety and Insurance Board**  
200 Front Street West  
Toronto, ON M5V 3J1

**OR**

**Fax to:**

416-344-4684  
or 1-888-313-7373



A guide to completing this form is available at [www.wsib.on.ca](http://www.wsib.on.ca)

# **OXFORD INTERIORS LTD.**

## **HEALTH AND SAFETY MANUAL**

### ***Section 5* HAZARD IDENTIFICATION**

#### **5:1 Planned Inspections & Violation Follow-up**

## 5.1

## PLANNED INSPECTIONS

### PURPOSE:

Safety inspections will help determine the degree of compliance with applicable legislation and Safety Policies. The purposes of safety inspections are to prevent accidents through monitoring,

Follow-up and control/elimination of hazards. This desired goal will be achieved through the following means;

- identification of hazardous acts & conditions
- advising persons of non-compliance and the requirements for compliance
- following up to ensure compliance has been achieved and the hazard has been eliminated.
- Site Superintendent or Consultant will ask the Worker Safety Representative to accompany him/her on the inspection when possible and at least once a month.
- Upon completion of inspections, an Inspection Report Form detailing the findings, will be completed and provided to the Site Superintendent
- The Site Superintendent will then ensure that all unsafe practices and/or conditions are rectified through verbal and/or written directive to the responsible parties. Work will not continue until the unsafe condition has been rectified! All Follow-up actions must be documented on the inspection report form
- Repeated and/or serious violations will be cause for the supervisor to ensure rectification through "Corrective Actions" (possible discipline or termination of contract).

### DISTRIBUTION

All inspection reports will be distributed by the Site Management Personnel as follows;

- Site Superintendent
- Project Manager
- Subcontractor noted on the report
- JHSC & Posted in the workplace

(Subcontractors) Violation Follow-Up forms will be used as follows;

*Any Violation;*

- immediate rectification on site prior to the commencement of work
- copy of inspection report to Subcontractor

*Serious Violation or repeated violation;*

- all steps indicated above ;
- Violation "Follow-up" form provided to the Subcontractor's foremen and their head office immediately, requesting an immediate response.
- copied to the Construction Manager
- termination of the contract at the discretion of the Management Team

### RECORDS ;

All Inspection Reports and/or Violation Follow-up Forms are to be forwarded immediately to the Project Manager. These reports will be retained on file indefinitely

**SAFETY INSPECTION REPORT FORM** (pg 1 of 5)

Inspection Of	Date:
Location	Description:
Time In	Inspected By:
Time Out	Page of

HAZARD RATINGS

- A High Likelihood of Personal Injury or Material/Equipment Damage:
- B Moderate Likelihood of Personal Injury or Material/Equipment Damage
- C A Low Likelihood of Personal Injury or Material/Equipment Damage.

				Area Item	Contractor Responsible	Hazard Rating	Observations & Actions Taken

Comments



Weather Conditions\_\_\_\_\_ & Temperature

\_\_\_\_\_

Conducted By [Signature (s)]

CC.

- ☐ Site Superintendent
- ☐ Project Manager
- ☐ Health & Safety Committee
- ☐ Subcontractors identified on report

# SAFETY INSPECTION REPORT FORM (pg 3 of 5)

A High Likelihood of Personal Injury or Material/Equipment Damage

HAZARD RATING			
		Date:	
		Inspected By:	
Time In:	Time Out:	Weather Conditions:	# of Workers:

B Moderate Likelihood of Personal Injury or Material/Equipment Damage

C Low Likelihood of Personal Injury or Material/Equipment Damage

Item (check inspected items)			Location /Comments	Follow-up
PPE				
<input type="checkbox"/> Head Protection				
<input type="checkbox"/> Foot Protection				
<input type="checkbox"/> Eye/Face Protection				
<input type="checkbox"/> Hearing Protection				
<input type="checkbox"/> Protective Clothing				
<input type="checkbox"/> Fall Protection				
<input type="checkbox"/> Respiratory Protection				

General Site Cond.				
<input type="checkbox"/> PPE				
<input type="checkbox"/> Emergency Access				
<input type="checkbox"/> Access to work areas				
<input type="checkbox"/> Stairs				
<input type="checkbox"/> Terrain				
<input type="checkbox"/> Fire Prevention				
<input type="checkbox"/> Signs				
<input type="checkbox"/> Potable water toilets				

Material/Equipment Storage				
<input type="checkbox"/> Building Materials				
<input type="checkbox"/> Compressed Gas				
<input type="checkbox"/> Flammable				
<input type="checkbox"/> Tools/Equipment				

# SAFETY INSPECTION REPORT FORM (pg 4 of 5)

Item(check inspected items)			Location /Comments	Follow-up
Equipment				
<input type="checkbox"/> Condition				
<input type="checkbox"/> Operated Properly				
<input type="checkbox"/> Roll Over Protection				
<input type="checkbox"/> Log Books				
<input type="checkbox"/> Maintenance				
<input type="checkbox"/> Limited Reversing				
<input type="checkbox"/> Use of Signal Person				

Scaffold				
<input type="checkbox"/> Grading				
<input type="checkbox"/> Set-up				
<input type="checkbox"/> Good Planks				
<input type="checkbox"/> Good Access (ladder)				
<input type="checkbox"/> Guardrails/Bracing				
<input type="checkbox"/> Connecting Pins				
<input type="checkbox"/> Secured (as required) — Wheels and				

Electrical				
<input type="checkbox"/> Panels elevated and secured				
<input type="checkbox"/> Panels w/GFCI				
<input type="checkbox"/> Overhead Conductors				
<input type="checkbox"/> Locates (underground)				
<input type="checkbox"/> Cords				

Trenches/Excavations				
<input type="checkbox"/> Access/Egress				
<input type="checkbox"/> Sloping				
<input type="checkbox"/> Support Systems				
<input type="checkbox"/> Locates (underground)				
<input type="checkbox"/> Storage of Spoils				
<input type="checkbox"/> Vehicle/Equipment Use				

Conducted By (Signature(s))

FROM:	SUBCONTRACTOR:
SITE:	ATTENTION:
SENT BY:	DATE:

Please respond in writing within one working day!

We are informing you that on \_\_\_\_ (date) the following unsafe conditions and or work practices were either created and/or performed by a worker(s), supplier or Subcontractor working on your behalf;

Lot No.	Or Location
Nature of Circumstances	

Subcontractors Res<sup>p</sup>onse:(please list the corrective actions planned and/or taken)


\_\_\_\_\_  
\_\_\_\_\_

Completed By;

\_\_\_\_\_

Signature

Date

Distribution  
cc. Project Manager

\_\_\_\_\_  
Other:

# **OXFORD INTERIORS LTD.**

## **HEALTH AND SAFETY MANUAL**

### ***Section 6* MAINTAINING RECORDS**

#### **6:1 Records, Forms & Statistics**

## 6.1 RECORDS, FORMS & STATISTICS

### PURPOSE

A Health & Safety Record/Statistics Management System will be implemented and maintained in order to track and make readily available all documentation pertaining to this program or as required by legislation.

### PROCEDURE

All records and documentation must be maintained on a site level and at head office.

Records should include, as a minimum, the following documents:

#### General Files

- Accident Investigation Reports
- Accident/Incident Statistics & Analysis
- Training or on-site meetings
- Inspections
- Government Inspection Reports/Orders
- Health and Safety Committee Files
- First Aid records
- Program/Policy updates (head office)
- Correspondence with subcontractors

#### Employee Safety Documentation;

- guidelines Acknowledgement sheet
- training attendance Forms
- discipline reports for safety

#### Subcontractor's General Safety File, including;

- contract, guidelines "tear sheet"
- Registration Forms (Constructors and Employers Engaged in construction)
- orientation checklist
- Material Safety Data Sheets (binder)
- Subcontractors pre-job information
- (i.e. policy, program outline, employee rules, hazardous work procedures, inventory, etc.)
- warnings, notices or memo's, permits

All information retained in the Record System is to be redirected to the Head Office by the Site Superintendent upon completion of the project.

### STATISTICS

The collection, processing and distribution of statistics are the responsibility of the Site Superintendent for each site. The Project Specific Summary of Accidents form must be completed on an annual basis, distributed to the Project Manager (for distribution) and posted in the site trailer.

Upon receipt of all Site Specific Statistics, the Project Manager will complete the All Projects Summary of Accidents form and copy all management members.

**RECORDS**

All Records, Forms & Statistics are to be maintained on file for a period of five years.

## STATISTICS : INJURY FREQUENCY

PROJECT:

\_\_\_\_\_

MONTH: \_\_\_\_\_  
FORMULA TO BE USED

YEAR: \_\_\_\_\_

*number of lost time injuries x 200,000*

Injury Frequency Rate (I.F.R.) = \_\_\_\_\_

*total man-hours worked*

Total man-hours worked to date =

ACCIDENT DESCRIPTION	MONTH	PROJECT TO DATE
Lost Time Accidents:		
Medical Aid Cases:		
First Aid Cases		

Injury Frequency Rate =  $L.T. \times 200,000 / ( ) =$  \_\_\_\_\_

General Industry Average = \_\_\_\_\_

SUBCONTRACTOR	WORKERS NAME	DATE OF INJURY	STATUS	DESCRIPTION

Please post on site

**SITE SUMMARY OF ACCIDENTS**

SUBCONTRACTOR	WORKERS NAME	DATE OF INJURY	STATUS	DESCRIPTION

**To complete Status segment lost time accident = L.T.**

medical aid only        = M.A.

first aid only        = F.A.

# **OXFORD INTERIORS LTD.**

## **HEALTH AND SAFETY MANUAL**

### ***Section 7* EVALUATION**

#### **7:1 Program Evaluation**

## **7.1 PROGRAM EVALUATION**

### **PURPOSE**

The purpose of conducting a program evaluation is to determine if the site management team is adhering to the policies outlined in this Health and Safety Manual and as a minimum meeting the legislative health & safety requirements. Through the program evaluation, an unbiased third party may provide a structured and detailed audit of the site safety specific conditions.

Information gathered during the program evaluation will be reviewed and acted upon by senior management. This type of involvement and commitment by senior management will demonstrate "Due Diligence" and furthermore, will send a clear message to all site management teams and/or Subcontractors

### **PROCEDURE**

Project Manager will arrange an evaluation of the program internally once/year and for each project with a value greater than \$500,000 at least once/project.

This audit will consist of two levels;

- Physical Inspection (random)
- Review of Site Safety Manual implementation (scheduled)

A format and form will be established to determine the degree and effectiveness of the Program's implementation.

The Site Superintendents will be appraised on their successful implementation of the Program within their areas of responsibility.

### **DISTRIBUTION**

The audit results will be provided to;

- Joint Health & Safety Committee
- Site Superintendent
- Management Team
- The President

### **RECORDS**

The site specific audits will maintain all reports on file by for 5 years

# 3<sup>RD</sup> PARTY EVALUATION FORM(pg 1 of 3)

Section 1: This section is to be completed by an unbiased party and presented directly to the Management Team

PROJECT:				DATE:	
Requirement:	Good5 Pts	Fair 3 Pts	Poor 0 Pts	N/A	Description
GENERAL: 1. Guardrails 2. Access/Egress 3. Ladders/Ramps 4. General Cleanliness 5. Temp. Lights 6. Emergency Access 7. Fire Prevention 8. Potable Drinking Water 9. Public and Pedestrian Ways 10. Signs (site hours, etc) 11. Toilet/Restroom Facilities					
MAT'L STORAGE: 1. Compressed Gas 2. Flammable/Combustible 3. Building Materials 4. Tools and Equipment Storage					
PROTECTIVE EQUIP.: 1. Fall Protection 2. Hard Hats and Safety Boots 3. Respiratory/Eye/Hearing					
EQUIPMENT: 1. In good repair 2. Operated by Competent Persons 3. ROPS 4. Using trained signal persons to assist with vehicles backing up 5. Log Books and maintenance records available					
SCAFFOLD (all types) 1. Guardrails /Access Ladders 2. Bracing and secured to structure (as required) 3. Footings/Planks (Wheels with locking castors) 4. Drawings/Specs.					
TRENCHES/EXCAVATIONS: 1. Access/Egress 2. Sloping 3. Shoring/Boxes 4. Storage of spoils					
ELECTRICAL: 1. Overhead Conductors 2. Panels equipped w/GFCI					
TOTALS					

SECTION 1: MAXIMUM POINTS AVAILABLE ARE 175. WHERE AN ITEM IS NOT APPLICABLE (N/A), 5 POINTS SHOULD BE REMOVED FROM POINTS AVAILABLE. (MINIMUM SCORE REQUIRED 75%)

### 3<sup>RD</sup> PARTY EVALUATION FORM (pg 2 of 3)

PROJECT:			DATE:	
Document:	Posted 5 Pts	Distributed 5 Pts	Understood 5 Pts	Description
<b>SAFETY POLICY:</b> 1. Reviewed w/Employees 2. Provided by subcontractors				
<b>SITE MANAGEMENT:</b> 1. Safety Filing system 2. Postings (OHSA & Regs., NOP, MOL Orders, Notice Of Constructors and Employers Engaged in Construction ) 3. On site Training 4. Tool Box Talks workers				
<b>EMPLOYEE/SUBCONTRACTOR:</b> 1. Orientation 2. Procedures 3. Drawings				
<b>ACCIDENT RECORDS:</b> 1. Investigations & Reporting to appropriate Authorities 2. Site Statistics 3. M.O.L. Reports				
<b>INSPECTIONS/AUDITS:</b> 1. Daily Reports 2. Follow-up Reports 3. M.O.L. Reports 4. Committee/worker rep. inspections 5. Subcontractor inspection				
<b>EMERGENCY/FIRST AID:</b> 1. Equipment 2. Procedures 3. Training 4. Signs, Postings Checklists				
<b>COMMITTEES:</b> 1. Agenda/Minutes/Terms Of Reference, etc. 2. Worker Trades				

	TOTALS
--	--------

SECTION 2: MAXIMUM POINTS AVAILABLE ARE 140.

WHERE AN ITEM IS NOT APPLICABLE (N/A), POINTS SHOULD BE REMOVED FROM POINTS AVAILABLE. (MINIMUM SCORE REQUIRED 75%)

3<sup>RD</sup> PARTY EVALUATION FORM (pg 3 of 3)

Section 3: This section is to be completed by an unbiased party and presented directly to the Management Team.

RECOMMENDATIONS:

CONCLUSIONS & DIRECTIONS:

ACTIONS TAKEN:

List Site Management Team Members:

\_\_\_\_\_

c.c. Superintendent  
Management Team  
President

DATE COMPLETED: \_\_\_\_\_

# **OXFORD INTERIORS LTD.**

## **HEALTH AND SAFETY MANUAL**

### ***Section 8* APPENDIX**

**8.0 GLOSARY**

**8.1 ADMINISTRATION Forms**

**8.2 SUBCONTRACTOR SAFETY**

**8.3 PROJECT SET-UP Forms**

# 8.0 GLOSSARY

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

<b>Worker</b>	refers to all employees of our company and includes workers employed by any subcontractor performing work under contract to our company.
<b>Supervisor</b>	refers to a person who has authority over another worker(s).
<b>JH&amp;SC</b>	refers to the company or <b><i>Joint Health &amp; Safety Committee</i></b> .
<b>WHMIS</b>	refers to the <b><i>Workplace Hazardous Material Information System</i></b> .
<b>MSDS</b>	refers to <b><i>Material Safety Data Sheet</i></b> .
<b>PPE</b>	refers to <b><i>Personal Protective Equipment</i></b> used in the workplace.
<b>MOL</b>	refers to the <b><i>Ministry of Labour</i></b> who enforce health & safety laws.
<b>WSIB</b>	refers to the <b><i>Workplace Safety &amp; Insurance Board</i></b> in Ontario.
<b>OH&amp;SA</b>	refers to the most recent version of the <b><i>Occupational Health &amp; Safety Act</i></b>
<b>LTI</b>	refers to <b><i>Lost Time Injury</i></b> (personal injury) requiring time off work.
<b>Employer</b>	refers to our firm or any subcontractor we may employ under contract.
<b>Constructor</b>	refers to an employer , owner, or contractor who is responsible for health & safety on a project and is a determination made ultimately by the MOL.

## **8.1 ADMINISTRATION Forms**

**8.1.1 OXFORD INTERIORS LTD. HEALTH & SAFETY POLICY**

**8.1.2 TEAR OUT ACKNOWLEDGEMENT SHEET**

**8.1.3 PROGRESSIVE DISCIPLINE FORM**

**8.1.4 WORKER HIRING CHECKLIST**

**8.1.5 TOOLBOX SAFETY TALK FORM**

**8.1.6 TRAINING AND EDUCATION**

**8.1.7 REVIEW/CHANGE CONTROL**

# OXFORD INTERIORS LTD.

## HEALTH & SAFETY POLICY STATEMENT

At **OXFORD INTERIORS LTD.**, we place the utmost importance on the health, safety and well being of our employees and others who may be affected by our work. It is our responsibility to achieve and maintain a safe and healthy working environment. OXFORD INTERIORS LTD. has developed a Health & Safety Program to promote workplace safety and control unsafe working conditions. The Health & Safety Program promotes specific health and safety training for all employees, and is designed to monitor the workplace for compliance with legislative requirements and attain best operating practices at all times.

### **OXFORD INTERIORS LTD.:**

- believes that it is responsible to incorporate proven health and safety principles into all phases of our operations and emphasize these as integral components of prudent business practice
- understands that the responsibilities for workplace health and safety must extend to all workplace parties (senior management, front line management and workers ) on or off the job
- recognizes that accident prevention and quality of working life must continue to be an essential part of our business operations and as such, will empower each individual to actively participate in their Health & Safety Program
- accepts the concept that the causes of accidents and illnesses can be controlled and the occurrence of personal injuries can be further reduced and is therefore committed to the prevention of occupational illness and injury in the workplace
- will continue to support the efforts of the Worker Health and Safety Representative.
- while complying with Ontario's Occupational Health and Safety Act and Environmental Protection Act and all applicable Regulations, accepts these statutes as minimum standards
- recognizes that it is the responsibility of all workers to work in accordance with the practices and procedures set forth in the Health and Safety Program, in addition to the applicable legislative requirements
- recognizes that it is the responsibility of all workers to report all hazards and unsafe acts/ conditions
- recognizes the responsibility of all supervisors to ensure that safe and healthy work conditions are maintained
- as outlined in our Early Safe Return to Work Program, will endeavor to offer modified work to those employees who have sustained injury or illness with a view to facilitate their rehabilitation and to safely return them to their pre-injury job function as soon as they are capable

The success of our organization depends on our reputation to provide a quality product and service in a safe and timely manner. Health and safety must be incorporated into all facets of our operations.

Through open lines of communication, objective discussions and cooperation between workers, foremen, management, the Worker Health and Safety Representative and other outside parties, our objectives of a workplace free of hazards, injury and illness can and will be achieved.

PRESIDENT: \_\_\_\_\_

Date: \_\_\_\_\_

## TEAR OUT ACKNOWLEDGEMENT SHEET

Please read this page carefully, sign and tear out of the booklet and then forward to your Superintendent or Site Foreman

I, \_\_\_\_\_, acknowledge that I have received and I understand OXFORD INTERIORS LTD. Safety Policy and Employee Health and Safety Guidelines provided and explained to me. I understand that I must work in a safe manner and I will comply with the Health and Safety Act and Regulations and our safety program.

I further understand that the Health and Safety Policy Statement and Employee Health and Safety Guidelines have been provided in order to create an awareness of the types of conditions or situations, which could pose a potential health or safety hazard.

I will not hesitate to ask my Superintendent/Site Foreman for assistance if I do not understand any of the contents of these guidelines or safe operating principles presented.

I acknowledge that willful or persistent violations of this policy will be considered cause for discipline and/or dismissal.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Superintendent/Site Foreman: \_\_\_\_\_

## PROGRESSIVE DISCIPLINE FORM

Worker's Name:	Date of Warning:
Site:	Time Issued:
Warning issued By:	

TYPE OF VIOLATION	VIOLATION DETAILS
<input type="checkbox"/> Quality of Work <input type="checkbox"/> Safety <input type="checkbox"/> Attendance <input type="checkbox"/> Other _____	Date of Occurrence _____ Time of Occurrence: _____ Location of Occurrence _____

Description of Occurrence (sign at end of statement)
I will provide a copy of this Worker Warning Report Form to the worker receiving this warning: Supervisor's Signature: _____

Worker's Statement: (check the appropriate statement)
<input type="checkbox"/> I agree with the Company's Statement
<input type="checkbox"/> I disagree with the Company's Statement for the following reasons;
I have entered my statement of the above matter and have received a copy of this Worker Warning Report Form.
Worker's Signature: _____ Date: _____

### Copy Distribution

☐ Worker ☐ Project Manager ☐ Senior Management ☐ Other \_\_\_\_\_

## WORKER HIRING CHECKLIST

Worker Name		
Date Of Hire	Address;	
Position		
	Phone:	
List of Medical Conditions		
Emergency Contacts	Phone Numbers	
Name:	Home:	Work:
Name:	Home:	Work:
Name:	Home:	Work:

The following information has been provided and reviewed and/or discussed;

TOPIC	Provided YIN	Reviewed YIN	ACTIONS REQUIRED
1. Provide Worker Safety Guidelines			
2. Review Worker Safety Guidelines			
3. Obtain Acknowledgement Sheet			
4. Review training records (WHMIS, Fall Protection, Propane/Natural Gas, Fire extinguisher, licenses, or certificates (OBTAIN COPIES)			
5. Discuss & review accident reporting requirements and Early Safe Return to Work.			
Other Information			
<ul style="list-style-type: none"> <li>Equipment Provided (list)</li> </ul>			

Date: \_\_\_\_\_

Completed By: \_\_\_\_\_

**TOOLBOX SAFETY TALK FORM**

OXFORD INTERIORS LTD.	Project
Subcontractor:	Trade:
Subject(s) Discussed:	

Attendance: (Print Name )	Sign Name

Recommendations:

Recommendations to be used:

Supervisor's Comments:

Supervisor's Signature:	Date:
-------------------------	-------

## TRAINING AND EDUCATION

The following is a list of suggested minimum training requirements for our management staff and workers. Please note that other training may be required to meet the specific needs of the program and/or hazards present in the workplace.

Target Group	Training Element	Frequency	Scheduled
Senior Management	Principles of Accident Prevent and Risk Management	Every 2 Years	
	Health, Safety and the Law	Every 2 Years	

Target Group	Training Element	Frequency	Scheduled
Middle Management	Principles of Accident Prevent and Risk Management	Every 2 Years	
	Health, Safety and the Law	Yearly	
	Province specific regulations	Yearly	
	Use of our Health and Safety Manual	Yearly	
	CSAO Supervisory Training	Every 2 yrs.	

Target Group	Training Element	Frequency	Scheduled
Front Line Management	Principles of Accident Prevent and Risk Management	Every 2 Years	
	Health, Safety and the Law	Yearly	
	Province specific regulations	Yearly	
	Use of our Health and Safety Manual	Yearly	
	(WHMIS)	Yearly (review)	
	Fall Prevention	Yearly	
	Employee Guidelines	Yearly	
	Standard First-Aid	Every 3 yrs.	
	Propane and/or Natural Gas	Every 3 yrs.	
	JHSC Certification (where applicable)		
	CSAO Supervisory Training	Every 2 yrs.	

Target Group	Training Element	Frequency	Scheduled
All Workers	WHMIS	Yearly (review)	
	Fall Prevention	Yearly	
Affected Workers	Employee Guidelines (upon hire)	Yearly	
	Propane and/or Natural Gas	Every 3 yrs.	
	Fire Extinguishers	Every 2 yrs.	
	Explosive Actuated Tools	Every 2 yrs	
	Chain Saws		
	Fork-lifts and other Mobile Equipment	Every 2 yrs.	
	Signaling & Traffic Control		
	Lock-out, Hot work, Confined space		
	Standard First Aid	Every 3 Yrs.	
	JHSC Certification (where applicable)		

## TRAINING DOCUMENTATION

LOCATION:	TIME:	DATE:
FACILITATOR		TARGET GROUP

### TOPICS DISCUSSED


### HANDOUTS


### ATTENDANCE (Please Print)

PRINT NAME	SIGANTURE	PRINT NAME	SIGNATURE

### COMMENTS:


FACILITATOR'S SIGNATURE: \_\_\_\_\_

\_\_\_\_\_

## REVIEW /REVISION TRACKING FORM

### Health and Safety Program Manual Revisions

A review and/or revisions to the Health and Safety Program Manual shall be recorded in the following format and communicated to the workforce by Management Team, as necessary.

PROGRAM REVIEW			
Date of Review:			
Revisions Requested/Made:      Yes      No			

PROGRAM REVISIONS			
SECTION	REVISION ( <i>specific procedure/ form/ checklist, etc. revised or added</i> )	REVISION DATE	APPROVAL ( <i>Sr. Mgt</i> )

COMMENTS:


## **8.3 PROJECT SETUP Forms**

### **8.3.1 SITE SAFETY PROJECT CHECKLIST**

**POSTINGS (Current and Legible)**

Item	Status	Comments
Notice of Project	<input type="checkbox"/> yes <input type="checkbox"/> no	
OHSA and Regulations for Construction (R. 213/91)	<input type="checkbox"/> yes <input type="checkbox"/> no	
Name of worker health and safety representative or JHSC	<input type="checkbox"/> yes <input type="checkbox"/> no	
Site hours of work	<input type="checkbox"/> yes <input type="checkbox"/> no	
WSIB Form 0082C (06/00) (black and yellow poster)	<input type="checkbox"/> yes <input type="checkbox"/> no	
Signs reminding workers to reports all accidents immediately	<input type="checkbox"/> yes <input type="checkbox"/> no	
Notice to public – Construction Site – Authorized Personnel Only	<input type="checkbox"/> yes <input type="checkbox"/> no	
Signs indicating mandatory requirements for head/foot protection.	<input type="checkbox"/> yes <input type="checkbox"/> no	
Posters reminding workers to use fall protection where required	<input type="checkbox"/> yes <input type="checkbox"/> no	
Site Health and Safety Requirements	<input type="checkbox"/> yes <input type="checkbox"/> no	

**Develop Site Specific**

Emergency Phone Numbers	<input type="checkbox"/> yes <input type="checkbox"/> no	
Emergency Procedures	<input type="checkbox"/> yes <input type="checkbox"/> no	
Directions to the nearest hospital and medical clinic	<input type="checkbox"/> yes <input type="checkbox"/> no	
Traffic Management Plan	<input type="checkbox"/> yes <input type="checkbox"/> no	
Heat Stress Warning System	<input type="checkbox"/> yes <input type="checkbox"/> no	
Obtain subcontractor's Fall Arrest Rescue Plan (where required)	<input type="checkbox"/> yes <input type="checkbox"/> no	
Permit systems for high risk work (hot work, Lockout, etc.)	<input type="checkbox"/> yes <input type="checkbox"/> no	

**Arrange for the following;**

The use of Flush Toilets & wash up (hot/cold water) facilities	<input type="checkbox"/> yes <input type="checkbox"/> no	
Potable drinking water for workers on the site	<input type="checkbox"/> yes <input type="checkbox"/> no	
Telephone or two way radio communication	<input type="checkbox"/> yes <input type="checkbox"/> no	
First –Aid Kit, Fire extinguishers & Spill Kits	<input type="checkbox"/> yes <input type="checkbox"/> no	
Spare Warning Signs	<input type="checkbox"/> yes <input type="checkbox"/> no	
Yellow Caution Tape	<input type="checkbox"/> yes <input type="checkbox"/> no	

Sturdy Fencing (where required)	<input type="checkbox"/> yes <input type="checkbox"/> no	
Protection of energized overhead conductors	<input type="checkbox"/> yes <input type="checkbox"/> no	
Documented weekly Health and Safety inspections	<input type="checkbox"/> yes <input type="checkbox"/> no	
Safety Representative to conduct monthly workplace inspections	<input type="checkbox"/> yes <input type="checkbox"/> no	
<b>Comments:</b>		

## SITE SAFETY – PROJECT CHECKLIST (pg 2 of 2)

Site Information		Date Conducted:	
Project Name:		Site Super:	Mobile:
Constructor:		Assistant :	Mobile:
Ministry of Labour Officer:		Site Phone :	Fax:
Ministry of Labour Phone :		H & S Consultant:	Mobile:
<i>Regular site safety meetings to be conducted</i>			
Project Start-up <input type="checkbox"/> yes <input type="checkbox"/> no		Coordination Meetings <input type="checkbox"/> yes <input type="checkbox"/> no	
Orientation Meetings <input type="checkbox"/> yes <input type="checkbox"/> no		Tool Box Talks <input type="checkbox"/> yes <input type="checkbox"/> no	
<i>Health and Safety Representative / Joint Health and Safety Committee /Worker Trades Committee</i>			
Item	Status	Comments	
Health and Safety Representative Selected (by union)	<input type="checkbox"/> yes <input type="checkbox"/> no		
Health and Safety Committee Required?	<input type="checkbox"/> yes <input type="checkbox"/> no		
Health and Safety Committee Established?	<input type="checkbox"/> yes <input type="checkbox"/> no		
Health and Safety Committee meetings & minutes?	<input type="checkbox"/> yes <input type="checkbox"/> no		
Worker Trades Committee Required	<input type="checkbox"/> yes <input type="checkbox"/> no		
Worker Trades Committee Established	<input type="checkbox"/> yes <input type="checkbox"/> no		
<i>Site Information</i>			
Item	Status	Comments	
Health and Safety Program (on site and current)	<input type="checkbox"/> yes <input type="checkbox"/> no		
Health and Safety Policy Statement (posted, signed & dated)	<input type="checkbox"/> yes <input type="checkbox"/> no		
WHMIS Binder (trades submitted MSDS for hazardous materials)	<input type="checkbox"/> yes <input type="checkbox"/> no		
Constructors Registration Form - Available	<input type="checkbox"/> yes <input type="checkbox"/> no		
Trades - Health and Safety Programs	<input type="checkbox"/> yes <input type="checkbox"/> no		
Employers Registration Form - (Available for all employers)	<input type="checkbox"/> yes <input type="checkbox"/> no		
System to gather/maintain proof of training for workers on site	<input type="checkbox"/> yes <input type="checkbox"/> no		
Good access into the site	<input type="checkbox"/> yes <input type="checkbox"/> no		
Safe Trailer set-up and condition of chairs are good	<input type="checkbox"/> yes <input type="checkbox"/> no		
Set-up Health and Safety Files for each subcontractor	<input type="checkbox"/> yes <input type="checkbox"/> no		
<i>General Comments</i>			

Distribution: ☐ Construction Manager ☐ Safety Coordinator



