



Health & Safety Policies, Procedures & Guideline 2025

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HEALTH AND SAFETY COMPANY STATEMENT

Concourse Construction Corporation is committed to the protection from accidental loss to its employees and property.

In fulfilling this commitment, we will provide and maintain a safe and healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements and we will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injuries/illnesses.

Accidental loss can be controlled through good management in combination with active employee involvement. Loss prevention is the direct responsibility of all managers and employees alike.

As an employer, Concourse Construction Corporation is ultimately responsible for worker Health and Safety. As Director, I give you my personal promise that every reasonable precaution will be taken to protect workers from harm. Supervisors are responsible to ensure that safe and healthy conditions are maintained in their assigned work areas.

Supervisors are responsible to ensure that machinery and equipment are safe, and that workers follow established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their Health and Safety.

All employees of Concourse Construction Corporation are responsible to report all unsafe and unhealthy conditions to their supervisors and abide by all Health and Safety rules and regulations.

I trust that all of you will join me in a personal commitment to loss prevention as a way of life.

June 10, 2024

Robert Di Toro

Robert Di Toro

Robert Di Toro, Director

Workplace Violence and Harassment Prevention Policy

Mission

Concourse Construction Corporation is committed to providing a safe, healthy and supportive work environment by treating our employees and clients with respect, fairness and sensitivity.

Violence and harassment in the workplace can have devastating effects on employees' quality of life and organizational productivity.

Workplace violence is:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

Workplace harassment is engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or workplace sexual harassment

Workplace Sexual Harassment

- a. Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome or
- b. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Purpose of the Policy

Concourse Construction Corporation is committed to preventing workplace violence and harassment. This policy defines behaviour that constitutes workplace violence and harassment, and explains procedures for reporting and resolving such incidents. Concourse Construction Corporation is committed to providing a working environment free of violence and harassment by familiarizing all workplace parties with the related terminology as well as their individual responsibilities for prevention and corrective action. To establish this policy, Concourse Construction Corporation has consulted the joint health and safety committee (JHSC) and the following legislation governing workplace violence and harassment in Ontario:

- *The Occupational Health and Safety Act*

- *The Criminal Code of Canada*
- *The Ontario Human Rights Code*
- *The Workplace Safety and Insurance Act*
- *The Compensation for Victims of Crime Act*
- *The Regulated Health Professions Act*

Policy Statement

The management of Concourse Construction Corporation recognizes the potential for violence and harassment in the workplace. We will therefore make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them through our workplace violence and harassment prevention program. Concourse Construction Corporation will not tolerate any type of violence or harassment within the workplace or during work-related activities. Concourse Construction Corporation is committed to allotting whatever time, attention, authority and resources necessary to ensure a safe and healthy working environment for all employees and clients to whom we provide care.

Concourse Construction Corporation will take every reasonable precaution to protect an employee from physical injury if we become aware, or believe, that domestic violence is a risk.

Definitions Associated with Workplace Violence and Harassment

- Physical assault: any physical force or threat of physical force to create fear and control another person. Some examples include: hitting, blocking, shoving, choking, slapping or biting, or pulling hair; "caring" for the victim in an abusive way, threats of violence, and using a weapon or other objects to threaten, hurt or kill.
- Sexual assault: any unwanted sexual act done by one person to another. Examples include: kissing or forcing/coercing the person into kissing; touching the person's body with or without clothes on; forcing/coercing the person to masturbate; sexual intercourse (anal or vaginal), penetrating with an object; causing bodily harm; removing or attempting to remove clothing; taking advantage of a position, trust or authority to get sex; and threatening to harm someone else if the person does not agree to do any of these things.
- Threat (verbal or written) is a communicated intent to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm, for example, "I am going to make you pay for what you did to me." A conditional threat involves a condition, for example, "If you don't leave me alone you will regret it." Veiled threats usually involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends to harm.
- Verbal/Emotional/Psychological abuse: a pattern of behaviour that makes someone feel worthless, flawed, unloved, or endangered. Like other forms of abuse, it is based on power and control. Examples include: swearing, put-downs/name calling over a

period of time, labelling the victim in a derogatory way such as stupid, crazy or irrational, acts of humiliation, extreme jealous behaviour, attacking the victim's self-esteem in other ways. It can also include harming pets and damaging property.

- Workplace Bullying: repeated and persistent negative acts towards one or more individuals, which involve a perceived power imbalance and create a hostile work environment (Salin, 2003)

Roles and Responsibilities of Workplace Parties

Employer:

- Ensure that measures and procedures in the violence and harassment prevention program are carried out. Hold management accountable for responding to and resolving complaints of violence.
- Ensure compliance by all who have a relationship with the organization, such as physicians, contractors, volunteers, etc.
- Post a copy of this policy in the workplace.
- In consultation with the JHSC, conduct regular risk assessments.
- In consultation with the JHSC, establish control measures.
- In consultation with the JHSC, establish and deliver training and education for all employees.
- Integrate safe behaviour into day-to-day operations.
- Develop a reporting process for incidents of workplace violence and harassment.
- Investigate all reports or threats of violence/harassment in a prompt, objective and sensitive way.
- Report incidents of workplace violence to the JHSC within four days if an employee is disabled from performing their own work or receives medical attention as a result of an incident.
- Take corrective action.
- Provide response measures.
- Facilitate medical attention and support for those involved directly or indirectly.
- Ensure any deaths or critical injuries are reported to a Ministry of Labour (MOL) inspector, the police (as required), JHSC or H&S representative and trade union, as well as investigated with the JHSC. Send the report explaining the circumstances to all parties in writing within 48 hours of the occurrence. Include information and particulars prescribed by the *Occupational Health and Safety Act* and regulations. Ensure a report goes to WSIB of all accidents where a worker loses time from work, requires healthcare, earns less than regular pay for regular work, requires modified work at less than regular pay or performs modified work at regular pay for more than seven days.

Managers/supervisors:

- Enforce policy and procedures and monitor worker compliance.
- Identify and alert staff to violent persons and hazardous situations.
- Investigate all workplace violence using the organization's accident investigation procedure and form, and contact the police as required.
- Facilitate medical attention for employee(s) as required.
- Debrief those involved in the incident either directly or indirectly.
- Contact human resources to ensure the employee receives further counselling about her/his legal rights.

Track and analyze incidents for trending and prevention initiatives.

Immediately report a death or critical injury to an MOL inspector, the police (as required), JHSC, H&S representative and trade union, and investigate with JHSC Report the circumstance to all parties in writing within 48 hours. Include information and particulars prescribed by the regulations.

- Issue a report to the employer and WSIB on all lost-time accidents where a worker requires healthcare, earns less than regular pay for regular work, requires modified work at less than regular pay or performs modified work at regular pay for more than seven days.

Copies of accident information where there is no critical injury must be provided to the JHSC and the trade union within four days of the occurrence, as prescribed by the *Occupational Health and Safety Act*.

- Ensure the workplace violence and harassment prevention program is reviewed at least once a year.

Employees:

- Participate in education and training programs so you can respond suitably to any incident of workplace violence or harassment.
- Understand and comply with the violence and harassment prevention policies and related procedures.
- Report all incidents or injuries of violence/harassment or threats of violence/harassment to your supervisor immediately. Complete the Workplace Violence Incident Report.
- Inform the JHSC or the worker member of the JHSC about your concerns regarding the potential for violence/harassment in the workplace.
- Contribute to risk assessments.
- Seek support when confronted with violence/harassment or threats of violence.
- Get medical attention.
- At least once a year, participate in a review of the workplace violence and harassment prevention program.

Joint Health and Safety Committee (JHSC):

- Ensure you are consulted about the development, establishment and implementation of violence prevention measures and procedures (the violence and harassment prevention program).
 - Make recommendations to the employer for developing, establishing and providing training in violence prevention measures and procedures.
 - At least once a year, take part in a review of the workplace violence and harassment prevention program.
 - The worker-designate should investigate all critical violence-related injuries.
 - Immediately review reports of critical injury or death. Outline in writing the circumstances and particulars within 48 hours of the occurrence.
- Within four days, review written notices lesser injuries where any person is disabled from performing his or her usual work or requires medical attention.

Reporting and Investigation

- Workers are to report all violence-related incidents or hazards to their manager or supervisor. This report can be made confidentially at the employee's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).
- The reporting worker may make the report confidentially without leaving a copy in the log, indicating the need for confidentiality to her/his direct manager or supervisor (or in that person's absence, to another manager or supervisor).
- The manager or supervisor receiving the report investigates it and ensures that measures are taken to safeguard employees and curtail the violence or harassment. No report of workplace violence/harassment or risks of violence may be the basis of reprisal against the reporting employee.
- The employer reports all injuries to the MOL and WSIB as required by the *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act*.

Response Procedures

- Using the incident investigation form, the manager or supervisor documents all reports of workplace violence/harassment, hazards and measures taken to address them.
- If the resolution of the incident is beyond the authority of a manager or supervisor, she/he must make the Director or equivalent aware of the report. The Director or equivalent involves other managers or supervisors in the investigation as appropriate (e.g., when the incident involves clients or employees under another manager's or supervisor's area of responsibility).
- Management reviews all incident reports, monitors trends and makes recommendations to the Director or equivalent for prevention and enhancements to the workplace violence and

harassment prevention program.

- These findings are shared with the JHSC, which is consulted about any revision to the violence and harassment prevention and training program.
- The Director or equivalent reviews reports of workplace violence/harassment and ensures that actions are taken.
- The managers or supervisors who investigate the reported incident warn all staff who might be affected about dangerous situations. They also tell the reporting employee about the outcome of the investigation to help minimize the chance of similar incidents.
- If a violent incident results in a critical injury to a worker, the JHSC representative or worker-designate investigates the incident or injury (Section 9(31) OHSA) and reports to the MOL and JHSC.

Emergency response measures

Refer to the organization's emergency response procedure (code white, staff alert).

Support for employees affected by workplace violence

Management will respond promptly, assess the situation and ensure that these interventions are followed:

- facilitation of medical attention;
- debriefing (by skilled professional);
- referrals to community agencies, treating practitioner and employee assistance program;
- referral to trade union;
- completion of incident reports, WSIB reports, reports to MOL (critical injury or fatality);
- reporting to police (as required); and
- team debriefing.

Risk assessment

Management (with worker involvement) assesses workplace violence hazards in all jobs, and in the workplace as a whole. It reviews risk assessments annually, as well as when new jobs are created or job descriptions are changed substantially.

Education

New employees will receive both general and site-specific orientation to the workplace violence and harassment prevention program. In addition, all employees will receive an annual review of the program's general and site-specific components.

Any training developed, established and provided will be done in consultation with, and in consideration of, the recommendations of the JHSC.

Program Evaluation

The effectiveness of the workplace violence and harassment prevention program is evaluated annually by management and reviewed by the JHSC.

Workers, managers and supervisors are accountable for establishing and implementing the policy and procedures related to workplace violence and harassment. Responsibility for complying with the health and safety policy is part of a manager's, supervisor's and worker's job description. Included in the health and safety components of job descriptions are management responsibilities for enforcing policy and procedures, investigating and responding to workplace violence and harassment.

Accountability

All workplace parties are accountable for complying with the policy, program, measures and procedures related to workplace violence.

Records

All records of reports and investigations of workplace violence and harassment are kept for five years.

Policy Review

This workplace violence and harassment prevention policy and program will be reviewed annually.

Dated at _____ on _____, 20__

Signed _____

Robert Di Toro, Director

Management Responsibilities

Purpose

To ensure all management (senior or executive management identified by titles such as Director, vice Director, or superintendent) comply with their specific requirements within Concourse Construction Corporation' Health and Safety program.

Scope

These responsibilities reflect the specific company responsibilities for management and the requirements from the Occupational Health and Safety Act (section 25 and 26).

Standards/Procedures

Review the program on an annual basis to ensure understanding and application to yourself and all staff who report to you or your management staff.

Roles and Responsibilities

Management must adhere to the following:

- . Perform workplace inspections
- . Conduct information sessions (safety talks, staff meetings, site tailgate meetings)
- . Conduct incident investigations
- . Conduct employee training
- . Correct substandard acts or conditions
- . Commend employee and supervisor Health and Safety performance
- . Perform employee safety observations
- . Full legislation as outlined below

Further management responsibilities, as found in sections 25, 26 of the OHSA:

25 (1) An employer shall ensure that,

- a. the equipment, materials and protective devices are provided as prescribed;
- b. the equipment, materials and protective devices provided by the employer are maintained in good condition;

- c. the measures and procedures prescribed are carried out in the workplace;
- d. the equipment, materials and protective devices provided by the employer are used as prescribed; and
- e. a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.

25 (2) without limiting the strict duty imposed by subsection (1), an employer shall,

- a. Provide information, instruction and supervision to a worker to protect the health or safety of the worker;
- b. in a medical emergency for the purpose of diagnosis or treatment, provide upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
- c. when appointing a supervisor, appoint a competent person;
- d. acquaint a worker or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or biological, chemical or physical agent;
- e. afford assistance and co-operation to a committee and a Health and Safety representative in the carrying out by the committee and the Health and Safety representative of any other functions.
- f. only employ in or about a workplace a person over such age as may be prescribed;
- g. not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
- h. take every precaution reasonable in the circumstances for the protection of a worker;
- i. post in the workplace, a copy of the Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;
- j. prepare and review, at least annually, a written occupational Health and Safety policy and develop and maintain a program to implement that policy;
- k. post at a conspicuous location in the workplace a copy of the occupational Health and Safety policy;
- l. provide to the committee or to a Health and Safety representative the results of a report respecting occupational Health and Safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational Health and Safety; and
- m. advise workers of the results of a report referred to in clause (1) and, if the report is in writing, make available to them, on request, copies of the portions of the report that concern occupational Health and Safety.

(3) For the purposes of clause (2) (c), an employer may appoint himself or herself as supervisor where the employer is a competent person.

(4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer employees are regularly employed. R.S.O. 1990, c. 0.1, s. 25.

Additional duties of employers:

26 (1) In addition to the duties imposed by section 25, an employer shall,

- a. establish an occupational health service for workers as prescribed;
- b. where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;
- c. keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
- d. accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
- e. notify a Director of the use or introduction into a workplace of biological, chemical or physical agents as may be prescribed;
- f. monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
- g. comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
- h. establish a medical surveillance program for the benefit of workers as prescribed;
- i. provide for safety-related medical examinations and tests for workers as prescribed;
- j. where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace;
- k. where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
- l. carry out such training programs for workers, supervisors and committee members as may be prescribed.

(2) For the purposes of clause (1) (a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. 0.1, s. 26 (1,2).

(3) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,

- a. the worker's costs for medical examinations or tests required by the medical surveillance

program or required by regulation;

b. the worker's reasonable travel costs respecting the examinations or tests; and

c. the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper.

R.S.O. 1990, c. 0.1, s. 26

(3); 1994, c. 27, s. 120 (3).

Communication

Health & safety responsibilities will be communicated to all management during the Health and Safety management training program.

Each management person is responsible to communicate any revisions to their staff at the beginning of each staff meeting.

Copies of the management training program can be found with the Health and Safety coordinator. Management must keep copies of their staff meeting agendas and minutes for a period of 1 year.

Training

All management requires training on their legislative and internal Health and Safety responsibilities. Each manager must sign the training record at the completion of the management Health and Safety training session.

Evaluation

A review of the management responsibilities will be done on an annual basis. This evaluation will measure each health & safety responsibility.

Reference Materials

Ontario legislation – OHSA section 25, 26

Management Accountabilities

Purpose

All senior management needs to understand that they are accountable for Health and Safety performance. By including Health and Safety in performance evaluation systems, Concourse Construction Corporation demonstrates the importance of Health and Safety relative to other business functions. Each Health and Safety responsibility must be measured; this includes both internal and legislative responsibilities.

Performance appraisal/evaluation

Accountability will be accomplished by including Health and Safety performance in the annual performance reviews.

Supervisor Responsibilities

Purpose

To ensure our supervisors and foremen comply with their specific requirements within the Health and Safety program.

Scope

These responsibilities reflect the requirements of the specific company responsibilities and The Occupational Health and Safety Act (Section 27) for supervisors.

Standards/Procedures

Review the program on an annual basis to ensure understanding and application to all staff who report to you.

Roles and Responsibilities

Supervisors must adhere to the following:

- . Submit forms as required by employer, OHSA and its Regulations and or Governing bodies
- . Perform workplace inspections
- . Conduct information sessions (safety talks, staff meetings, tailgate meetings)
- . Conduct incident investigations
- . Conduct employee training
- . Correct substandard acts or conditions
- . Commend employee Health and Safety performance
- . Perform employee safety observations
- . Full legislation as outlined below

Duties of supervisor:

27 (1) A supervisor shall ensure that a worker,

a. works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and

b. uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn

Additional duties of supervisor:

(2) Without limiting the duty imposed by subsection (1), a supervisor shall,

a. advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;

b. where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and c. take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. 0.1, s. 27.

Communication

Health & Safety responsibilities will be communicated to all supervisors during the Health and Safety management training program.

Each supervisor is responsible to communicate any revisions to their staff at the beginning of each staff meeting.

Copies of the management training program can be found with the Health and Safety coordinator.

Supervisors must keep copies of their staff meeting agendas and minutes for a period of 1 year.

Training

All supervisors must complete the Ontario Health and Safety Awareness program which addresses your roles and responsibilities to ensuring you maintain a safe work environment and monitor employees to ensure they comply with the act.

Evaluation

A review of the supervisor's responsibilities will be done on an annual basis. This evaluation will measure each health & safety responsibility.

Reference Materials

Ontario legislation – OHSA section 27

Supervisor Accountabilities

Purpose

All supervisors/managers need to understand that they are accountable for Health and Safety performance. By including Health and Safety in performance evaluation systems, Concourse Construction Corporation demonstrates the importance of Health and Safety relative to other business functions. Each Health and Safety responsibility must be measured; this includes both internal and legislative responsibilities.

Performance Appraisal/Evaluation

Accountability can be accomplished by including Health and Safety performance in the annual performance reviews.

Worker Responsibilities

Purpose

To ensure all our workers comply with their specific requirements within Concourse Construction Corporation' health and safety program.

Scope

These responsibilities include the Occupational Health and Safety Act, Construction and Industrial regulations, WHMIS regulations and the specific responsibilities identified in the health and safety program.

Standards/Procedures

Comply with all legislative and Concourse Construction Corporation' health and safety policies/procedures.

Roles/Responsibilities

28 (1) A worker shall, a. work in compliance with the provisions of the Act and the regulations; b. use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn; c. report to his or her supervisor the absence of, or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and d. report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

(2) No worker shall, a. remove or make ineffective any protective device required by the regulations

or by his or her

employer, without providing an adequate temporary device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;

b. use or operate any equipment, machine, device or thing or work in a manner that may

endanger himself, herself or any other worker; or

c. engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

(3) A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so.

Health and Safety Responsibilities

A complete list of the Concourse Construction Corporation health and safety rules and responsibilities is contained in the appendix and forms section of the health and safety program.

Communication

Upon arrival the immediate supervisor must review the worker responsibilities with each worker before they commence work. The worker will be required to sign an orientation form when the supervisor has communicated their health and safety responsibilities to them. The orientation form will be kept in their employee file. Written- ensure any documentation received from training is forwarded to the employee's supervisor.

Training

It is the worker's responsibility to attend all training required by Concourse Construction Corporation

All workers shall complete the Ontario Health and Safety Awareness program for workers which addresses your right to participate, your right to know prescribed work practices, and your right to refuse unsafe work conditions.

Evaluation

Employees will be evaluated on an ongoing basis using observations, one on one meetings and annual performance reviews.

Your rights

The right to know about hazards in the workplace

The right to participate in health and safety activities in the workplace

The right to refuse unsafe work without getting punished or fired

Worker Responsibilities

- As a worker, you play an important role in making sure you — and your fellow workers — stay healthy and safe on the job. As a worker, you must:
- Be alert to hazards. Report them immediately to your supervisor or employer.
- Follow safe work procedures and act safely in the workplace at all times.
- Use the protective clothing, devices, and equipment provided. Be sure to wear them properly.
- Cooperate with joint occupational health and safety committees , worker health and safety representatives, Ministry of Labor prevention officers, and anybody with health and safety duties.
- Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
- Follow the treatment advice of health care providers.
- Return to work safely after an injury by modifying your duties and not immediately starting with your full, regular responsibilities.
- Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired.

Worker Accountabilities

Purpose

To ensure all workers understand the established policy for discipline related to Health and Safety.

Scope

All workers shall abide by their Health and Safety roles and responsibilities as outlined in the Health and Safety program. Failure to comply will result in the application of the progressive discipline procedure.

This disciplinary procedure has the following steps:

Preceding termination the following progressive discipline actions should be performed given the nature of the offence (serious offences such as physical or sexual assault and/or theft will have zero tolerance, and will result in immediate termination as determined by Concourse Construction Corporation)

Verbal Warning

- Employee will be given a verbal warning regarding the undesirable behaviour or action.
- Employee will be given an explanation of when and how the behaviour or action took place. This will include the reason as to why the behaviour or action was unacceptable
- Employee will be given an opportunity to explain the situation and their actions. This should be his/her opportunity to give their side of the story.
- Employee will be given a description the desirable and/or acceptable behaviour or actions.
- Employee will be informed that further disciplinary action, up to and including termination, will follow if unacceptable behaviour continues.
- Employee will be explained that the incident will not go into their file, but that it will be taken note of in order to follow up on possible further disciplinary incidents.

NOTE: Verbal warnings are given for the following reasons:

First late arrival for scheduled shift, first incident of not following proper work procedures, first incident of not wearing issued personal protective equipment, and or misuse of issued equipment.

Written Warning

- Employee will be given a written warning regarding his/her undesirable behaviour or action in the event that the behaviour or action had either been discussed in a previous verbal warning or the behaviour or action was considerably severe in nature.
- Employee will be given an explanation of when and how the undesirable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Employee will be given an opportunity to explain the situation and his/her actions. This should be his/her opportunity to give their side of the story.
- Employee will be given a description of the desirable and/or acceptable behaviour or actions.
- Employee will be provided with a copy of the written warning and another will be placed in the employee's file.
- Employee will sign the document as proof that he/she has received it.
- Employee will be explained that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

NOTE: Written warnings are given for the following reasons:

Inappropriate or rude interaction with a customer such as a raised voice, sarcastic comments, or impatience, not showing up for a scheduled shift with no reasonable explanation, insubordination such as talking back to management or lack of adherence to company policies.

One Day Suspension

- Employee will be given written documentation regarding the suspension in relation to the undesirable behaviour or action in the event that the behaviour or action had either been discussed in a previous verbal or written warning or the behaviour or action was considerably severe in nature.
- The documentation will include information on the offence and the length of the term of suspension and why the employee has been suspended.
- Employee will be given an explanation of when and how the undesirable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Employee will be given a description of the desirable and/or acceptable behaviour or actions.
- Employee will be provided a copy of the suspension and another copy will be placed in the employee's file.
- Employee will sign the document as proof that he/she has received it.
- Employee will be explained that future disciplinary problems will be addressed with further

progressive disciplinary actions up to and including termination.

NOTE: Suspensions are given for the following reasons:

Repetitive lateness or absences with no reasonable explanation, an incident of verbal abuse to customer, co-worker or management and repetitive lack of adherence to company policies.

Termination

- Employee will be given written documentation regarding his/her termination and the undesirable behaviour or action leading to and justifying the termination.
- Documentation should include information on the offence and previous disciplinary communications with the employee.
- Employee will be given a description of when and how the unacceptable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Employee will be given a description of the desirable and/or acceptable behaviour or actions.
- Employee will be provided with a copy of the termination notice and another copy will be placed in the employee's file.
- Employee will be escorted from the location immediately maintaining the dignity of the terminated employee by not making obvious to other employees that the employee has been terminated and for what reasons.

NOTE: Terminations are given for the following reasons:

Physical or sexual assault, theft, repeated unsuccessful disciplinary attempts.

Related Information: Discipline & Discharge.

Upon conditions deemed appropriate by Concourse Construction Corporation and or the review of an employee file; Disciplinary actions may be removed from an employee's file after 18 months of non-re-occurrence of incidents, however will be kept on master file for a period of no less than two years.

It is the affected employee's responsibility to request a review of his /her file after six months to determine if the disciplinary action may be discharged. Concourse Construction Corporation will ultimately determine whether the employee's file will be cleared of disciplinary measures, or be retained for future review.

NOTE: Any form of discipline must be documented and put in the employee's file.

Any written disciplinary action issued by Concourse Construction Corporation shall be issued

within fourteen calendar days of the date when the offence became known to the company. Concourse Construction Corporation reserves the right to interpret and apply discipline procedures. If an offence is considered by Concourse Construction Corporation to be severe, Concourse Construction Corporation has the right to forego steps in the discipline procedure and administer a suspension or termination.

Additional Resources

Employee Discipline Form is located in the Appendix and Forms Section

Contractor Program

Purpose

The purpose of this policy is to establish minimum guidelines for contractors in order to help provide and maintain a safe work environment for all employees.

Concourse Construction Corporation is committed to the protection of its employees, the environment and its physical assets. Concourse Construction Corporation will continue to maintain a safe work environment in order to prevent occupational injuries and illnesses.

All employees, contractors and employees of contractors are responsible for complying with the requirements of the Ontario Occupational Health and Safety Act and its regulations.

Scope

All contractors must be an approved contractor before the commencement of any work.

Definitions

Approved Contractor: sC ontractors who have signed and returned all required documents as per this program.

Delivery Person: sA person who is on company property to either receive or drop off product. This person does not actually load or unload the product.

Project Coordinato: rC ompany employee who is contracting the work

Standards/Procedures

Once a contractor has been initially approved to do the work, the project coordinator shall ensure that the contractor has executed a Contractor Health and Safety Responsibility Agreement. If not, the project coordinator must prepare the agreement for the contractor.

The project coordinator shall ensure the contractor's legal name and the authorized signing officer's title is correct on the Contractor Health and Safety Responsibility Agreement.

If the project coordinator and the signing officer are not the same person, then the project

coordinator shall forward the

Contractor Health and Safety Responsibility

Agreement to Concourse Construction Corporation' signing officer for a signature.

Contractor Health and Safety Responsibility

Agreement to Concourse Construction Corporation' signing officer for a signature.

The project coordinator shall forward two (2) copies of the Contractor Health and Safety Responsibility Agreement to the contractor for signature. The contractor shall keep one copy for their records and forward the second copy back to the project coordinator.

The contractor must provide the project coordinator with an up-to-date public and property liability insurance certificate, listing Concourse Construction Corporation as an additional insured.

The contractor must submit an up-to-date Workplace Safety and Insurance Board

(WSIB) Clearance Certificate. (valid for only 60 days)

The contractor shall sign the Contractor Health & Safety Agreement Checklist and complete the Contractor Health & Safety Responsibility Contract.

The project coordinator shall ensure that all of the required documentation is completed and returned before the commencement of the work.

The contractor shall provide the project coordinator any Safety Data Sheets (MSDS) for all Workplace Hazardous Materials Information System (WHMIS) controlled products used on the project.

Delivery persons are not required to endorse a Contractor Health and Safety Responsibility Contract. However, they shall not perform any services other than delivery while on company sites or premises.

Roles and Responsibilities

The project coordinator shall ensure that the signed Contractor's Health and Safety Responsibility Agreement, along with a copy of the Contractor's WSIB Clearance Certificate, a

copy of their liability insurance, the signed Contractor Health and Safety Responsibility Contract is received before any work commences.

The project coordinator shall forward a copy of Concourse Construction Corporation' site and facility health & safety rules and regulations to the contractor.

The project coordinator shall keep the list of approved contractors and review on an annual basis. Concourse Construction Corporation' health & safety representative will include Contractor's adherence to their Health and Safety roles and responsibilities when conducting monthly inspections.

Communication

This procedure will be communicated by the project coordinator to the contractor and appropriate company staff.

Training/ Implementation

The project coordinator is responsible to ensure that the contractor is trained and, in turn, the contractor's employees or sub-contractors are also trained.

Evaluation

Evaluation of this procedure will be done on an annual basis or sooner if corrective action is identified due to any injury/illness or incident as a result of a contractor issue.

Review of monthly inspections to verify any issues observed with contractors.

Reference Material

Ontario Occupational Health and Safety Act and Regulations

Visitor Responsibilities

Purpose

To ensure the safety of all visitors, the following responsibilities must be communicated. All employees are required to enforce this policy.

Scope

Each visitor must read the visitor responsibilities and sign in at reception. It is the responsibility of Concourse Construction Corporation' contact (host) to remain with the visitor at all times.

Visitors must:

1. Sign in and sign out in the log.
2. Remain with their designated host.
3. Wear the appropriate personal protective equipment when touring the sites or head office.
4. Not smoke anywhere in the building while at head office.
5. Immediately report any injury to their host, no matter how minor.
6. Not touch any of Concourse Construction Corporation' equipment.
7. Remain out of restricted areas.
8. Follow all posted signs and rules.
9. In the event of an emergency follow the instructions of their host and remain in the gathering area until given further instruction.

Health and Safety Department

Program Responsibility

Concourse Construction Corporation' Health & Safety Coordinator will be working with Concourse Construction Corporation in all facets of this program and has full authority to make necessary emergency decisions to ensure success of the program. Safety is also the responsibility of every employee of Concourse Construction Corporation

The following are the Health and Safety Coordinator's activities:

- a. Provide information to all personnel on applicable safety legislation and regulations.
- b. Ensure that senior management is kept up to date with all Health and Safety activities and issues.
- c. Conduct, review and document workplace inspections.
- d. Conduct annual Health and Safety audits.
- e. Report safety infractions to management.
- f. Assist with investigations of safety issues.
- g. Assist supervisors with the preparation of agenda and material for regular safety meetings.
- h. Suggest and help implement improvements to the safety program and procedures.
- i. Review reports for accuracy and distribution.
- j. Verify that the supervisors have adequately prepared their workers to act appropriately in emergency situations.
- k. Arrange for training and education as required.
- l. Develop and coordinate worker safety orientation.
- m. Monitor and manage WSIB claims — assist with the Early and Safe Return to Work Program (ESRTW).
- n. On a regular basis, prepare and submit to senior management, accident frequency and other reports that measure company safety performance.
- o. Liaise with professional organizations and the government agencies.

The Health and Safety Coordinator must have the following training as a minimum:

- 1. Applicable Safety Legislation
- 2. Injury/Incident Investigation
- 3. Planned Workplace Inspection or Basic Certification Training*

*Basic Certification Training is the required training under OHSA section 9, approved by the Workplace Safety and Insurance Board (WSIB).

Records of Training:

The Health and Safety coordinator's records/and or certificates will be made available on an as needed basis.

Posted Materials

Posted Health and Safety

It is the responsibility of the supervisor/foreman to ensure the following Health and Safety material will be posted and/or be available in the workplace or at the job site. It must be kept current. The Health and Safety representative conducting the monthly inspections will check the Health and Safety board for compliance.

Item

Date of Issue

Occupational Health and Safety Act. Most current

Industrial Regulation (at head office) Most current

Construction Regulation (on job sites) Most current

WHMIS Regulation Most current

Safety Data Sheets Not more than 3 years old

Designated Substances If applicable – most current

Ministry of Labour – explanatory materials

- Guide to the OHSA
- Guide to JH&SC
- Guidelines for Safe operation of Lift Trucks
- Hazard Alert for Guarding

As released

Form 82 – In case of injury poster

First Aid Regulation 1101

First aid stations

First aid kits on site

All first aid kits

Emergency Services and numbers

Designated personnel list on the safety board, sites and supervisor kits.

Posted Materials

Reports

- Worker Health & Safety Representative
- Ministry of Labour
- Injury/Incident
- Workplace Inspections

Health and Safety board

On sites if trailer, if no trailer, in supervisor kits.

Originals kept at head office.

Other

- Emergency plan

Floor plans must be posted at all emergency exit doors, safety boards, and in all supervisor safety kits.

Job Hazard Analysis

Purpose

To provide guidelines and implement formal procedures; for control measures and elimination of workplace hazards.

Policy

It is the responsibility of all employees to assist in the identification and control of workplace hazards. Site Safety Analysis, and hazard Analysis task Review must be completed on site prior to commencing work.

Control mechanisms such as job rotation, equipment substitution, and proper use of prescribed personal protective equipment are all factors that can be considered in order to mitigate inherent risks.

Areas in which excessive noise is prevalent shall be indicated with signage and documented on the hazard analysis report.

Training

Employees and forepersons shall be adequately trained in the proper use of the Site Safety Analysis five point safety cards, as well as the procedures for identifying and reporting unsafe work conditions. Refresher training shall be conducted annually.

Employees shall be reminded to observe all posted signage on job sites including areas of high noise

Procedure

- . List all job titles.
- . Develop work procedures for each job task.
- . List the potential hazards associated with each job.
- . Rate the hazards.
- . List the risk elimination for each job task.
- . Develop preventative measures for each job task.
- . Evaluate control measures to ensure they are effective.

Rating System

- A. High Risk: A serious hazard that requires immediate attention.
- B. Medium Risk: A serious hazard that requires short term attention, but less severe than Class A.
- C. Low Risk: A health or safety concern that requires attention in the future.

Injury and Illness Reporting

Purpose

To outline the requirements, methods, and outcomes of reporting for all occupational injuries and illnesses.

Scope

The following categories of injuries and illnesses will be reported, regardless of the nature or severity of the event:

- . Fatality
- . Property Damage
- . Critical Injury
- . Near Miss
- . Lost Time Injury
- . Fire
- . Healthcare
- . Environmental release
- . First Aid
- . Occupational Illness

Definition

Injury : An event that results in physical harm to an employee

Illness: A deviation from the normal, healthy, state of the body

Roles and Responsibility: Worker, Manager/Supervisor, First Aid Provider

Worker:

A worker who sustains an injury or becomes ill as a result of workplace conditions or work activity must report the injury or illness to a supervisor or manager immediately.

If because of the nature of the injury or illness, an employee is unable to report, it is the responsibility of another worker who happens upon the incapacitated worker to promptly report

the event to a supervisor.

Manager/Supervisor:

The supervisor of the area, upon being notified of the injury or illness, shall: . Promptly ensure that first aid is administered.

. Ensure the worker is given subsequent medical treatment if necessary; and that such treatment is recorded.

. Notify rescue/response teams as necessary.

The supervisor is responsible for notifying the appropriate Concourse Construction Corporation personnel.

This should be done at the first opportune moment.

First Aid Provider:

Upon being informed of an injured or ill worker a qualified first aid provider will go to the first aid station or room and administer appropriate treatment. All such treatment or advice given must be recorded in the First Aid Treatment Log.

When necessary, the first aid provider will assist in ensuring that an injured or ill worker receives subsequent medical attention.

Communication

This procedure is communicated to all managers/supervisors and employees through: . Production meetings

. Postings on bulletin boards

. Orientation of new employees

. Coaching of employees found to have contravened this procedure

. Tool Box Talks

Managers/supervisors are trained in their roles to administer this procedure regarding documentation, distribution and safe keeping of confidential material. Training sessions also provide information on appropriate response, such as first aid treatment, equipment lockout etc.

Evaluation

Worker compliance with the illness and injury reporting procedures is monitored regularly as part of an overall review of our Health and Safety system. The procedure will be reviewed annually to ensure it remains current.

Additional Resources

The First Aid Treatment Log is located in the Appendix and Forms Section

Reference Materials

OHSA section 51, 52

WSIB Regulation 1101 First Aid

Hazard Reporting

Purpose

The purpose of this document is to outline a procedure to follow in reporting hazardous situations that may endanger the Health and Safety of Concourse Construction Corporation' employees.

Scope

This procedure applies to all employees of Concourse Construction Corporation and is to be used when a potential hazardous or actual condition/act occurs.

Definitions: Hazardous Condition/Acts:

Unsafe Acts A: re behaviors which could lead to an accident.

Examples of unsafe acts can include using equipment in an unsafe or careless manner and/or not using personal protective equipment as required.

Unsafe Condition: sA re circumstances which could allow an accident to occur

Examples of unsafe conditions can include inadequate, improper or damaged guarding, work surfaces, electrical grounding requirements not observed, containers that are not labeled. These are just a few of many unsafe conditions that can exist in a workplace.

Standards/Procedures

When reporting a hazardous condition/act it must be defined, reported immediately verbally to the person in charge, the supervisor and the worker Health and Safety representative and where warranted, using the Hazard Report Form.

It is the responsibility of the supervisor to fill in the Hazard Report Form with the assistance of the worker.

The person who is identified to be responsible must rate all hazards as major, moderate or minor hazards.

Using the Hazard Report Form, detail what actions will be initiated, by whom and when.

Ensure that follow-up on any actions/responses are completed in the appropriate time.

Roles and Responsibilities

It is the responsibility of any worker to report to Concourse Construction Corporation the existence of any hazard of which he or she is aware.

It is the role of the supervisor/manager to ensure that any hazardous condition or act is followed up with a timely response or action.

It is the responsibility of Concourse Construction Corporation to maintain safe and healthy working conditions.

It is the role of the supervisor to ensure that copies of the Hazard Report are distributed to Concourse Construction Corporation and the worker health & safety representative.

Communication/Training

Communication of the hazard reporting procedure will be done on an annual basis by the supervisor using either documented tool box talks or in-house training sessions.

Concourse Construction Corporation or representative will monitor uses of the Hazard Report Form and if needed training in its use will be provided to all employees.

Evaluation

Evaluation of this procedure and the Hazard Report Form will be done on an annual basis or as needed through the use of the procedure.

Reference Materials

Occupational Health and Safety Act and applicable Regulations

WSIB – Basic Certification manual

Emergency Plan

Purpose

The purpose of this document is to outline a series of steps to follow in the occurrence of a reasonably foreseeable emergency.

Scope

This procedure applies to all employees, to be followed in case of a genuine emergency or a drill.

Inspections

A monthly inspection of all fire extinguishers shall be performed by a competent employee to identify damage or defects to the cylinders, inspections shall be documented on the inspection tag including date and signature of inspector. Cylinders found to be in disrepair shall be removed from service and returned to the supplier for replacement.

General Evacuation Procedure

Small fires can be attempted to be extinguished by a competent person trained in the use of fire suppression equipment, however, any number of unforeseen incidents could require the evacuation of the building(s). This includes, but is not limited to: fire, chemical spills, explosion, gas leak, etc.

- . If applicable, please follow machine shutoff procedure
- . Activate the fire alarm, or verbally alert co-workers
- . Quickly leave building via nearest exit
- . Close doors behind you
- . Assemble in the designated area
- . Call 911 and give information regarding the emergency, including
 - a. Building location
 - b. Company name
 - c. Details of the emergency

Stay on the phone until directed to hang up by emergency services.

. If unable to safely reach the designated area, maintain communication with people outside when possible.

Roles and Responsibilities Manager/Supervisor

Ensure building is evacuated . Perform a head count and determine if anyone remains in the building

- . Call 911/ Emergency services as necessary
- . Contact utility companies/ external agencies (such as Environment Canada, etc.) as necessary
- . Ensure that first aid is performed for any casualties. Report situation to Emergency Personnel when they arrive
- . Authorize building re-entry

Workers:

- . When no supervisors are present, call 911
- . Make yourself available for a head count
- . Calmly follow instructions given by supervisor/ foreman/ emergency personnel
- . Do not re-enter the building until instructed to do so by a manager/supervisor

Emergency not requiring evacuation

Other types of emergencies are better dealt with by remaining within the building. These could include, but are not limited to: employee violence, medical emergencies, crime, severe weather, power outages, etc.

- . Remain calm
- . In cases of violence or crime, do not try to apprehend the people involved.
- . For severe weather, keep a radio tuned in to weather reports and remain alert for instructions from Environment Canada

Manager/Supervisor:

- . Evaluate the extent of the emergency situation
- . Call 911/ Emergency services as necessary
- . Ensure that first aid is performed for any casualties

- . Contact utility companies/ external agencies as necessary . Prevent alteration to the scene of any crime, unless it is necessary to preserve life or prevent further property damage. . Report situation to Emergency Personnel when they arrive Remain in control of the situation and be prepared to evacuate the building should it become necessary

Workers:

- . When no Managers/supervisors are present, call 911
- . Calmly follow instructions given by manager/supervisor/ emergency personnel

Site Evacuation Procedure

At each new job site, stay alert for potential emergencies that may arise. These could include, but are not limited to: fire, power failure, gas leak, weather conditions, crime, and workplace violence.

- . Evacuate the area or facility as quickly as possible.
- . If there is time, disconnect all tools and equipment that were in use.
- . Relocate to your own vehicle.
- . If any media or members of the public become involved, do not share information with them. Instead they should be directed to contact the site office (or Concourse Construction Corporation' head office).
- . If a member of the public is injured or suffers property damage, a full investigation must be performed.

Supervisor/Foreman:

- . Ensure site is evacuated
- . Perform a head count and determine if anyone remains in the area/ facility
- . Call 911/ Emergency services as necessary
- . Contact utility companies/ external agencies as necessary
- . Report situation to Emergency Personnel when they arrive
- . Report situation to head office
- . When necessary, perform an incident investigation.
- . Authorize site re-entry once it is safe to do so.

Workers:

- . When no supervisors are present, call 911
- . Make yourself available for a head count
- . Calmly follow instructions given by supervisor/ foreman/ emergency personnel
- . Do not re-enter the area/ facility until instructed to do so by a supervisor

Training

All personnel will be trained on the proper use of fire extinguishers on a yearly basis, when possible in conjunction with the annual fire drill. Records will be maintained at head office.

Additional Resources

The First Aid Treatment Log and the Injury/ Incident Reporting Form re located in the Appendix and Forms Section.

Emergency Rescue Procedure in Fall Arrest

TRAINING REQUIREMENTS:

Workers: all workers on site are to be trained by their employer in Working at Heights (CPO approved course) as stated in sec 26.2(1) O. Reg 145/00 before starting on any of Concourse Construction Corporation's job sites. Proof of training is to be provided at the workers site orientation. **Supervisors:** Site supervisors are to ensure that all workers have been trained orally through weekly tool box talks in the emergency procedure of fall arrest. **Employer:** Is to ensure that a written procedure is put into place for the emergency rescue of a worker in a fall arrest situation in sec 26.1(4) O.Reg 145/00.

Procedure:

1. Assess the situation
2. Stop work
3. Inform site supervisor and/or foreman
4. Try to find out if worker is conscious and or injured If worker is seriously or critically injured:
5. Call 911 and have an emergency response team dispatched. Worker making the call should explain to the operator that the worker in need of assistance is suspended by a fall arrest system.
6. A worker appointed by the foreman or site supervisor should go to the front gate entrance of the site and wait for the emergency response team to arrive.
7. Access best way to bring worker down. Depending on the distance to the ground or the area it is in a moveable platform can be placed under the worker. When the worker is stable on the platform the shock absorber can be released and the worker can be brought down to the ground. This process is to be performed only if worker is in an area where a platform can be brought in.
8. If a platform cannot be brought into the area and the worker is suspended near a window or landing then the foreman can appoint 2 workers to try and pull the suspended worker in. the two appointed workers must have their fall arrest system on before going near window or open edge. This process is to be performed only if it is confirmed by the foreman or site supervisor that it will not endanger the suspended worker or any other worker.
9. If a platform cannot be used and if it is not possible to safely haul the worker in then all should wait for the emergency response team to arrive.
10. Once the emergency response team arrives, swamper is to direct them to the area where the fallen worker is.
11. Call Ministry of Labour office that is closest to the site.
12. The fall arrest system that the worker was wearing will be taken out of circulation immediately.

If a worker is NOT critically or seriously injured:

1. Access the best way to bring the worker down. Depending on the distance to the ground or the area the worker is in, a ladder or moveable platform may be brought in and placed under the

worker. Once worker is stable on the ladder or platform then the shock absorber can be released from the body harness and the worker can make his/her way to the ground.

2. If platform cannot be brought in to the area and the worker is suspended near a window or landing then the foreman can appoint 2 workers to try and pull the suspended worker in. the two appointed workers must have their fall arrest system on before going near window or open edge. This process is to be performed only if it is confirmed by the foreman or site supervisor that it will not endanger the suspended worker or any other worker.

3. Once worker is safely on the ground a near miss report is to be filled out

4. The fall arrest system the worker was wearing will be taken out of circulation immediately as stated in sec. 26.5(5) O.Reg. 145/00

Critical Injury Emergency Response Procedure

In the event that a critical injury is to take place on a job site the following procedure is to be followed:

1. Assess the situation
2. Have foreman or site supervisor notified
3. Stop work
4. Call 911 and stress to person on the phone that it is a critical injury
5. Dispatch a worker who is appointed beforehand for a situation like this to the front gate of site to meet emergency assistance and direct them to the area of the injury
6. Clear area to allow emergency personnel a clear path to the injured worker
7. Ensure area of the accident remains undisturbed unless of course it is otherwise impossible to remove the injured worker or it possess danger to anyone else
8. Notify closest Ministry of Labour office
9. Notify senior management
10. Send a capable person to the hospital to determine the victim's condition
11. Conduct a thorough investigation of the accident and submit a written report to head office within 24 hours of the occurrence. The report must contain the following information:
 - Name of worker
 - Time of accident
 - Date of accident
 - Statement of witnesses, if any, along with their name, address, and phone number
 - Circumstances which led to the accident
 - Recommendation for future prevention
12. Cooperate with governmental and law enforcement authorities
13. Contact workers family

In the event where a worker must be removed by crane in a man basket

1. Assess the situation
2. Have a foreman or site supervisor notified
3. Stop work
4. Call 911 and stress to the person on the phone that it is a critical injury
5. Dispatch a worker who is appointed beforehand for a situation like this to the front gate of the site to meet Emergency Assistance and direct then to the area of the injury

6. Order two workers to bring a man basket from the site trailer to the injured worker
7. If possible wait for Emergency Assistance Team to arrive before moving the injured worker
8. By use of radio, have the crane operator notified of the situation. Have crane stand by and clear for hoisting of the man basket
9. Once E.A.T. has secured injured worker to basket, have appointed swamper attach the basket to crane
10. Crane to raise basket and land it on a level ground surface as close to the ambulance as possible
11. When basket has been lowered to ground safely, crane chains are to be disconnected from basket
12. Emergency Response Team will then move worker to the ambulance
13. Send a capable person to the hospital to determine the victim's condition

Emergency Equipment

Purpose

To ensure compliance with the Ontario Fire Code and that adequate emergency equipment is available, the following will be available in the plant and at all sites. The Health and Safety Coordinator will be responsible to ensure the standard is met.

Concourse Construction Corporation' list of all emergency equipment at the facility/sites will include:

Facility

- . Fire extinguishers/hoses
- . Eye wash stations
- . First Aid Kits

Sites

- . First Aid Kits
- . Fire extinguishers
- . Any other emergency equipment appropriate to the workplace. (Self-contained breathing apparatuses, A.E.D, etc.)

Ensure that the equipment required follows the Building Code, Fire Code and any municipal or relevant legislation.

A documented review must incorporate the following:

- . Correct selection of equipment
- . Adequate number of equipment
- . Appropriate location of equipment
- . Training requirements for emergency equipment users
- . Checks, inspections, replacement and/or calibration requirements

Refusal to Work

Purpose

The Occupational Health and Safety Act (OHSA) states:

A worker may refuse to work or do particular work where he or she has reason to believe that,

- a. any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- b. the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
- c. any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

R.S.O. 1990, c. 0.1, s. 43 (3).

Extracted from the OHSA – Report of refusal to work (OHSA s43)

(4) Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the worker's employer or supervisor who shall forthwith investigate the report in the presence of the worker and, if there is such, in the presence of one of,

- (a) a committee member who represents workers, if any;
- (b) a Health and Safety representative, if any; or
- (c) a worker who because of knowledge, experience and training is selected by a trade union that represents the worker, or if there is no trade union, is selected by the workers to represent them, who shall be made available and who shall attend without delay. R.S.O. 1990, c. 0.1, s. 43 (4).

Worker to remain near workstation.

(5) Until the investigation is completed, the worker shall remain in a safe place near his or her workstation.

R.S.O. 1990, c. 0.1, s. 43 (5).

Refusal to work following investigation

(6) Where, following the investigation or any steps taken to deal with the circumstances that caused the worker to refuse to work or do particular work, the worker has reasonable grounds to believe that,

- a. the equipment, machine, device or thing that was the cause of the refusal to work or do particular work continues to be likely to endanger himself, herself or another worker;
- b. the physical condition of the workplace or the part thereof in which he or she works continues to be likely to endanger himself or herself; or
- c. any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention continues to be likely to endanger himself, herself or another worker, the worker may refuse to work or do the particular work and the employer or the worker or a person on behalf of the employer or worker shall cause an inspector to be notified thereof. R.S.O. 1990, c. 0.1, s. 43 (6).

Investigation by inspector

(7) An inspector shall investigate the refusal to work in consultation with the employer or a person representing the employer, the worker, and if there is such, the person mentioned in clause (4) (a), (b) or (c). 2001, c. 9, Sched. 1, s. 3 (11).

Decision of inspector

(8) The inspector shall, following the investigation referred to in subsection (7), decide whether the machine, device, thing or the workplace or part thereof is likely to endanger the worker or another person. R.S.O. 1990, c. 0.1, s. 43 (8).

Idem

(9) The inspector shall give his or her decision, in writing, as soon as is practicable, to the employer, the worker, and, if there is such, the person mentioned in clause (4) (a), (b) or (c). R.S.O. 1990, c. 0.1, s. 43 (9).

Worker to remain at a safe place pending decision

(10) Pending the investigation and decision of the inspector, the worker shall remain at a safe place near his or her work station during the worker's normal working hours unless the employer, subject to the provisions of a collective agreement, if any exists.

Worker to remain at a safe place pending decision

(10) Pending the investigation and decision of the inspector, the worker shall remain at a safe place near his or her work station during the worker's normal working hours unless the employer, subject to the provisions of a collective agreement, if any,

- a. assigns the worker reasonable alternative work during such hours; or
- b. subject to section 50, where an assignment of reasonable alternative work is not practicable, gives other directions to the worker. R.S.O. 1990, c. 0.1, s. 43 (10).

Duty to advise other workers

(11) Pending the investigation and decision of the inspector, no worker shall be assigned to use or operate the equipment, machine, device or thing or to work in the workplace or in the part of the workplace being investigated unless, in the presence of a person described in subsection (12), the worker has been advised of the other worker's refusal and of his or her reasons for the refusal. R.S.O. 1990, c. 0.1, s. 43 (11).

Idem

(12) The person referred to in subsection (11) must be,

- a. a committee member who represents workers and, if possible, who is a certified member;
- b. a Health and Safety representative; or
- c. a worker who because of his or her knowledge, experience and training is selected by the trade union that represents the worker or, if there is no trade union, by the workers to represent them. R.S.O. 1990, c. 0.1, s. 43 (12).

Entitlement to be paid

(13) A person shall be deemed to be at work and the person's employer shall pay him or her at the regular or premium rate, as may be proper;

- a. for the time spent by the person carrying out the duties under subsections (4) and (7) of a person mentioned in clause (4) (a), (b) or (c); and
- b. for time spent by the person carrying out the duties under subsection (11) of a person described in subsection (12). R.S.O. 1990, c. 0.1, s. 43 (13).

Work Refusal Chart

These first 3 steps are considered the Internal Responsibility System (IRS) and is / should be considered the optimum way of resolving the issues worker continues to refuse to work. The Ministry of Labour inspector is notified.

The inspector investigates in consultation with the worker, employer or supervisor, and worker rep. involved earlier

Worker stands by or is assigned other work

Employer gives the worker other directions

Decision is made In favour of the worker against the worker

Resolved

Worker stands by in a safe place near the work station

Worker refuses to work and notifies the employer or supervisor

Employer or supervisor investigates with the worker and the JHSC (SITE) or safety representative (OFFICE) or worker chosen by union worker

Problem

Problem Unresolved:

Other worker may do work if advised of refusal and reason for refusal pending investigation and written decision

WORK RESUMES

Corrective action taken

Note: Ensure that every aspect of the IRS is documented!

Lock Out Procedure

Purpose

To ensure that all energy sources are isolated and effectively controlled prior to any work being done, or in close proximity to machinery or equipment.

Scope

Applies to all workers involved in managing, administering or completing work on energized equipment.

Applies to all energy sources: electrical, hydraulic, potential.

Applies to all locations; Shop location – Including rental or otherwise and sites as well as all contractors working in these locations.

Procedures

Isolation procedures for all energy sources

Isolation of energy sources takes place before starting work on any machinery, equipment or process.

Isolation of energy sources is a three-step process: Lock, Tag and Release.

Lock

The person in charge of the work will notify all affected personnel of the extent and duration of the shutdown of the machinery, equipment or process.

The person in charge of the work will ensure that all machinery, equipment or processes are shut down, locked and tagged.

Each individual working on or near the equipment must be in place their assigned lock and tag at the lockout point(s). A lockout scissor clip may be required.

Tag

A tag must be securely attached to each lock.

The tag used must be made of non-conductive material with the words .Do Not Operate. written on it, the name of the worker and the date of the lockout.

Release

If it is assessed that everything is properly locked out, the person in charge will release the equipment for work to be done.

Equipment removed from service because of safety concerns must be locked, tagged, cleared and tried by the person in charge of the work to ensure it cannot be used.

The individual worker's lock and tag must remain on any system that was rendered inoperable until such time that;

1. They complete the repair of the system and it is safe to operate or,
2. They turn over the responsibility for the system to another person, and the lock and tag of the individual accepting the responsibility is properly affixed to the equipment. Workers coming on shift must place their personal locks on all the lockout points before the workers going off shift removed their locks. Alternatively, the supervisor may lock the lock-out points before workers going off shift remove their locks to ensure continuity of the lock-out until workers coming on shift can apply their personal locks.

Locks can only be removed by their owner

If an employee fails to remove a lock and tag and leaves the site, and can be reached, he may authorize the supervisor/foreman to cut off the lock. If the employee cannot be reached, the supervisor/foreman, after checking the equipment can be operated safely may authorize the removal of the lock and tag. A written record of such removal must be kept on file.

The employee is to be contacted regarding his lock being removed at the earliest opportunity to ensure that he does not return to work on the equipment and not realize that his lock has been removed and the equipment may be energized.

Stored Energy Hazards

Can include electrical capacitance, batteries, spring-loaded devices, suspended weight, compressed air or gas. Each type of energy source requires an appropriate means of isolation.

Completion of Maintenance

Upon completion of the maintenance /repairs, the person in charge of the work will make a final inspection to ensure that all repairs are completed; all guards have been replaced.

All personnel are informed prior to the equipment being re-energized. The locks are removed in reverse sequence (the last person to put on the lock will be the first to remove it and the first person to put on the lock will be the last to removed it) and the equipment brought on line by the person in charge of the work.

Isolation of Electrical Energy Sources

Electricity is the most common energy source that needs to be locked out.

For plugged in type of equipment, a personal lock is not necessary if the person doing the work keeps the plug in view and under control while working on the equipment. If the worker must leave the equipment, then a lock is required. Before doing any work, the worker must ensure that all moving parts have stopped and are secured.

For hard-wire equipment, the equipment or machine will need to be shut off making sure that all moving parts have come to a complete stop.

Isolation of hydraulic or pneumatic systems

Identify the machinery or equipment that needs to be locked out.

Stop the machine. Make sure that all moving parts have come to a complete stop.

Identify the energy source and disconnect it. Disconnect the electrical power to the pump/compressor or close the valve feeding the cylinder.

Apply a personal lock to the electrical disconnect or the valve. To make sure that all parts have been secured against inadvertent movement, you may have to pin or block a weight that is being supported by the stored pressure in the cylinder.

Roles and Responsibilities

Health and Safety Coordinator:

Evaluates the procedure for its effectiveness and reviews this procedure every 5 years or as required.

Supervisors/Managers:

Ensure that all potential hazards are evaluated, the necessary precautions taken, and that

personnel assigned to isolate energy sources are properly trained prior to any work being done on machinery, equipment or process.

Provide personal locks to the employees

Must implement written procedures where required;

- Administer this procedure in the Shop location – Including rental or otherwise and projects.
- Verifies that the procedure is in use.

Worker:

It is the responsibility of the workers assigned to isolate the energy sources to adhere to all the requirements in this procedure.

All workers who work on machinery or equipment requiring lockout are responsible for:

- Locking out the energy-isolating devices or placing a personal lock on the key-securing system in a group lockout procedure.
- Removing their personal locks on the completion of their work.
- Keeping control of the keys to personal locks throughout the duration of the work.

Communication

Job requirements are communicated to each worker.

Persons who have placed tags on equipment are asked to remove their tags upon confirmation the work is complete.

Prior to the equipment being re-energized, all workers at the work location are informed prior to the start-up.

The worker and the supervisor communicate regarding work demands and equipment status.

Training

Employees required to isolate energy sources will receive training.

Evaluation

Training records are maintained and kept up to date for each project and at the Shop location – Including rental or otherwise.

Confined Space Entries

Purpose:

Industry brings with it occasional entry into confined spaces with hazardous atmospheres. Therefore, we need to have a policy section devoted to the safe entry into these spaces, and meet the regulatory requirements for entering and working within a confined space..

Scope:

This policy is applicable to all activities that may require Concourse Construction Corporation employees, supplemental labour contractors, and other contractors to enter confined spaces on a Concourse Construction Corporation project.

Roles & Responsibilities:

The project Superintendent shall be responsible to review the project and identify any potential confined spaces within it. Where potential confined spaces exist, the supervisor shall be responsible to assign a competent worker (possible himself) or the site foreman to take control of the confined space.

Concourse Construction Corporation shall ensure the appropriate coordination of the jobsite in relation to all persons present (municipal employees, owner's representatives and subcontractors etc.), on a site in relation to any issues that may arise relating to any potential and/or actual confined spaces.

The competent worker who authorizes the confined space is responsible for all personnel who enter or work in confined areas. In addition, they shall also do the following:

Attend appropriate training to become a .Competent Worker. in relation to the Confined Space Entry.

Ensure that individuals under their control receive the proper training for confined space entry.

Perform pre-operational review activities in confined spaces and discuss with entrants the potential hazards, the appropriate safeguards, and the personal protective equipment required.

Be knowledgeable of the hazards one may encounter upon entering a confined space, including the mode, signs, symptoms, and consequences of exposure.

Check that the necessary procedures, practices, and equipment used for safe entry into confined

spaces are in effect before authorizing entry or re-entry. Sign the confined-space entry permit verifying that all actions and conditions necessary for safe entry are provided and will be maintained. Ensure that operations comply with the terms and conditions on the permit. Take appropriate measures to remove unauthorized personnel who are in or about to enter confined spaces. Cancel the permit authorization whenever unacceptable conditions exist or upon completing permitted activities. If unexpected hazards arise, all employees must leave the area immediately and notify the Concourse Construction Corporation before re-entry. Ensure that transfer is made to another authorized supervisor whenever the responsibility for a permit space entry changes, and that the terms and conditions of the permit are maintained. Provide copies of the permit upon completing the work to organizations listed on the permit. Maintain copies of all confined-space entry permits issued under their cognizance. Audit compliance with procedures for confined space before each entry.

In addition the Competent Person may be asked to take on additional roles, which may include atmospheric tester and/or attendant.

Atmospheric testing personnel shall do the following:

Perform suitable testing of equipment before each use in accordance with the manufacturer's recommendations for that equipment to ensure that it functions properly.

Perform the tests indicated on the confined-space entry permit, including any additional tests that may be necessary.

Record the results of tests on the confined-space entry permit.

Ensure monitoring procedures test for atmospheric contaminants that are representative of all areas of confined spaces.

Attendants must be knowledgeable of the hazards associated with confined spaces; recognize the signs and symptoms of exposure, including behavioural effects; and understand the consequences of exposure to the hazards of these spaces.

Following are the primary responsibilities for attendants: Ensure the safety of personnel working in vessels or confined spaces.

Be alert. Try to anticipate and prevent any condition that would be hazardous.

Maintain effective and continuous contact with entrants and an accurate count of all persons working in confined spaces.

Maintain the conditions and requirements listed on the confined-space entry permit.

Sign the confined-space entry permit, if one is required, and agree to accept and abide by its conditions.

Do not leave your assignment while personnel are inside the confined space, except to get help in an emergency. If other duties require you to leave your assignment, have all personnel evacuate the space.

Prevent the fouling of airlines and/or lifelines.

Notify everyone to evacuate the confined space if you observe a hazardous condition.

Take the necessary measures to remove unauthorized persons who are in or about to enter confined spaces.

Call EMS via .911. for help if an emergency arises. (Do not attempt to enter the confined space during an emergency. If possible, an attendant may rescue a victim from a confined space using a retrieval system and without additional help if such rescue does not require entering the space.)

Provide the rescue team incident commander with the confined-space entry permit, including any information on the events leading up to the emergency.

Individuals who work in confined spaces shall do the following before entering:

Complete the appropriate training and thus be knowledgeable of the hazards associated with confined spaces; recognize the signs and symptoms of exposure, including behavioural effects; and understand the consequences of exposure to the hazards in these spaces.

Confer with space/equipment owner to identify any modification to the space, and review the hazards and safeguards associated with confined-space entry to determine if additional evaluations are necessary.

Ensure that the equipment used in confined spaces is properly isolated.

NOTE: Entrants may have to complete part or all of the isolation or equipment preparation procedures in cases where the individual responsible for the equipment is unable to do so.

Maintain an awareness of the appropriate personal protective equipment and its proper application.

Read the confined-space entry permit, if one is required, and agree to accept and abide by its conditions.

Maintain contact with the attendant in charge of the confined space.

Exit a confined space if:

- a. instructed by an attendant;
- b. an alarm is activated;
- c. danger is perceived.

Stop work if conditions can adversely affect entrants or if the equipment has been changed.

Advise the competent worker of these conditions.

Method:

A "confined space" is defined within the Construction Regulations and has a component relating to hazardous atmosphere associated with it.

Some examples of confined spaces that may exist are: Storm and or Sanitary Sewers, Vaults, or Maintenance Holes

For purposes of better understanding and establishing an overall safer environment, the policy actually establishes two scenarios for progression between identifying potential confined spaces and then actual confined spaces.

A Confined Space

A location within the project that may have limited access or egress, is not designed for continuous human occupancy and has a possibility of having a hazardous atmosphere.

A Potential Confined Space

A potential confined space that has been tested and confirms that it does have a hazardous atmosphere, or the nature of the work will create a hazardous atmosphere within the location.

“Potential” Confined Spaces Following are the requirements for a potential confined space(s): A

competent worker must do testing of the atmosphere before and continuous monitoring during entry into a confined space. Tests will confirm that there is no current hazardous atmosphere and the continuous testing will ensure that if conditions change and the atmosphere becomes hazardous for any reason the entered personnel shall be immediately warned and have the opportunity to evacuate the space prior to adverse health effects.

Use of sampling lines or containers is required to avoid exposure to personnel during the initial testing operations. A variety of instruments are available for determining the oxygen levels and the presence of dangerous air contaminants, but only those approved by the Concourse Construction Corporation may be used. These instruments must be inspected and calibrated by the manufacturer or authorized service provider at least every six months, and the calibration date must be available prior to use. Equipment that is out of calibration or that function

erratically shall not be used. It is also important to ensure that sampling is representative of the total atmosphere in the space (e.g., sample at different levels within a deep tank).

If the prescribed tests indicate a hazardous atmosphere, the space is deemed to be a “confined space”, and follow the method and requirements of that section. Proposed activities must not introduce hazards to the area thereby converting it into an actual confined space. Contact the responsible Health & Safety team for guidance, if necessary.

“Actual” Confined Spaces

Operations personnel shall post the appropriate warning signs outside spaces judged to be known confined spaces. However, all workers must be aware an area may be designated as a confined space even if no signs are posted.

In addition to the requirements for potential confined spaces, the following requirements are applicable to potential confined spaces where there was or will become a hazardous atmosphere: Tests of the atmosphere before and during entry into a confined space by a competent and qualified person, A plan for the space, generally incorporated into the entry permit with precautions and requirements, Training for the individuals that will be associated with the confined space or it’s plan, A written entry permit, Mechanical ventilation for actual or potential atmospheric hazards, Personal protective equipment deemed necessary and as described within the plan for the confined space, An attendant(s) at the entry point of the confined space, Two-way communication with entrants in confined spaces, A retrieval system, Rescue personnel, and Notification of Concourse Construction Corporation before entry into a confined space. All personnel (e.g., workers, attendants, or emergency services personnel) involved in confined-space activities must complete appropriate training before entering a confined space. This training varies according to their assigned roles and must be appropriately documented.

Confined-space entry permits are required before entering any confined space. A competent worker trained in confined-space testing and entry procedures.

A (competent worker) will complete the permit and conduct the necessary tests for a hazardous atmosphere. The results of the all test(s) shall be noted on the permit.

No entry will be permitted into a confined space until all precautions noted on the permit have been taken.

Thus, the identified. competent worker. (i.e., the person who signs the permit and authorizes entry into a confined space) shall ensure:

All entrants and others that may be associated with an entry have been trained in the plan and are aware of the atmospheric hazards associated with the space,

All appropriate entries are made on the permit;

Tests specified on the permit are conducted;

All procedures and equipment specified on the permit are in place to permit safe entry into the confined space.

Once the competent worker has signed the permit, it should be posted in an easily visible location. The competent worker's signature on the permit is verification that the space is safe to enter. Each permit will be valid for the duration of only one work shift unless otherwise noted on the permit.

Copies of the permit shall be provided to the Concourse Construction Corporation following the completion of work for file purposes and will be retained as a permanent record.

If atmospheric tests indicate an existing hazardous (non-explosive) atmosphere, purge the area with fresh air and provide positive ventilation both before and throughout entry into the space. (Where an explosive atmosphere exists – notify the Health and Safety department for further actions.)

Some precautions to observe when purging and ventilating a confined space are:

Take care to place the inlet upwind and at least 25 ft. away from the confined space and any other potential contaminant (e.g., vehicle exhaust).

Retest the atmosphere for any hazard(s) in question upon completing the ventilating procedures.

Provide a continuous supply of fresh air as close as possible to the work area before and while personnel are working in the confined space.

Continuously perform subsequent tests for oxygen deficiency, flammability, and/or toxicity during entry into the confined space or at intervals frequent enough to ensure a safe atmosphere.

Isolation is the process whereby a highly hazardous material or energy source is removed from service and protected from entering into that space.

(Before beginning work in these spaces, disconnect the lines that may allow hazardous materials to enter or take other precautions to prevent such materials from entering into these areas. For example, take the lines apart, cap the ends, and insert a blank between the flanged connections.

Be sure that the blank is strong enough to handle the pressure build-up if a pump is accidentally turned on. As an added precaution, lock out the pumps before entry. Isolate and lock out or tag any other hazardous energy sources (e.g., electrical and mechanical hazards, water lines or pipes, and compressed air to prevent engulfment or injury from impact) to prevent possible injury to entrants.)

All ignition sources, including lit cigarettes, are prohibited in confined spaces, (i.e. no .Hot-Work. is permitted), unless the Health and Safety department has been contacted and authorizes the work to proceed under a .Hot-Work. permit issued by the Health and Safety Coordinator.

Suitable protective equipment varies depending on the job. Such equipment may include respiratory protection; gloves specifically designed for the material being handled; and protection for the eyes, face, head, and feet. (Call the Safety Department to obtain a respirator or for additional information.)

An attendant must be present whenever anyone enters a confined space. He/she must remain outside the entrance, be in communication with the person(s) entering the area, and be ready to summon for help in case of emergency. An effective means of communication between the attendant and the person(s) inside the confined space must be provided whenever the entrant is out of the attendant's sight.

Each attendant must receive training in the following: First aid and CPR.

The use of appropriate PPE.

Mechanical retrieval devices.

SCBA* (*optional)

Each rescue worker must wear a suitable harness attached to one end of a lifeline by a quick-release catch to permit escape if the lifeline breaks, provided that use of the harness will not increase the overall risk of the entry or hinder rescue. The other end of the harness will not increase the overall risk of the entry or hinder rescue. The other end of the lifeline shall be secured outside the entry opening to a retrieval system or another fixed point so that retrieval can begin as soon as the rescuer becomes aware that rescue is necessary. The harness and lifeline may also be required even when no respiratory equipment is needed. When entry is through an opening at the top of a confined space, rescue workers must wear a harness-type safety belt that suspends them upright.

If supplied air respiratory protective equipment (SCBA) is required for entry into a confined space, one standby person for every person entering the space must be immediately available outside the space. This person(s) shall have a means to immediately obtain 911 EMS as well as be fully trained in "Non-entry Rescue of Personnel in Confined Spaces."

Adequate lighting is required when entering or servicing confined spaces, and flashlights and/or extension lamps approved for the environment must be provided. All portable power tools and lamps used inside confined spaces must be properly grounded and equipped with GFCIs, and electrical or air-operated equipment must be non-sparking where an explosion hazard exists.

The Concourse Construction Corporation must be notified before entry into a tested and confirmed confined space unless specifically exempted by the Safety Coordinator directly.

Note: If an unexpected hazard(s) arise, all employees within a confined space must immediately exit the space. Concourse Construction Corporation personnel must then be notified so that he/she can re-evaluate the space before re-entry.

Non-entry Rescue of Personnel in Confined Spaces

Persons who have tried to rescue individuals from confined spaces have themselves become victims because of failure to follow proper procedures. Thus, it is essential that all persons involved with the rescue of personnel from confined spaces know exactly what to do in such situations. If possible, an attendant may rescue a victim from a confined space using a retrieval system or combination of retrieval system along with SCBA and co-workers aid.

A person who has collapsed or appears to be having difficulty while working in a confined space could be experiencing a heart attack or other illness, or may be suffering from the atmospheric hazards.

In such instances:

Do not attempt to enter the confined space during an emergency.

Obtain help via 911 EMS and on-site employees.

Attempt to retrieve the person(s) from outside the confined space using a harness retrieval system or other equipment.

Do not enter the confined space or attempt a rescue unless designated by the incident commander, and using SCBA equipment with a retrieval system. If able to retrieve the person(s), evacuate the space and remove the victim from the area immediately.

Immediately check for injuries and treat life-threatening conditions. Render whatever first aid you are qualified to provide once the victim is outside the space until medical help arrives.

NOTE: The attendant shall assist the Fire Department rescue team upon arrival.

Hot Work

Purpose

The purpose of this document is to outline Concourse Construction Corporation hot work policy.

Scope

From time to time employees may perform hot work activities in order to make minor repairs. This procedure is required for any temporary operation involving open flame or producing heat and/or sparks. This includes, but is not limited to brazing, welding, cutting and grinding. Any major equipment repairs will be performed by licensed external technicians.

Standards/ Protective Measures/Hazards Identification

1. The area in which the hot work is being completed must be cleared of combustibles as well as debris and trash.
2. A suitable fire extinguisher must be within 30 feet.
3. Hot work equipment is in good condition.
4. Proper PPE is being worn (see PPE requirements below).
5. Adequate ventilation must be provided.
6. A Hot Work Permit has been completed prior to welding.

Personnel

Only those employees who have been certified for welding and are competent may perform welding.

Hot Work Permit

A Hot Work Permit is required every time welding is done in confined spaces or close proximity to combustible materials, and lists the protective measures/hazards specific to welding.

The permit must be completed in full and signed prior to commencing hot work. Once the fire watch is complete, the hot work permit must be signed off by the supervisor and filed.

Fire Watch

A Fire Watch will be provided during work (when in confined spaces and near combustible materials) and for 30 minutes after work, including breaks.

Fire Watch personnel is supplied with and trained in the use of fire extinguishing equipment.

The area must be monitored for 4 hours after job has been completed

Personal protective equipment for welding

Welding helmet and shield

Fire proof clothing or apron

Leather gloves

Respirator if necessary

Evaluation

Evaluation of this policy will be done on an annual basis

Reference Materials

Hot Work Permit

Personal Protective Equipment

Purpose

Personal Protective Equipment (PPE) is our last line of defense against injury and illness. We will always attempt to alter a process or guard in other ways against a known hazard before using PPE. You are however expected to wear and use all required PPE in accordance with the manufacturer's specifications. You must not alter or damage this equipment in any way. Our work will require any or all of the following PPE, all of which must meet the regulatory requirements,

1. Safety headwear
2. Safety footwear
3. Eye protection and or face protection
4. Respiratory protection
5. Protective clothing
6. An orange Fluorescent vest or shirt
7. Hearing Protection when required

All personal protective equipment must be CSA approved and must meet the most stringent requirements.

Scope

The following steps should be taken to ensure that the appropriate personal protective equipment is always available:

- Managers must check equipment during regular inspections and order replacements when supplies are low.
- Employees are to inform managers when supplies are low and PPE is needed.
- Hearing protection must be used at all times when engineering is not practicable to ensure workers are not exposed to prolonged noise that exceeds 85 dBA over an 8 hour period.

Training

All Employees shall be trained on how to properly don and doff prescribed personal protective equipment (specifically '5 point harness'), in addition to being made aware of the importance of

the proper application of fall arrest equipment such as ropes, lanyards, and rope grabs. Employees shall also receive instruction on the proper care and maintenance of issued equipment to avoid damage from exposure to environmental conditions, or workplace products such as tar, bitumen, and adhesives.

Evaluation

An evaluation of the personal protective equipment program will be done by the supervisors on a daily observation basis and by the senior management and the worker representative when conducting their inspections of the workplace. All non-conformities or additions to requirements will be reviewed by senior management and the Health and Safety coordinator.

Non-Routine Work

Purpose

The purpose of this procedure is to identify work that employees do occasionally. This work is not part of the day to day job of the employees.

Scope

This procedure will be used to identify work that is done occasionally at Concourse Construction Corporation. Once identified, the work will be analyzed for its hazards, dangers and training required. This information will be documented on the forms attached.

Responsibilities Supervisors and Managers

Supervisors and Managers are responsible to identify and document non-routine work. Once identified and documented, the supervisors and managers must ensure that the proper procedures identified are followed.

Employees

The employees must ensure that they receive the proper work instruction, training and the equipment to do the job. The employee must also be comfortable to do that particular job.

Procedure

When a non-routine work is about to be performed, the following procedure must be followed: A

pre-work meeting must be held, which will discuss all the potential hazards and controls. This can be done by reviewing the Job Hazard Analysis for that job.

The supervisor must go through the job instructions and controls with the workers.

All workers who are to perform that job must have their appropriate training verified.

All personal protective equipment that is required to do the job must be examined to make sure that it is in good working order.

Communication

This procedure will be communicated to all Concourse Construction Corporation employees during their review of the Health and Safety Program Manual.

Training

Training will be given to all employees required to participate in the non-routine work. All training will be documented and kept in the employee's file

Evaluation

Evaluation of this procedure and the training required will be done on an as need basis by the supervisor.

Additional Resources

Attached non routine work forms.

Non-routine Work Safety Analysis Form

Company Name: Concourse Construction Corporation

Department:

Task Description:

Reviewed By:

Date:

Approved by:

Date:

Task Steps (If applicable)

Physical Demands

Continuously (C) 67-100% Frequently (F) 34-66% Occasionally (O) Not Applicable (N) 0%

C Standing

N Walking

N Sitting

N Pushing

N Twisting

N Pulling
N Climbing N Stooping
N Bending
N Kneeling
N Reaching
N Carrying
N Lifting to lbs.

2.0 Equipment Used

3.0 Chemicals Used

4.0 Environment

Inside
Outside
Vibration
Cold
Heat
Wet
Dust
Fumes
Noise
Other:

5.0 Potential Hazards
Details

Struck by
Chemical/hazard
Material Contact
Pinch or nip points
Trip or Falls
Over exertion
Cumulative Trauma
Extreme Temperatures
Electrical
Noise
Cuts and scrapes

Confined Space

Burn

6.0 Risk Evaluation

Freq

(1-6)

Prob

(1-6)

Sev

(1-5)

Total

Risk

Risk Factor

(HML)

7.0 Controls

Personal Protective Equipment

Head

Hearing

Eye

Clothing

Face

Respiratory

Hands

Foot

Other

Training

Procedure:

Other Controls:

Health & Safety Representative

Purpose

Selection Process for the Worker Representative:

The worker representative name(s) along with work locations will be posted in a conspicuous workplace location on site. The worker representative(s) will be elected by their peers. Individuals can volunteer or be nominated. An election will be held to select the representative(s). In order to be elected the person(s) must receive 65% of the votes cast. The term as a Health and Safety representative is 2 years from the date of election.

Replacement Process of a Worker Representative

Should an elected representative not be able to continue, the previous election results (not more than 2 years old) will be used to select the person receiving the next amount of votes.

Submission of Recommendations

Why: A function of the worker representative(s) is to make recommendations to the employer and the workers for the improvement of the Health and Safety of workers.

Who can submit:

The worker representative(s) will submit their recommendations on the company recommendation form within 3 days of the hazard identification.

Who is it submitted to: the employer (management).

What can be submitted: any Health and Safety recommendation to rectify a situation that may be a source of danger or hazard to a worker(s)

When: As soon as the source of danger or hazard is identified which must be within 3 working days.

How: In writing on worker rep recommendation form.

Additional Resources

The following are located in the Appendix and Forms Section:

Health and Safety Representative Recommendations

Management Response

Joint Health & Safety Committee

Purpose

The committee member names along with work locations will be posted in a conspicuous workplace location.

Selection process for the Joint Health and Safety Committee

The Joint Health & Safety Committee (JH&SC) if required will consist of at least 1 worker member and 1 management member.

The JH&SC will meet quarterly or more frequently as necessary. The minutes of the meetings will be recorded and posted.

A list of the JH&SC member's names along with work locations will be posted in conspicuous workplace and site locations if possible.

Worker Member: Will be elected by their peers, individuals can volunteer or be nominated. An election will be held to select the appropriate number of worker members.

Management Member: Senior Management will select the management members.

The same process as above will be used for both the worker and management members when selecting alternates.

Worker Certified Member: The worker members on the JH&SC will decide who will become the certified worker member.

Management Certified Member: The management members on the JH&SC will decide who will become the certified management member.

Replacement Process of Certified Member: same process as above will be used to replace the certified member.

Selection of Worker Co-Chair: The worker members on the JH&SC will decide who will become the worker co-chair.

Selection of the Management

Co-Chair:

The management members on the JH&SC will decide who will become the management co-chair.

If the company is having difficulty selecting JH&SC members, management will:

- . Make additional efforts to promote the benefits of becoming a JH&SC member.
- . Educate and train the workers in Health and Safety.
- . Provide information to workers on the roles and responsibilities of the JH&SC.

At least one worker member and one management member will be certified as per the Occupational Health and Safety Act.

Submission of Recommendations:

Why: A function of the worker representative is to make recommendations to Concourse Construction Corporation and the workers for the improvement of the Health and Safety of workers.

Who can submit: The worker representative will submit their recommendations on Concourse Construction Corporation's

Recommendation Form within 3 days of the hazard identification.

Who is it submitted to: Concourse Construction Corporation (management).

What can be submitted: Any Health and Safety recommendation to rectify a situation that may be a source of danger or hazard to a worker(s).

When: As soon as the source of danger or hazard is identified which must be within 3 working days.

How: In writing on Concourse Construction Corporation Recommendation Form.

Communication

Communication of this procedure will be done at a joint Health and Safety committee meeting, and for any new members of the committee, the procedure will be reviewed with the new member prior to assuming their responsibilities.

Training

Will be given to all members in their roles, responsibilities and functions of

committees/representatives (see element 6.1 (l) for more details)

Training Schedule

Purpose

All employees will receive training for their assigned activities. This should include job tasks, processes and equipment.

Training requirements include:

Technicians:

Office staff:

Orientation	Upon hire, promotion or return to work	Orientation	Upon hire, promotion or return to work
Job Hazard Analysis: equipment	Refresh annually	Job Hazard Analysis: office	Refresh annually
First Aid (when required)	Refresh annually	First Aid (when required)	Refresh annually
Emergency plan	Refresh annually	Emergency plan	Refresh annually
WHMIS	Every 3 years	WHMIS	Every 3 years
Employee handbook	Refresh annually	Employee handbook	Refresh annually
Legislation	Every 3 years	Records of training	Every 3 years
Confined space	Every 3 years		
Transportation of Dangerous Goods	Refresh annually		
Legislation	Refresh annually		
Back care			
Training records will be kept in the employee's file.			

Training Applicable Legislation

Purpose

To ensure all employees of Concourse Construction Corporation have received training on and are familiar with their legislative responsibilities.

Scope

Prescribed training applies to all employees, supervisors and senior management of Concourse Construction Corporation Sub-Contractors and suppliers of Concourse Construction Corporation Standards/Procedures

All employees will receive training in:

1. Legislated Health and Safety Responsibilities for Workers and Supervisors.
2. Working at Heights
3. W.H.M.I.S.
4. Right to refuse work
5. Right to participate (JHSC and Health and Safety Representative)
6. Company Health and Safety policy
7. Early and safe return to work obligations

Roles and Responsibilities

-It is the responsibility of Concourse Construction Corporation to insure that all employees receive the legislative responsibilities training. This training will be done using the company employee handbook at the time of hiring, the orientation program and any other specific training will be done on an as need basis.

-It is the responsibility of all employees to attend the training and gain knowledge of their legal rights and responsibilities that they can apply to their work. This will motivate them to carry out safe work practices.

Training

-Workers must complete the Ontario Health and Safety worker awareness program which addresses your rights and responsibilities as a worker to participate in training, right to know the

prescribed work, and right to refuse unsafe conditions

-Supervisors shall complete the Ontario Health and Safety supervisor awareness program which addresses your duties to take every reasonable precaution to ensure workers have a safe work environment and work in compliance with the act.

Evaluation

Evaluation shall be done on a daily basis by the supervisors through observation, and by the Health and Safety coordinator on a semi-annual basis.

Additional Resources

The Employee Health and Safety Handbook contain all the necessary elements described in the training above. The handbook is an integral part of Concourse Construction Corporation' Health and Safety program.

Training W.H.M.I.S 2015 GHS

Purpose

To ensure that all employees who might come in contact with a WHMIS Controlled product recognize what hazardous products are in the workplace and know proper precautions to take when handling, using and storing these products.

Scope

This training standard applies to all Concourse Construction Corporation employees who could come in contact with a WHMIS Controlled product.

Standards/Procedures

It is the responsibility of the employer to ensure that all controlled products received are fixed with an adequate supplier label, and further ensuring that pertinent M.S.D.S. information is obtained for all products received.

Products transferred to workplace containers must be accompanied with adequate workplace labels by the individual transferring said products.

Roles/Responsibilities

It is the responsibility of senior management to ensure the training gets done, it is the responsibility of the supervisor to ensure that no employee works on a Concourse Construction Corporation job or site without the proper training and it is the responsibility of all workers to attend and use the training provided.

Communication

The training standard will be communicated to all workers before the hiring process is complete.

Training

The Workplace Hazardous Information System (WHMIS) training Concourse Construction Corporation employees is comprised of

1. Generic and 2. Workplace specific training.

All employees on hire will be required to attend both the generic and workplace specific WHMIS training before working with any WHMIS Controlled products in the workplace. All trained employees will receive a yearly WHMIS review. After the review if it is determined that the employees did not understand the review, the WHMIS training will be repeated.

Evaluation

This procedure will be evaluated by the supervisor, visually, daily and by senior management annually as to its effectiveness.

Training Required Certifications

Purpose

To ensure all employees of Concourse Construction Corporation have received training in specialized or specific work (i.e. lift truck, self- propelled vertical elevator, self -propelled boom supported, propane, AZ/DZ, electrician, mechanic, millwright, crane operator etc.)

Scope

Applies to all employees and or sub-contractors, suppliers who are required to perform specialized or specific work for Concourse Construction Corporation including deliveries. (e.g. Supplier roofing materials delivered to the rooftop with mobile crane.)

Standards/Procedures

Management will:

1. Supply a list of positions requiring special certification/competencies.
2. Identify acceptable standards or guidelines.
3. Define timelines for achievement of the certifications/competencies.
4. Define timelines for renewal or re-certification.
5. Keep records of the certifications/competencies in the employee's personnel file.
6. Keep records of all renewal or re-certifications in the employee's personnel file or be posted in the workplace as required.

Roles and Responsibilities

It is the responsibility of Concourse Construction Corporation to insure that all employees receive the all the appropriate training. This training will be done prior to hiring the time of hiring, based on the job description for the position and any other specific training will be done on an as need basis either internally or by an external source determined by Concourse Construction Corporation

It is the responsibility of all employees to attend the training and gain knowledge of their specific certifications/competencies so that they can apply to their work.

Training

Records of the training will be kept in the employee's personnel file.

Evaluation

Management evaluates the compliance and effectiveness of this procedure at least annually and then reflects through performance measures.

Training Material Handling Cranes, Hoists, Lifts

Purpose

To ensure all employees of Concourse Construction Corporation have received training on manual lifting (or back safety) and the use of mechanical lifting devices such as forklifts, scissor lifts, zoom booms, elevated lift platforms etc. mobile cranes etc.

Material delivery by third party to the rooftop with a mobile crane, the company and crane operator must present to Concourse Construction Corporation a certificate of completion and or wallet card on the safe operating of such mobile crane before any deliveries are to be done to any of Concourse Construction Corporation work sites.

Scope

Manual Lifting (or back safety) applies to all employees, and mechanical lifting devices applies to all employees, sub-contractors and delivery companies of supplies, who are required to operate any mechanical lifting devices.

Standards/Procedures

All employees will receive training in manual lifting or back safety either by in house instruction, safety talks or external third party training.

- All sub-contractors, and delivery companies, shall have their employees trained in the required equipment that they are handling, and provide Concourse Construction Corporation proof of training as required to the safe handling of the equipment being used (e.g. Mobile cranes, scissor lifts, forklifts, Zoom Boom, etc.)

- Any equipment equipped with R.O.P.S (Roll Over Protection System) must be used in accordance with seat belts or a safety harness at all times.

- All lifting devices shall be equipped with a load chart which is clearly identifiable, and affixed to a load rating plate in plain view of the operator.

- A ground guide or 'signal person' shall be used at all times when an operator is reversing and or has an obstructed view.

- All equipment shall be immobilized by use of wheel chocks, locking mechanisms or other such immobilizers at all times when not in use to prevent involuntary movement.

Training

All employees required to operate mechanical lifting equipment will be required to receive external training from a qualified recognized source or an internal trainer who has received the qualifications through a recognized resource in train the trainer programs.

Evaluation

Evaluation shall be done by the supervisors on a daily basis, and by the Health and Safety coordinator through the training needs analysis, or on an annual basis.

Training -Orientation

Purpose

All employees, regardless of their level in the organization, must receive Health and Safety orientation. This applies to:

- . Newly hired employees
- . Employees returning from an extended absence
- . Employees hired on a contract basis
- . Student employees

The following persons can carry out orientation

- . Health and Safety coordinator
- . Area supervisor/team leader

Orientation on Health and Safety must be completed within the first two weeks of hire.

Components of training will include:

Health and Safety policy

Employee responsibilities and rules

Standards and procedures for:

- a. Reporting injury and illness
- b. Reporting hazards
- c. Emergency plan
- d. Early and safe return to work
- e. Occupational Health and Safety Act including Rights as a worker
- f . Health and Safety representative
- g. Specific responsibilities for level of authority

Evaluation

Evaluation be conducted after three months by the employee's supervisor.

Records of training

All training will be recorded on the Employee Orientation Checklist. Training records will

be kept in the employee's file.

Additional Resources

Employee Health and Safety Orientation Checklist is located in the Appendix and Forms Section

Training Promotions / Transfer

Purpose

Promotion/transfer orientation is required for employees who have been:

Promoted from worker to a supervisory position

Transferred from one job to another (regardless of time in position)

Training requirements include:

Review of operating instructions for equipment/process

Identification of hazards and controls

Review of any safe operating procedures

Training must be completed within the first month of employment in the new position.

The supervisor will conduct training.

A follow-up evaluation will be conducted after three months.

Records of training

All training will be recorded on the Employee Orientation Checklist. Training records will be kept in the employee's personnel file.

Training Initial Job

Purpose

All employees will receive training for their assigned activities. This should include job tasks, processes and equipment.

Training requirements include:

Review of operating instructions for equipment/process

Identification of hazards and controls

Review of any safe operating procedures

Training must be completed within the first month of employment in the new position.

The department supervisor will conduct training.

Evaluation will be conducted after three months.

Records of training

All training will be recorded on the Employee Evaluation Form. Training records will be kept in the employee's file.

Additional Resources

The Employee Evaluation Form is located in the Appendix and Forms Section.

Training Planned Workplace Inspections

Purpose

To ensure all employees of Concourse Construction Corporation that are required to do planned workplace inspections receive training prior to performing any workplace inspections.

Scope

Applies to all members of the senior management team all supervisors/foremen and worker safety representatives of Concourse Construction Corporation

Standards/Procedures

All appropriate employees stated above will receive formal training in either planned workplace inspections or hazard identification.

Roles and Responsibilities

When the training has been completed a schedule will be established (see element 8.1 and 8.2 for the inspection frequency)

Training

The training requirements will be defined by the training party, time frames for the completion of the training will be established, there will be a documented evaluation of the training and records of the training will be provided and kept in the individual's company file

Evaluation

Senior management will receive copies of all inspections completed and will evaluate the training based on the quality of the inspections. Senior management will also sign off on all workplace inspections

Additional Resources

Inspection training is a module of Certification Training Part 1, as well as a stand-alone course offered by the safe workplace associations and private consultants

Training Accident Investigations

Purpose

To ensure that if an injury or incident should take place, the appropriate people are trained in the investigation of injuries and incidents.

Scope

Applies to members of the joint Health and Safety committee or worker Health and Safety representative and supervisors and managers who are required to be involved with or conducting investigations

Standards/Procedures

Training will be required for

1. Members of the Joint Health and Safety Committee.
2. Worker Health and Safety Representatives
3. Supervisors and Managers who will be conducting the investigations

The training will be conducted either in house or externally by a third party qualified in the training of injury/incident investigation. Times frames for the completion of the training will be developed by senior management.

Roles/Responsibilities

It is the responsibility of the investigation team to complete the investigation using the Concourse Construction Corporation Incident/Injury Investigation Form

The completed investigation must be completed within 24 hours and be on the desk of the department or person responsible for completing the WSIB Form 7.

Communication

Communication of this procedure will be given to the investigation team during their orientation of the Concourse Construction Corporation Health and Safety Program Manual.

Actual communication of injuries/incident will be given to the JHSC at their meetings.

Communication of injuries/incidents will be given to all employees

Training will be given to those outlined above in the standards/procedures.

Evaluation

Evaluation of the training will be done through the effectiveness of the completed investigations along with the recommendations made. This will be an ongoing process.

First Aid

Purpose

To comply with the Workplace Safety and Insurance Board's First Aid Regulation 1101

Scope

Applies to all employees of Concourse Construction Corporation both on site and at the facility.

Standards/Procedures

We are required to have:

Posted first aid certificates.

At a minimum one (1) first aider per shift or site must be available and a first aid trained designated backup.

First aid equipment has to be available and accessible.

First aid Regulation 1101 posted or available at the workplace. Concourse Construction Corporation we will have a copy of WSIB First Aid Regulation 1101 in every first aid kit.

WSIB Form 82 will also be posted or available at every site including head office, where all workers can see it.

Injuries must be reported to the WSIB using the WSIB Form 7.

First Aid Requirements

Size of workplace – per shift training level requirement:

Less than 5 workers Emergency First Aid

More than 5 but less than 15 Standard First Aid

More than 15 but less than 200 Standard First Aid

More than 200 Standard First Aid

First Aid Kit Requirements

Less than five workers Section 8 of First Aid Reg 1101

More than 5 but less than 15 Section 9 of First Aid Reg 1101

More than 15 but less than 200 Section 10 of First Aid Reg 1101

More than 200 Section 11 of First Aid Reg 1101

First Aid Station – less than 200 Section 9, 10 of First Aid Reg 1101

First Aid Room – 200 or more Section 11 of First Aid Reg 1101

WSIB FIRST AID REGULATION 1101 REQUIREMENTS

Availability of First Aid Kits

Located within quick and easy access for all employees

Required components in the First Aid Kits

Each first aid kit must be adequately stocked with supplies as per First Aid Reg 1101

Number of Trained/Qualified First Aiders

Must be a qualified first aider on every shift or at every site

First Aid attendant works in the immediate vicinity of the first aid station

Must work in close proximity to the first aid station or kit

First Aid treatment/advice recorded

The first aid attendant records in a treatment/advice logbook all circumstances surrounding the incident as described by the injured employee

Treatment record includes:

Date of Injury

Time of injury

Name(s) of witnesses

Nature

Exact location of treatment given

Each first aid station has its own treatment/record form

First Aid Certificates posted

The first aid certificates of qualified first aid attendants, and a complete list of all qualified first aiders is posted and available.

First Aid Kit Inspection Record

Establish an inspection schedule

Assign responsibility for inspections

A recording system should include:

The date of the most recent inspection

The signature of the inspector

Stretcher and Blanket(s)

Compliance

Every employer employing more than 15 and less than 200 workers in any one shift at a place of employment shall provide and maintain at least;

One stretcher and Two blankets

First Aid Room Compliance

Every employer employing more than 200 workers in any one shift at a place of employment must supply and maintain a first aid room.

First Aid Transportation

A recording system should include:

First Aid Transportation

Concourse Construction Corporation will provide transportation to the hospital, doctor's office or worker's home when necessary following an injury or illness at the workplace.

The first method of transportation is an ambulance.

Should this method of transportation not be appropriate, Concourse Construction Corporation will then call a taxi. The injured worker will be transported with the first aid attendant. Should the employee refuse transportation, Concourse Construction Corporation will attempt to:

Identify any other transportation methods that worker would prefer.

Reiterate the importance of accepting the transportation to the hospital, doctor's office or worker's home.

Call 911 and get the ambulance attendant to administer medical attention on site.

The worker will not be allowed to continue work until medical clearance is provided.

Workers determined to drive themselves to receive medical aid are required to sign a waiver releasing Concourse Construction Corporation from liability.

Responsibilities of the individual traveling with the injured worker:

Maintain administration of first aid.

Ensure they take the injury package (containing instructions, Functional Abilities Form, Material Safety Data Sheet (if necessary) to the medical facility.

Maintain contact with Concourse Construction Corporation to provide additional follow up and complete the injury documentation.

Return to Concourse Construction Corporation to provide additional follow-up, return the Functional Abilities Form and complete the injury documentation.

Additional duties may be added based on each individual circumstance.

Additional Resources

The following are located in the ESRTW Section:

WSIB Functional Abilities Form

Workplace Inspections Management

Purpose

This procedure provides a format for ensuring that workplace inspections are conducted by supervisors, are documented and consistent.

Scope

This standard applies to all areas of the workplace(s)

Definition: Inspector refers to management and supervisors. It does not refer to a Ministry of Labour Inspector.

Standards/Procedures

1. Inspectors will use the following tools to conduct appropriate inspections:
 - a. Inspection Recording Form
 - b. Travel Paths
2. Inspection Recording Form are to be completed by shift supervisors.
3. Establish an annual documented schedule for all workplace inspections
4. Any hazards or unsafe conditions observed while completing inspection are corrected immediately, if possible, or documented on the Inspection Recording Form.
5. A minimum of two (2) employee contacts or activities will be conducted during each workplace inspection.
6. After the inspection:

The Inspector will forward the original completed recording form and checklist to senior management.

The inspector establishes a timeframe to correct hazards.

Each supervisor notifies senior management that action has been taken to resolve the identified hazard and the date of the resolution. Hazards not resolved are transferred to the next Inspection Recording Form with the notation of repeat item.

5. Completed Inspection Recording Forms are kept on file a one year period.

Roles and Responsibilities

Supervisors:

Conduct and record Inspection Recording Form; add comments reinforcing safety observations/behaviors with employees and other supervisors (on back of Inspection Recording Form, if necessary)

Transfer outstanding items to the next Inspection Checklist

Conduct Travel Paths

Workplace Inspections

Communication

Written:

Introduced at during training

Concourse Construction Corporation' Health and Safety program

Training

All supervisors will receive training to conduct Inspection Recording Form and Travel Paths as part of the Management Training Program within one months of assuming their position.

Senior management ensures all supervisors asked to conduct inspections receive appropriate training prior to their first inspection.

Evaluation

Management evaluates the compliance and effectiveness of this procedure at least annually and then reflects through performance measures.

Additional Resources

The following are located in the Appendix and Forms Section:

Inspection Recording Form

Travel Path (back of inspection form)

Reference Materials

Occupational Health and Safety Act, Section 8 and/or 9.

Workplace Inspections JHSC /Worker Rep

Purpose

This procedure provides a format for ensuring that workplace inspections are conducted by workers, are documented and consistent.

Scope

This standard applies to all areas of the workplace(s) Definition: Inspector refers to worker health and safety representatives. It does not refer to a Ministry of Labour Inspector.
Standards/Procedures

7. Inspectors will use the following tools to conduct appropriate inspections:

- a. Walk through inspection accompaniment guide
- b. Inspection Checklist /Guideline
- c. Inspection Recording Form
- d. Previous inspection reports
- e. Incident/Injury reports to review if corrective action needed or has been taken

8. Establish an annual documented schedule for all workplace inspections.

9. Any hazards or unsafe conditions observed while conducting the inspection are corrected immediately, if possible. This includes notifying the manager/supervisor of the area where the hazard was identified and recording the notification on the Inspection Recording Form.

10. A minimum of two (2) employee/supervisor contacts or activities will be conducted during each workplace inspection.

11. Those conducting the inspection must sign the original completed Inspection Recording Form.

12. Completed inspection reports are posted on the health and safety board within one week after completion.

13. After the inspection:

The Inspector will forward the original completed recording form and checklist to senior management within one week of the date of the inspection.

The inspector establishes a timeframe to correct hazards subject to review by senior management
Each manager/supervisor, by forwarding an updated Inspection Recording Form, notifies senior management of action taken to resolve the identified hazard and the date of the resolution

The manager/supervisor will report the status of required action at the manager's meeting the month following the inspection

Senior management receives a copy of the updated recording form

Any action points still outstanding will require an action plan with a proposed date for resolution.

If a new hazard is created, it must be rated (A, B, C), and recommendations for corrective action developed, including assigned timeframes, documentation (who, what, when) and a follow-up documented report. Specific inspection schedule with dates and participants must be documented

Roles and Responsibilities

Senior Management:

Review and sign-off all other workplace inspections.

Safety Committee (JHSC):

Conduct and record at least monthly workplace inspections of the workplace(s). Forward inspections to senior management for review and response.

Communication

Written:

Introduced at Employee Orientation

Concourse Construction Corporation' health and safety program

Training

All worker Safety Committee members will receive workplace inspection or hazard identification training within three months of assuming their position.

Senior management ensures all employees asked to conduct inspections receive training regarding how to conduct an inspection prior to their first inspection.

Evaluation

Management evaluates the compliance and effectiveness of this procedure at least annually and then reflects through performance measures.

Workplace Inspections Operators

Purpose

This procedure provides a format for ensuring that pre-use inspections are conducted, documented and consistent.

Scope

This standard applies to all areas of the workplace, including all sites.

Definition: Inspector refers to management and/or supervisors. It does not refer to a Ministry of Labour Inspector.

Standards/Procedures

14. Machine operators will use the Pre-Shift Checklist to conduct pre-use inspections prior to each shift.
15. Any hazards or unsafe conditions observed while conducting the inspection are corrected immediately, if possible, and are documented on the Pre Shift Checklist.
16. Those conducting the inspection must list their name on the original completed Pre Shift Checklist.
17. Completed inspection reports are kept on file for a one year period.

Roles and Responsibilities

Supervisors:

Complete Pre-Shift Checklist prior to each shift. Add comments reinforcing safety observations/ behaviours (on back of pre-shift checklist, if necessary).

Communication

Written:

Concourse Construction Corporation' Health and Safety program

Training

All operators will receive training to conduct Pre-Shift Checklist as part of the training within one week of assuming their position.

Department management ensures all operators asked to conduct Pre-Shift Checklists receive training regarding how to conduct Pre-Shift Checklist prior to their Pre-Shift Checklist.

Evaluation

Management evaluates the compliance and effectiveness of this procedure at least annually and then reflects through performance measures.

Additional Resources

The following are located in the Appendix and Forms Section:

Pre-Shift Checklist

Reference Materials

Occupational Health and Safety Act, Section 8 and/or 9.

Preventative Maintenance

Purpose

All equipment must be on the master preventive maintenance inventory list. The maintenance schedule followed will be the manufacturer's suggested preventive maintenance program in the owner's manual. Preventive maintenance will be conducted as per the manufacturer's guidelines or from the historical data from the equipment. The standards that will be followed will be those outlined in the manufacturer's preventive maintenance program in the owner's manual. See the manufacturer's preventive maintenance program booklet, which outlines specifically what standard will be followed at each interval. The maintenance chart in the booklet will be used for recording all maintenance. All maintenance will be conducted by a qualified person or a recognized qualified facility.

It is the responsibility of the health and safety coordinator to review Concourse Construction Corporation' preventative maintenance program on an annual basis. This allows for an opportunity for program improvements.

Recommendations discovered as a result of the annual review or throughout the year will be documented and submitted to senior management. The health and safety coordinator will follow-up on the corrective actions in a pre-determined time frame (to be determined on a case by case basis) to ensure that the corrective actions have been completed.

Records

A filing system to store the maintenance records will be maintained at head office.

Accident Investigations

Purpose

To identify all immediate, and basic causes of the incident, and make the necessary recommendations to prevent the injury or incident from recurring.

Scope

All accidents/ incidents, including near misses, must be reported and investigated using the Injury Investigation Report form. Minor injuries requiring only first aid do not require investigation but must be documented on the first aid log.

In addition, the following categories must be reviewed and documented quarterly:

First Aid

Health Care

Near Miss

Definitions

First Aid: Emergency treatment administered to an injured or sick person either before professional medical care is available, or when it is not necessary. Includes but is not limited to: artificial respiration/CPR, cleaning minor cuts, scrapes or scratches, treating a minor burn, applying bandages and/or dressings, cold compresses, cold pack, ice pack, splint, changing a bandage or a dressing after a follow-up observation visit and any other follow-up for observation purposes only.

Health Care: An injury that results in attention received from a recognized health care provider but that does not result in time away from scheduled work or a wage loss.

Near Miss :A n event that under different circumstances could have resulted in physical harm to an individual or damage to environment, equipment, property and/or material.

The following categories of injury/incidents may produce a loss to people, equipment, material and environment. Immediate investigation of the following is required:

Fatality: An injury that results in loss of life.

Critical Injury: As defined in Ontario Regulation 834/90

Accident on a Project As defined in Ontario Regulation 213/91 section 11

Site: (a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof,

(b) the moving of a building or structure, and

(c) any work or undertaking, or any lands or appurtenances used in connection with construction; (“chantier”)

Lost Time: A work related injury that results in the injured employee missing his/her next scheduled shift or longer, resulting in a wage loss.

Property Damage A: n event where contact is made between two objects resulting in alteration to one or both of the objects.

Occupational Illness: sA condition that results from exposure in a workplace to a physical chemical or biological agent to the extent that normal physiological mechanisms are affected and the health of the worker is impaired.

Environmental Release: n accidental discharge of a physical, biological or chemical substance into the workplace and/or community.

Fire/Explosion: n A n event where undesired combustion occurs.

Injury/Incident Investigation Roles and Responsibilities

Supervisor/Foreman:

The responsible supervisor investigates the injury/incident and completes the investigation within 24 hours of the injury/incident.

In the case of personal injury the supervisor ensures that the injured employee(s) receives appropriate health care.

The supervisor contacts a worker representative designated to investigate the injury/incident, to assist in the investigation. The supervisor notifies appropriate Concourse Construction Corporation personnel as soon as possible.

Note: The supervisor and the worker representative can request assistance from other

supervisors, foremen or any other source that may be available. They are also responsible for securing the scene of the injury/incident.

Worker Representative:

The worker representative selected by the workers investigates all injuries/incidents.

The worker representative must be involved in the investigation of a fatality or critical injury.

The worker representative and the supervisor together conduct the investigation and assist in completing the report. Both the supervisor and the worker representative sign the investigation report.

Where required by legislation the worker representative submits a copy of the injury/incident investigation to the appropriate authority.

The supervisor will ensure the Investigation Report is completed and signed by the appropriate worker and management health and safety representatives.

Investigator Responsibilities:

Collect Information

Interview workers involved.

Interview witnesses.

Interview outside experts if applicable i.e. suppliers, equipment designers etc.

Ensure interviews are conducted as soon as reasonably possible.

The interviews should be conducted in a quiet place, one-on-one.

The interview must be documented.

Scene Assessment

Make observations, on site assessment of the scene (site, equipment, material)

Use photographs, sketches, drawings, etc.

Identify Contributing Factors

Factors to consider are people, equipment, material, environment and processes.

Write Report

Use the Injury Investigation Report Form to identify contributing factors through a review of

items such as maintenance records, plant layout, training records, time of day, length of service in this work area etc. Consideration is given to lack of safety equipment enforcement and/or the need for safety equipment.

The standard Injury Investigation Report must capture all the requirements contained in the investigation procedure.

Copies of the investigation report should be sent to the appropriate people for action.

Recommendations for Corrective Action

Responsibilities must be assigned.

Recommendations are documented on the Injury Investigation Report Form.

The recommendations focus on corrective action(s) to all the contributing factors identified.

Recommendations should Specify

What

Why

When

Recommendations Acted Upon

Assign responsibility.

The actions are recorded on the injury investigation report form.

Detail what has been done, who has completed the actions and when the actions were completed.

Communication

The results and the injury/incidents will be communicated to the employees in a number of ways:

Supervisors holding safety talks with employee

Postings on safety bulletin boards

Testimonial by the involved employee

The health and safety representative will assist in all areas with remedial actions and recommendations.

Notification Requirements

Critical and fatal injuries: (under Critical Injury Regulation) require you to contact the Ministry of Labour immediately and a written investigation report must be completed and sent within 48

hours.

Fire and Explosion: (Ministry of Labour) immediately, if it results in an injury.

When not resulting in an injury as noted above, the Ministry of Labour must be notified within 2 days if the following occurs on a job site:

A worker falling 3 metres or more;

Falling and having the fall arrested by a fall arrest system other than a fall restricting system;

A worker becomes unconscious for any reason;

Accidental contact by a worker or by a worker's tool or equipment with energized electrical equipment, installations or conductors;

Accidental contact by a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment or its load with an energized electrical conductor rated at more than 750 volts;

Structural failure of all or part of false work designed by, or required 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, caisson, cofferdam or trench;

Failure of a wall or 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; overturning or the structural failure of all or part of a crane or similar hoisting device.

Chemical Releases: (Ministry of Environment) immediately.

Lost Time, Health Care, Modified Work required as a result of first aid only extending beyond 7 days. Workplace Safety & Insurance Board Form 7 to be completed within 3 days of being advised of the injury and submitted to WSIB within 7 days.

Training

All supervisors and worker safety representatives will receive formal training in injury/incident investigation procedures.

Evaluation

This procedure will be reviewed on an annual basis or if an investigation so identifies, when revisions are required.

Additional Resources

References

Occupational Health and Safety Act, Section 51, 52
Regulations for Construction Projects, Section 11
Regulation 834/90: Definition of Critical Injury

Guidelines

Every employee is responsible for workplace Health and Safety and assist in making your workplace a safer place to work

The following information pertains to safe working principles, which shall be followed by everyone in the workplace, including employees, contractors, subcontractors and visitors.

- Work safely and adhere to safe operating principles and procedures at all times.
- Before carrying out any task, ensure that you are familiar with the process and that you are using the necessary controls for safe operations.
- If you are unfamiliar with the assigned task or you have a health and safety concern, contact your supervisor.
- Follow all posted health and safety notices and warnings.
- Keep aisles and all work areas clean and free of debris. It is the responsibility of each employee to keep their work area clean and safe.
- All materials, equipment, and tools must be stored in such a manner that they will not tip, fall or collapse.
- Long hair must be suitably confined and jewellery or clothing that is loose or dangling shall not be worn near any electrical equipment, rotating shaft, spindle, gear, belt or other source of entanglement.
- Walk - do not run - while in or around the workplace. Use the appropriate routes provided to and from your work areas.
- Watch for vehicular traffic and mobile equipment at all times and communicate with the operators if necessary – “ *see and be seen* ”
- Wear the appropriate Personal Protective Equipment (PPE) at all times.
- Store and eat food in designated areas only.
- Keep your attention on the task you are performing. Be alert to your surroundings.
- Do not disturb or distract your fellow workers while they are performing their job.
- Passengers are not permitted on powered equipment unless the equipment is equipped with a seat.

1 Personal Protective Equipment (PPE)

The following requirements apply to all employees, contractors and subcontractors.

Workers will receive instruction and training regarding the limitations of the equipment or device and the proper use, fitting, care and maintenance of the equipment or device.

1.1 Protective Clothing

Work apparel shall consist of appropriate clothing, which will sufficiently protect the workers in their work environment.

Examples of appropriate clothing in plant, yard and sites include but are not limited to:

Trousers shall extend down to the ankles.

No shorts are allowed.

Shirts shall cover the complete torso and be capable of being tucked in the trousers. The sleeves should cover the arms at least three inches below the shoulders and be tight enough to protect the under arm.

Tank tops, muscle shirts and net shirts are not acceptable. However, standard coveralls when properly done up are acceptable.

- When required wear high visibility apparel.



1.2 Safety Footwear

- Company approved safety footwear must be worn at all times in designated areas. Safety footwear must be CSA approved - Grade 1 (Green Triangular Patch and Omega sign), as a minimum.



1.3 Safety Eyewear

CSA approved protective eyewear (safety glasses with plastic or hardened lenses and side shields) must be worn at all times when entering designated areas or performing operations that pose a hazard.

Eye and face protection for hazards such as welding, chipping concrete or slag, vibrating concrete, handling chemicals, etc. will be required.

1.4 Safety Headwear

Company approved protective headwear must be worn at all times when entering designated areas or where hazard exist.



1.5 Hearing Protection

Wear hearing protection in designated areas and where noise levels exceed 85 dB (i.e. sawing, drilling). For instance, if you cannot hold a normal

conversation (without shouting) at a distance of about 3 to 4 feet, due to noise, then hearing protection should be worn.

1.6 Hand Protection

Suitable gloves should be worn when handling rough, sharp or abrasive materials.

Due to an entanglement hazard, gloves should not be worn around moving machinery parts.

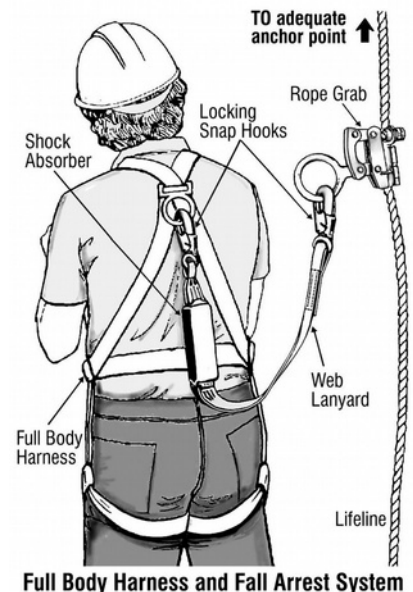
Persons administering First-Aid must wear disposable gloves whenever attending to an injured person.

1.7 Guardrails and Floor Openings

- where there is a possibility a worker falling from one level to another or more than 2.4 metres, guardrails must be provided (i.e. work platforms-scaffolds, floor openings, stairs, ramps).
- if you notice guardrails are missing around any opening in your work area, you must notify your supervisor of the condition immediately.
- guardrails must consist of a top rail, intermediate rail and toe-board.
guardrails removed temporarily for the purpose of doing work must be replaced immediately after work is completed and/or before you leave the area. While working with the guardrails removed you must protect yourself from falling (e.g. Fall protection/cover opening).
- If you are unsure how to re-install guard railing in a safe manner, notify your supervisor.

1.8 Fall Protection

- When in danger of falling a distance of 3 meters or more, into/onto a hazardous substance or object, water or another liquid and/ or into operating machinery, adequate Fall Protection System must be utilized.
- This system must include a CSA approved full body harness a shock absorbing lanyard, rope grab device, attached to a secured point and/or lifeline. This must be done in accordance with the manufacturer's specifications.
- No work shall be done at heights unless training in Fall Protection has been received and you have been authorized to do the work.



- Always follow established company procedures for working at heights.

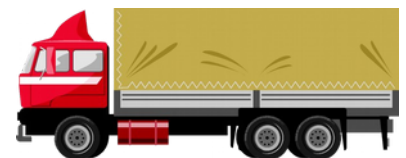
2 Equipment/ Machinery

- Only trained, authorized personnel are allowed to operate machinery or equipment and perform maintenance.
- When authorized persons are cleaning, setting up or making adjustments to machinery or equipment, they must ensure that the equipment is tagged/locked out (according to established procedures).
- Before starting a machine or power tool, ensure guards and safety devices are in place, adjusted and functioning properly and it is safe to start up the equipment. No one is to make any protective guarding ineffective.
- Do not use defective equipment or machinery, inform your supervisor immediately and your supervisor will arrange for the equipment or machinery to be serviced.
- Do not attempt to clear jammed machinery without first shutting off power (according to established procedures).
- Keep machines and equipment clean and report any leaks or other noticeable defects.
- If you are not familiar with the safe use of any machinery, tools or equipment, ask your supervisor for assistance prior to starting the task.

3 Operating Vehicles and Equipment

Only authorized personnel are to operate company owned, leased or rented vehicles

- Personal vehicles should not be used in operation areas unless permission to do so has been obtained.
- Drivers must carry a valid driver's license, operating ticket, and/ or Commercial Driver's License (CDL) as required for the vehicle being operated. If a CDL is required, the driver must also have a valid medical certificate.
- Do not drive while under the influence of drugs whether legal or not and / or alcohol.
- Drive company vehicles professionally and in accordance with traffic laws.



- Do not drive a vehicle or mobile equipment unless you are authorized to do so.
- Seatbelts must be worn by vehicle/ equipment operators and passengers in vehicles so equipped and used when operating the vehicle/ equipment.
- Passengers must have a seat and seatbelt in order to ride in/ on a vehicle or equipment.
- Employees must not be transported outside of the cab or inside of the cab if there is no passenger seat.



- Do not ride on forks, a load, rigging, hook, ball, bucket, shovel, and and/ or in a pickup bed.
 - Check that personnel have moved away from the vehicle before moving.
 - Refer to the owner's manual for safety and maintenance information specific to the vehicle or equipment.
- Look to the back and to both sides before backing up.
 - Look in the direction of travel when you begin to move.
 - Use a spotter or signal person to direct you when moving a vehicle or piece of equipment in high traffic areas, when visibility is limited or when backing up. A spotter/ signal person shall also be used to direct you around objects/ obstacles in "tight quarters". Agree on the signals to be used before moving the vehicle.
 - Back up vehicles slowly and with caution.
 - Fleet vehicles should be operated with headlights (low beams) on for higher visibility.
 - Regularly monitor gauges while operating the vehicle or equipment.
 - Obey traffic signs and regulations when operating a motorized vehicle. Costs for traffic citations issued while driving on the job are the responsibility of the driver.
 - Drive within the posted speed limits or at a safe speed based on driving conditions.
 - Focus on the work you are performing.
 - Maintain an awareness of vehicles/ equipment and personnel around the vehicle/ equipment you are operating.
 - Stunt driving and horseplay are not permitted.

- Do not stand or pass under elevated forks (unloaded) or an elevated load. Maintain control of the equipment, do not coast downhill.
- Secure equipment and tools before moving the mobile equipment.
- Do not drive over power conductors or drag loads over power
- conductors unless the conductors are properly bridged or otherwise protected.
- When operating mobile equipment, avoid standing water, debris on the road, spilled material, or other potential hazards.

4 Stopping and Parking Mobile Equipment

- Park in a legal, safe area that does not obstruct traffic, preferably on a level surface (when possible). If obstruction is unavoidable, set up traffic control to route traffic away from the parked vehicle/ equipment.
- If it is necessary to park on a slope, park with the wheels turned into a bank/ berm or block the wheels.
- Put gears into neutral or park.
- Activate park and/ or emergency brakes.
- If the vehicle/ equipment is equipped with a transmission lock, it shall be engaged when the vehicle/ equipment is parked.
- Drop hydraulic attachments to the ground.
- Dismount the equipment in a safe manner using the 3-point contact system.
- Remove the ignition keys and lock the doors before leaving the vehicle.
- Use flashers, flares or other visual warning devices when broken-down equipment is parked near or on a road and is a potential hazard.

5 Cellular Telephone Use

- Unless exceptional circumstances exist, avoid using wireless devices while driving in bad weather, road or traffic conditions that could reasonably be described as poor or unsafe.
- While driving on behalf of the company only hands-free devices are allowed.
- Cellular telephone use and or other wireless devices are prohibited on the project, see site supervisor.
- It is recommended to pull off the road and park away from traffic before making or answering a call.



- Turn the cellular telephones off while in potentially explosive atmospheres.

6 Reporting Traffic Accidents

- Stop your vehicle immediately. Do not leave the scene of an auto accident without identifying yourself and rendering appropriate assistance within your capabilities. Notify your Supervisor.
- Call 911 if required.
- Do not move injured persons unnecessarily. Unskilled handling may cause minor injuries to become serious.
- Place flares or other warning devices to warn other motorists of the accident scene. Direct traffic around the accident scene, if necessary, but do not endanger yourself or others in the process.
- Exchange information. The law requires that you give your name, address, vehicle registration number, insurance information, and (if requested) display your driver's license to the other driver.
- If you strike an unattended vehicle, leave a written notice containing name, address, telephone number, and circumstances.
- If you damage property along the highway, notify the person in charge.
- Report the accident as soon as possible to your supervisor.

7 Compressed Air

- Check splices and connections in air hoses prior to use and report unsafe conditions.
- *Never, under any condition, use compressed air to cool yourself or blow dust or other substances from clothing, body parts, equipment or the work area.*
- Compressed air should never be directed towards any other person.
- Eye protection must be worn when using compressed air.

8 Compressed Gas Cylinders

- Do not store, transport or move cylinders in a horizontal position.

- When lifting cylinders by hoisting equipment, a basket, cradle or similar approved device shall be used. Never lift a cylinder by its cap or with hooks ropes or slings.
- Full and empty cylinders must be strapped or chained firmly in place.
- Protective caps over the valve must be secured in place when the cylinder is not in use,
- Open valves slowly and completely.
- Never force a valve with a hammer or other tool.
- When not in use all valves should be turned off.

9 Welding and Cutting

- Welding equipment shall be used only by authorized personnel, and all required personal protective equipment shall be used.
- Only approved equipment in good condition shall be used, and any defects must be reported immediately. Frequent inspections should be carried out.
- Oxy acetylene torches must be equipped with a flash back arrestor and check valves.
- *Never, under any circumstance, shall butane lighters be used or carried.*
- Adequate ventilation must be provided
- Particular precautions must be taken prior to welding or cutting in dusty or gaseous locations.
- The area in which welding is being done should be clear of combustibles, screened off where applicable and have suitable fire extinguishers conveniently located.
- Never disconnect welder power source by means of the welding plug receptacle unless the system has been de-energized and the Lock-Out and Tag-Out Procedure has been followed.
- Cylinders should be handled with care and secured in an upright position. They should be stored neatly, with empty cylinder stored separately and clearly marked.
- Hoses and cables must be protected from any possibility of damage. In some cases it may be necessary to suspend them.
- Special care must also be used when working in confined spaces. All entries shall be made in conformance with the legal requirements and



Concourse Construction Corporation' established procedures. Special clothing should be worn, preferably fireproofed, but wool is acceptable.

- Never feed oxygen from the cylinder into a confined space.
- Welding or cutting must not be done on containers that have held flammable or poisonous substances until they have been thoroughly cleaned and safeguarded.
- When cutting, protect cylinders, hoses, legs and feet from torch flames and any molten steel and slag.
- Put stub ends of welding rods in a suitable refuse container.
- Never allow oil or grease to come in contact with oxygen, oxy-acetylene, equipment or hoses.
- Always remove an oxy-acetylene torch from a confined space when the torch is not in use.

10 Power and Hand Held Tools

- Keep tools, equipment and materials orderly. There should be a place for everything and everything should be kept in its place.
- Hand held tools must be inspected prior to each use. Never use tools or equipment with defective or worn parts and report all defects to your supervisor.
- Keep hand held tools free of grease and oil to ensure that they can be handled properly.
- Tools with “mushroomed” heads are dangerous and must be replaced or repaired.
- Do not carry sharp-edge or pointed tools in your pockets.
- Use tools that are of the proper size; never extend handles with pipe, etc.
- Pull on wrenches and do not push
- Use tools only for the purpose for which they are intended: for example, do not use a wrench as a hammer or a screwdriver as a chisel.
- All portable power tools must be equipped with a 3-prong plug, and be properly grounded, or be of an approved double-insulated type.
- Never place any tool or other loose object on stairways, catwalk tops of stepladders or any other position where they can fall and injure someone below, or cause someone to trip.



ensure
dangerous
your
extend

- Do not drop or throw tools or other materials from a ladder or other heights.

10.1 Circular Saws

- ensure blade guard is in place and working
- do not let the blade bind
- use the correct type blade
- make sure blade is tight in arbour
- use firm support for your work
- ensure there is no obstructions



10.2 Quick-cut Saws

- use firm support for your work
- ensure there is no obstructions
- ensure that the saw has a working guard on the blade.
- never hold materials in place with your feet.
- maintain control by always keeping two hands on the saw when it's running.
- avoid using the saw when you are in an awkward position or off-balance.
- never cut above chest height.
- only use disks for the materials they are designed to cut.
- do not apply excessive pressure to a disk when cutting.
- do not make long continuous cuts with dry cutting blades.
- replace damaged disks immediately.



10.3 Hammer

- strike squarely with the hammer striking face parallel with the surface being struck.
- when striking another tool (chisel, punch, wedge, etc.), the striking face of the proper hammer should have a diameter approximately 3/8" larger than the struck face of the tool.
- always use a hammer of suitable size and weight for the job. Don't use a tack hammer to drive a spike, nor a sledge to drive a tack.



- never use on hammer to strike another hammer or a hatchet.
- never use a striking or struck tool with loose or damaged handle.
- discard any striking or struck tool if tool shows dents, cracks, chips, mushrooming, or excessive wear.
- never regrind, weld or reheat-treat a hammer.

10.4 Screwdrivers

- make sure the tip fits the slot of the screw; not too loose or tight.
- never expose a screwdriver to excessive heat or cold.
- always discard a screwdriver with a worn or broken handle.
- never use a screwdriver on a workpiece held in your hand. A slip could cause serious injury.
- never depend on a screwdrivers' handle or covered blade to insulate you from electricity.
- vinyl covered blades are intended only as a protective measure against shorting out components.



10.5 Chisels

- keep both hands back of the cutting edge at all times when using chisels.
- always shield the cutting edge when not in use.
- always wear safety goggles when using a wood chisel.
- never place a wood chisel in your pocket.
- use the appropriate tool for prying and screwing, not a chisel.
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10.6 Knives

- always be sure that blades are properly seated in knives and that knives are properly closed and/or fastened together before use.
- never leave a knife unattended with the blade exposed. consider using a self-retracting knife with a spring-loaded blade which automatically retracts when the knife is released.



- always use sharp blades. A dull blade requires more force and is more likely to slip than a sharp one. Change the blade whenever it starts to tear instead of cut.
- protect your eyes - wear safety goggles when working with knives or any other tools.
- always keep your free hand away from the line of cut.
- when making cuts on a surface below you, stand or kneel to one side of the line of the cut.
- always pull the knife toward you when making a cut on a flat surface. A pulling motion is stronger and more positive than pushing the knife away from you, and the knife is less likely to slip.
- when using a straight edge to guide a cut, either clamp it down or keep your free hand well away from the cutting path of the knife. Be sure the straight edge is thick enough to prevent the knife from "riding up" over the edge and cutting you.
- don't bend or apply side loads to blades by using them to open cans or pry loose objects. Blades are brittle and can snap easily.
- when using a knife to cut through thick materials, be patient - make several passes, cutting a little deeper into the material with each pass.

10.7 Planes

- use bench planes for stock removal, smoothing rough surfaces, truing, and fine finishing.
- use jack planes or longer planes for longer length planing (i.e. doors) to produce a straight line.
- use block or trimming planes for end grain, where single handed working is required, and to dress up short work.
- for optimal cutting performance, place cutters in bench planes bevel side down and cutters for block planes bevel side up.
- always keep the blade sharp.



10.8 Powder Actuated Tools

- workers using these tools must have a current record of training (ROT), supplied by the manufacturer, with them and available for review.
- eye protection, hard hats and hearing protection must be worn.

- the tool must be inspected prior to use to ensure it is clean, operating freely, the barrel is obstruction free and there are no defects.
- this tool must always be stored in a locked container when not in use and must never be left unattended when out of its case.
- this tool shall never be pointed at anyone, whether it is loaded or not.
- only shells/ loads suitable for the application and manufacturer of the tool shall be used.
- misfired loads shall be placed in a water filled container and removed daily from site.

10.9 Air Compressors

- air from compressors should not be used to blow dirt/dust off skin or clothing, nor should they be used to clean work areas
- ensure that all hoses connected to the air compressor or the tools are adequately secured to prevent the connections from disconnecting under pressure (see manufacturer's requirements).



10.10 Gas/Diesel Powered Equipment

- never operate an internal combustion engine in an enclosed space unless appropriate ventilation has been provided. Accumulations of carbon monoxide can lead to serious injury and/or death.
- take appropriate measures when refueling generators and ensure the use of CSA approved fuel containers equipped with flame arrestors.
- when refueling, ensure that the generator is off and that there are no sources of ignition (no smoking in the vicinity). Always refuel outdoors.

10.11 Electrical Equipment

- report defective electrical equipment to your supervisor immediately.
- repairs or maintenance to electrical equipment must be performed by a qualified electrician.
- all electrical equipment must be effectively grounded.
- extension cords are to be maintained in proper working order (repair or replace damaged electrical cords).
- connections between electrical extension cords and power tools cords are not to be tied together with wire or other conductive materials.

- electrical panels must be elevated, mounted on a secure vertical surface, have a cover for the un-insulated parts carrying current, off the ground and located in an area where water cannot accumulate
- Ground Fault Circuit Interrupters (G.F.C.I.) must be used whenever outdoors or in damp locations unless the tools in use are double insulated.

10.12 Pneumatic Nailers

- always wear proper eye protection
- don't carry the tool with the trigger pulled
- never point the tool toward yourself or anyone else
- disconnect the air supply when the tool is not in use
- always use regulated compressed air
- read your operator's manual



10.13 Routers

- always wear eye & ear protection.
- follow router manufacturer's safety & use instructions.
- insert at least 3/4 of bit shank into the collet.
- use template guide collars whenever possible to reduce bit deflection.
- reduce router speeds for large bits.
- use a router table & fence whenever possible.
- adjust fence for a slight clearance between the guide bearing and the stock.
- for heavy stock removal, to prolong bit life and give a better finish, use multiple passes.
- pre-plough dovetail cuts with a straight cutter to remove the majority of the waste.
- before changing cutters, always unplug your router.
- always check bits for damage before use.
- when installing bits, always leave about 1/8" clearance from the collet bottom.
- always use a router table with fence when working with large diameter bits.
- always use sharp bits.



10.14 Sander

- ensure there is adequate ventilation
- keep hands away from abrasive surface
- check belt or disk condition before use
- sand on downward side of disk



10.15 Table Saw

- feed saw with your body to the side of the stock
- use with stock firm against the fence
- use saw blade guards remove rip fence for crosscuts
- use push stick or push block
- ensure correct blade type to match work being done
- inspect blade for sharpness or damage
- ensure blade comes to a stop before removing material
- use splitter and anti-kickback fingers for ripping



10.16 Band Saw

- fasten the machine securely to the bench or stand.
- read the owner's manual and understand the limitations of your particular machine.
- wear safety glasses or face shield.
- make sure all guards are in place, never run the saw with wheels exposed in case the blade should run off.
- set upper guide to 1/8" above stock being cut.
- ensure blade tension is set properly and the blade is tracking in the center of the wheels.
- hold stock firmly and flat on the table with your hands braced against the table.
- keep your hands to one side of the blade, not in line with it, don't force the material into the blade.
- use a fence and push stick to cut narrow pieces.
- keep the floor clear of clutter around the machine.
- do not back the stock away from the blade if the saw is in motion.



- feed with body to side of stock
- guard height at 1/8-inch clearance of material
- correct tension and type of blade
- use flat stock
- stop machine to remove scrap or pull out incomplete cut

10.17 Jointer/Planer

- ensure cutters bits are sharp
- check depth of cuts
- ensure hands do not pass over cutters
- use push stick for small pieces
- check all guards



10.18 Portable Grinders

- ensure all workers are properly trained on the safe use of grinders.
- ensure the tool is inspected prior to use, ensure the guard is on, there is a handle and the cord and disc are in good condition.
- ensure that grinding discs (8,500 r.p.m.) that are to be used on large grinders are not used on mini grinders (10,000 r.p.m.).
- ensure a face shield and safety glasses are used when operating the grinder.
- ensure there are no flammables or combustibles in the work area.
- if a hot work permit is required ensure it is enforced.
- ensure there is a proper fire extinguisher (at least a 4A 40BC).
- when mounting wheels, check them for cracks and defects.
- ensure that the mounting flanges are clean and the mounting blotters are used.
- do not over-tighten the mounting nut.
- before grinding, run newly mounted wheels at operating speed to check for vibrations
- ensure that the grinder is used in a manner for which it was designed.

10.19 Bench Grinders

- bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel.
- if the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
- check the tool rest for the correct distance from the abrasive wheel, maximum 1/8" or 3mm clearance.
- each time a grinding wheel is mounted, the maximum approved speed stamped on the wheel label should be checked against the shaft rotation speed of the machine to ensure the safe peripheral speed is not exceeded. A grinding wheel must not be operated at speeds exceeding the manufacturer's recommendations.
- the flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel, and must fit the shaft rotating speed according to the manufacturer's recommendations.
- do not stand directly in front of the grinding wheel when it is first started.

11 Safe Lifting Principles and Back Care

Improper lifting and/or bending techniques can cause strains and sprains. When possible, always use material handling equipment first (i.e. cranes, lift trucks, hand pump trucks, dollies or trolleys). If you are unsure of how to lift, handle or move an object safely or it is too heavy or bulky, ask for assistance.

11.1 Safe Lifting Techniques

When material handling equipment cannot be used, the following shall be followed:

- Assess the load (size, shape, weight, etc.)
- Assess the route for slip, trip and fall hazards.
- Keep your feet about shoulder width apart with one foot slightly forward for better balance
- Tuck chin onto chest and keep the elbows as close to the body as possible
- Tilt the object forward to test its weight



- Get a good grip and hold the object close to your body
- Keep lower back in its normal curved position and use your legs to lift.
- Turn with your feet - do not twist at the waist
- When possible, push rather than pull
- When performing lifts with more than one worker, communicate lifting commands. Lift and lower the load in unison.

12 Traffic Control

- Any worker who may be endangered by vehicular traffic, must protect themselves by;
 - ⇒ using proper personal protective equipment, including a vest that is reflective fluorescent and coloured red or orange
 - ⇒ placing warning signs, barriers, lane control devices, flashing lights or flares
 - ⇒ using appropriate signs to direct traffic
- Workers required to direct traffic must be competent and shall not perform any other work while directing traffic.
- Supervisor will be required to define the system (jobs specific) to be used for vehicular traffic control.



13 Mobile Powered Equipment

- Mobile powered equipment is only to be used by trained and authorized personnel.
- Mobile powered equipment must always be operated at safe speeds. Obey speed limits.
- Material-handling equipment is not to be used to transport or lift a worker unless so designed and equipped.
- Persons receiving or packaging materials must ensure that these materials have been stacked/ packaged safely and are properly identified. Ensure that drums, barrels or other materials are fastened and loads are properly stacked and secured before hoisting/moving/storing materials.

13.1 Lift Trucks

- Circle check your mobile powered equipment at the start of each shift. (Complete the Daily Mobile Equipment Inspection Checklist and forward this to your supervisor.)
- Travel at safe speeds at all times. Operators must obey all in-plant and yard traffic rules and signs. Remember that pedestrians always have the right of way.
- When approaching blind corners, stop - sound your horn and proceed with caution.
- Always maintain a clear view of your route, when this is not possible, use a competent signal person to assist you or if the load is too high to see over - drive in reverse.
- When traveling, maintain your forks in the lowered position (with or without a load).
- Do not exceed lifting limitations of equipment (as identified on rating plate).
- Passengers are not allowed on powered equipment.



When the lift truck is not in use, the following must be done:

- ⇒ park the vehicle in a safe location
- ⇒ shut off power
- ⇒ apply the hand brake
- ⇒ place the forks in the lowered position
- ⇒ remove the key
- Battery charging should only be performed by trained and authorized personnel. Safety procedures must be followed at all times.

14 Elevating Work Platforms

- Only trained and authorized persons may operate elevating work platforms.
- Must be inspected by a competent worker prior to use each day
- must be equipped with guardrails
- Must only be used on firm level surfaces

- Never move an elevating work platform unless all workers on the platform are using proper fall protection equipment attached to the platform
- Always ensure that the manufacturer's operating manual is on the site and readily available for your reference

15 Material Storage, Transfer and Disposal

- All materials are to be stored in an organized manner and in their designated storage area.
- When storing materials, as appropriate, light loads are to be placed on the upper shelves and the heavier loads on the lower shelves.
- Store hazardous materials in their appropriate location.
- Materials are to be stored in such a manner that they will not tip, fall or collapse.
- Access must be maintained to all emergency equipment, fire exits, electrical disconnect panels/boxes and aisles.
- Objects or materials, including scrap, are not to be protruding into aisle-ways or overhead into work areas.

16 Ladders

Only use ladders approved by your supervisor

The following ladder safety rules should be remembered each time a ladder is used:

- Never use defective ladders. Check rungs, rails, feet, etc. prior to each use
- Always stand ladders on a solid base and use the four to one (4 - up to 1 - out) ratio for the most effective and safest working angle
- Secure the ladder to prevent lateral movement



- Do not over extend your balance - move the ladder as is necessary
- Do not stand on the top step of a ladder
- All ladders must have safety feet, in good repair, appropriate for the surface
- Ladders are to be stored in a secure location

- Never paint ladders as this hides cracks and other defects
- Never carry items in either hand when ascending or descending a ladder. Hoist materials separately or carry tools attached to your belt
- Always face the ladder and maintain three point contact
- Long ladders should be carried by two people. When carrying a ladder, raise the front end to prevent striking someone in front of you or coming around a corner
- Warehouse ladders must have a proper locking device and easy rolling wheels
- Do not use boxes, chairs, shelves, etc. in place of a ladder or appropriate step stool
- Extend the ladder 900 mm (3 feet) beyond the surface.
- For jobs that require specific “ladders”, please see your supervisor.

17 Housekeeping

- All floors, aisles, stairways, exits, and access to emergency equipment are to be kept clean and free of obstructions at all times.
- Each employee is responsible for maintaining and cleaning their work area on a daily basis (more frequently if necessary).
- Wear appropriate PPE (i.e. cut resistant gloves, eye protection)
- All housekeeping must be done according to department specific requirements.



18 Fire Prevention and Protection



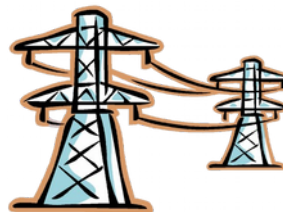
- Do not tamper with fire extinguishers, emergency equipment and/or block emergency exits, signs in the workplace or fire routes in the parking areas.
- When conducting open flame operations, ensure that fire extinguishers are readily available.
- Obey “No Smoking” signs.

- Do not use flammable materials where there is a potential heat source. Use in a well ventilated area.
- If a fire extinguisher or other piece of emergency equipment has been used or if this equipment is defective this information must be reported to your supervisor immediately for corrective actions.

19Cranes and Hoisting

- Only trained and certified workers shall operate cranes or hoisting devices.
- Log books shall be maintained.
- Never attempt to lift loads in excess of the load rating capacity.
- Never use the bucket, basket, load, forks, hook, or sling as a work place.
- Suspended loads are not to be passed over workers; it is the responsibility of both the operator and the workers.
- *Do not perform work under suspended loads*
- Do not pass between swinging loads and fixed objects.
- Keep clear of pinch points.
- Maintain control of loads/equipment being raised/ lowered, use tag lines if necessary.
- When necessary, use barricading devices to control pedestrian traffic in or near hoisting areas.
- No object including the crane boom or loads are to be brought closer to an energized overhead electrical conductor with a nominal phase-to-phase rating as set out below;

<u>Voltage Rating</u>	<u>Minimum Distance</u>
750 to 150,000 volts	3 metres (10 feet)
More than 150,000 to 250,000 volts	4.5 metres (15 feet)
More than 250, 000 volts	6 metres (20 feet)



- When unsure, *always assume that electrical power lines are live*
- Where required, a signal person (swamper) shall maintain radio communication with the operator of the crane and/or use standard hand signals to assist the crane operator. If at any point in time, communications are lost between the crane operator and the signal person, the operator must halt the operation until communications are restored
- Signal persons- must only perform signalling duties during hoisting
- Included in the appendix of these guidelines are the standard hand signals to be used by company employees

20 Utilities

20.1 Underground utilities

- Underground utilities such as gas, electrical, water and telephone must be located prior to digging. Utilities companies will locate and mark their underground services free of charge.

20.2 Locates

Prior to engaging in any excavating or trenching activities:

- Ensure that you have read and understood your locate. If you are unsure of any part of the locate contact your Local Service Provider to clarify.
- Ensure that the sketch of the located area matches the markings on the ground.
- Avoid damaging utilities by hand dig cautiously (with non-mechanical equipment) within one metre of the locate.
- Do not dig outside the area located on your locate sheet.
- Locates expire in 30 days. If you plan to dig after that date, contact the local Utility Company or Ontario One Call at 1-800-400-2255 (www.on1call.com)

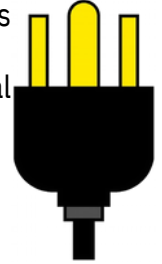
20.3 Overhead Power Lines

- Special precautions must be taken in and around overhead power lines to avoid contact and/or encroaching on the minimum allowable distances as outlined in Regulation 213/91 Section 186 (see below). Never allow equipment, machinery or yourself to come into contact with any electrical conductors. Always assume that electrical conductors are energized (“LIVE”).

21 Electrical Safety

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.



- Electrical work may only be performed by trained and authorized personnel.
- Prior to performing any maintenance or repairs on electrical equipment, authorization must be maintained and lock-out procedures followed to ensure de-energization of actual or potential sources of energy.
- 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 Supervisor).
- Report defective electrical equipment to your supervisor immediately.
- Access into electrical rooms and equipment is restricted to authorized personnel.
- Electrical panels and disconnects must not be covered by an object.
- All electrical cords and equipment must be effectively grounded or double insulated.
- Extension cords must be inspected and maintained in proper working order.
- Ground Fault Circuit Interrupters (GFCI) must be used outdoors or in damp locations.
- Overhead energized electrical conductors must be identified with the appropriate signage.

22 Confined Space

- *Only trained and authorized personnel may enter a confined space and must follow established procedures for entry and rescue.*

22.1 Definition

- "Confined Space" means a space in which, because of its construction, location, contents or work activity therein, the accumulation of a hazardous gas, vapour, dust or fume or the creation of an oxygen-deficient atmosphere may occur.

Confined Spaces may include:

Hoppers

Sewers

Silos

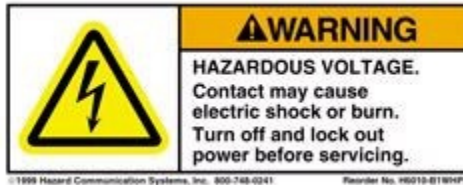
Bins

Pits/ Trenches

Supervisors will:

- Identify and authorize when and where work requires the entry into a confined space.
- Appoint a competent person to supervise the operation at all times.

23 Lock-out/ Zero Energy Requirements



- *Only trained and authorized personnel are to perform lock-outs.*
- A specific procedure must be prepared to ensure the health and safety of all workers affected by or required to lock-out, block-out, and/ or blank-off a potential source of energy or work with live electrical components.

23.1 Definition:

- "Energy Control" - means to neutralize all potential sources of energy or power in the equipment/ machinery to be worked on. No part of the equipment should be capable of inadvertent activation or movement, which may lead to personal injury. Removing a fuse, closing a valve or turning a switch is not an acceptable isolation from the energy source.

23.2 Be Aware of All Potential Energy Sources:

Hydraulic

Pneumatic

Thermal

Electrical

Gravitational

Residual

Chemical

Radiation

Refer to specs

- It is the responsibility of the person conducting the lock-out and their supervisor to identify when and where the work may require de-energization and isolation of an energy source. The supervisor must also identify how sources of energy will be de-energized, brought zero energy state and locked out of service.



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- *Under no circumstances shall a worker remove any lock and tag other than their own.*

24 Prescription Drugs and Non-Prescription Substances

If you are using prescription, over-the-counter drugs or non-prescription drugs or narcotics (including but not limited to: cold medicine, narcotics or cannabis, which would affect your ability to work safely notify your supervisor prior to starting work and an appropriate work plan will be arranged. Preferably use “non-drowsy” over-the-counter medication.

Drugs and Alcohol

Reporting to work under the influence of drugs or alcohol and/or the consumption or use of alcohol, illegal drugs, or legal drugs will not be permitted anywhere in the facility/project, on company property and/or while operating company owned vehicles. *Infractions may result in disciplinary action or termination of employment.*

25 Temperature Extremes

Hot Weather



- during hot/humid weather conditions, it is important to take the following precautions;
- wear clothing that will keep you cool
- drink plenty of water to ensure that you remain hydrated
- when a heat alert is in effect, take frequent breaks to remain cool (follow the established safety plan)
- prevent harmful exposure to the sun by wearing clothing to cover the skin and utilizing sun screen with high UV protection.

Cold Weather



- during cold weather conditions, it is important to wear;
- layered clothing
- clothing that will keep you warm
- clothing that provides protection from wind and water

- When wind chill exposure is a factor, ensure that skin exposure is limited to the elements (cover your ears, fingers, face, etc.) and do not stay out in the elements for prolonged periods of time.

26Office Safety

- Workstations (desks, chairs, computers, etc.) should be adaptable and adjusted to suit the user. Where possible, the work area should be positioned to prevent glare on terminals and accommodate operator access and mobility.
- Vary the work tasks - do not remain in one position for extended periods. To reduce fatigue and stress take regular exercise breaks; walk around, stretch the fingers, hands, arms, neck and back and refocus your eyes.
- Use task lighting when reading or other “fine” work is being performed. Report flickering fluorescent lights.
- The distance between written documents, the screen and the operator’s eyes should be the same to prevent the need for refocusing the eyes, which causes eye strain and fatigue.
- The work surface should be kept clear of excess materials. Sharp edges or burrs on desks, chairs or counters, etc. should be smoothed so they do not cause slivers or cuts.
- Waste baskets, files, boxes and other office equipment should be kept out of walkways. Broken tiles, loose rugs or carpets and extension cords are to be repaired/ secured so they do not present a tripping hazard.
- Be cautious of hot surfaces and shock potential when operating/ servicing equipment.
- Wipe up any spilled liquids, which could pose a slipping hazard.
- Filing cabinets - heavy contents are to be stored on the bottom shelves to prevent tipping. Always fill bottom shelves first.
- Desk and file drawers should be easy to open but must remain closed when not in use. Records and files should be stored in easily accessible locations where bending or overreaching are minimized.
- The most commonly used items should be stored at about waist level. A ladder or step stool with proper feet and locking mechanism must be used when reaching for objects or storing objects overhead.



- Use proper back care and lifting techniques when lifting supplies, files, etc. or when moving office furniture.
- All electrical cords should be in good repair with the ground plug intact and extension cords must not pose a tripping hazard. Do not overload electrical outlets. Do not run electrical cords under rugs or carpets.



Senior Management Continuous Improvement Plan

Purpose

To develop and implement a formal continuous improvement program to organize and guide the company's health and safety processes.

Scope

Applies to all employees of Concourse Construction Corporation

Procedure

The company continuous improvement program will address all of the following

1. Goals with target dates and assigned responsibility
2. Allocation of people, time and financial resources
3. Senior management approval and support
4. A plan that is relevant to the company's current needs
5. Schedule of progress reviews and distribution of progress reports to management and employee notice boards
6. Celebration and recognition of success as goals are achieved

The continuous improvement plan will not only include planned upon goals but also goals that are achieved on top of the formal written plan. i.e. training completed that was not originally planned for the plan year.

Communication/Training

Reports to be distributed to senior management after each review meeting, supervisors will communicate the plan to all employees through toolbox meetings or safety talks.

Evaluation

Will be done on an annual basis, the evaluation will include a review of incident/injury history.

Senior Management Health and Safety Trends

Purpose

The purpose of a Health and Safety trends review is to review any patterns or trends in the workplace and take corrective action if necessary.

Scope

Applies to the senior management team. A review of Concourse Construction Corporation' Health and Safety trends will be done on an annual basis.

Procedure

The Health and Safety coordinator will prepare the trends review for the senior management team.

The following documentation will be reviewed when developing the Health and Safety trends review:

1. Injury and illness causes
2. All workplace Health and Safety inspections for the year.
3. Hazard reports if any.
4. Work refusal reports
5. Recommendations from the safety representative or any others employees.
6. Workplace Safety and Insurance Board injury and illness summary (available from WSIB)

The Health and Safety coordinator will create a summary of all injuries, near misses, property damage and review patterns of occurrence. The report will take into consideration: injury type, time of year, time of day and type of equipment.

Communication/Training

Report to be distributed to senior management. Supervisors will communicate the results (if any) to all employees through toolbox meetings or safety talks.

Training

Training is not a necessary component of this element.

Evaluation

Will be done on an annual basis, the evaluation will include a review of all trends.

Senior Management Response to Health and Safety

Purpose

For the senior management team at Concourse Construction Corporation to respond to any written recommendations from the worker Health and Safety representative within 21 days of receiving the written recommendation.

Scope

The procedure applies to the senior management team at Concourse Construction Corporation Standards/Procedures.

Upon receiving a written recommendation from the worker Health and Safety representative, senior management will respond in writing within 21 days.

The management response will be completed using the Management Response to Worker Rep recommendation Form. The original will be sent to the worker representative, copies to the management representative and the Health and Safety coordinator. If management accepts the recommendation(s), a timetable for action must be outlined and provided to the health and Safety representative. The response must also include actions taken and actions to be taken. If management decides against acting on the Health and Safety representative Recommendation, reasons must be given in writing, on the Management Response to Worker Rep Recommendation Form.

Roles and Responsibilities

See the above standard/procedure for the roles and responsibilities of all parties.

Communication /Training

Communication of the senior management response to any recommendation will be done via the Health and Safety notice board and when on site the communication will be done through safety talks done by the immediate supervisor.

Training on the recommendation process will be done for all safety representatives, either in their certification training or through their safety representative roles and responsibilities training program.

Evaluation

Evaluation of the recommendation procedure/process will be done on an annual basis or as needed through the use of the procedure.

Additional Resources

The following are located in the Appendix and Forms Section:

Worker Rep Recommendation Form

Management Response to Recommendation Form

Reference Materials

OHSa Section 9 (20) and (21)

WSIB- Basic Certification Manual

Senior Management Communication Program

Purpose

To communicate health and safety information both on the job and off the job to all the employees of Concourse Construction Corporation

Scope

This procedure applies to all employees of Concourse Construction Corporation

Standards/Procedures

Health and safety information is an important aspect of the Concourse Construction Corporation's health and safety program.

The following are the methods that we will use to communicate health and safety information and materials:

Safety Meetings

Training sessions

Payroll inserts

Safety Talks

Bulletin Boards

Any meetings, safety talks, tool box talks etc. will require a sign-in sheet or list of all in attendance to ensure that the message is communicated to all employees.

On the job health and safety topics will include:

Job Site Safety/Housekeeping

Ladder Safety

Lockout/Tag Out

Emergency Evacuation

Manual Lifting/Back Safety

Fall Protection

Personal Protective Equipment

Off the job health and safety topics will include:

Heat Stress/Sunscreen Wellness Initiatives Vehicle Safety/Winter driving Personal Health and Safety Health and Safety at Home Recreational Health and Safety Drinking and Driving

Roles and Responsibilities

It is the responsibility of senior management and the health and safety coordinator to develop the health and safety communication program, provide relevant information and provide the venue for the communication of the program.

Communication

It is the responsibility of the health and safety coordinator, health and safety representative, senior management and supervisors to communicate health and safety information.

It is the responsibility of all employees to attend all health and safety communication sessions.

Evaluation

The health and safety communication program will be evaluated on an annual basis or more frequently as necessary through communication with Concourse Construction Corporation employees.

Reference Materials

Safety Talks Books

Pamphlets, Internet Information, Health Canada

Senior Management Integrates Health and Safety

Purpose

To ensure that the Concourse Construction Corporation' health and safety program applies to all portions of the workplace.

Scope

This procedure applies to senior management, health and safety coordinator and any other source used to provide training and information to the employees.

Standards/Procedures

The health and safety program should involve all employees of Concourse Construction Corporation in:

1. Workplace inspections.
2. Appropriately trained personnel.
3. Management duties as described in the Concourse Construction Corporation' health and safety program.
4. Thorough investigations of all incidents.
5. Site and head office compliance with all the above.
6. Participation of all employees including all senior levels of management.

Roles and Responsibilities

It is the role of senior management, with support from the health and safety coordinator, to ensure that all employees are included in training/communication sessions and are given the opportunity to participate in the health and safety program.

Communication

Senior management is responsible for the complete implementation of the health and safety program.

Evaluation

Evaluation of integrating health and safety into all aspects of the organization will be done annually, either by an internal or external audit of the effectiveness of the program.

Senior Management

Purpose

To ensure that all senior management schedule and perform workplace inspections on a quarterly basis.

Scope

The procedure applies to the whole senior/executive management team.

Standards/Procedures

Through one of the following or an equivalent method:

- Personal tour of the workplace.

- Inspect with management.

- Inspect with the worker representative.

- Inspect with both supervisor and worker representative.

Inspection should concentrate on critical or important Health and Safety items (not a comprehensive inspection).

Roles and Responsibilities

All senior management inspections will be scheduled and documented.

Note: Senior management cannot delegate their responsibilities; they must perform and document the inspections themselves.

Communication

Communication will be done by posting the completed inspection on the facility Health and Safety board.

Training/Implementation

All executive management will attend a formalized training program on workplace inspections or hazard identification. The implementation will be the performance and documentation of the

workplace inspections.

Evaluation

The procedure will be evaluated on an annual basis during the review of the Health and Safety program.

Program Reviews and Changes Recorded

Purpose

To ensure that Concourse Construction Corporation Health and Safety program is reviewed/ revised on an annual basis.

Scope

Initially applies to the senior management team and the Health and Safety coordinator and when complete it applies to all employed by Concourse Construction Corporation

Standards/Procedures

Health and Safety Program documents receive an identifier.

There is a master copy.

There is an annual audit of the Health and Safety program documents to ensure they are:

Current within 12 months

Uniform

Complete

Record all program reviews and/or changes

Revised documents are distributed to all Health and Safety program holders

Roles and Responsibilities

Senior management and the Health and Safety coordinator must ensure that all documentation indicates the following:

Date of issue

Date of review/revision

Approving party

Communication

When the review/revision is complete, if there are any changes, these changes will be issued in writing to the Health and Safety program holders and they will then be communicated to their appropriate staff using either training sessions or tool box talks.

Training

All staff upon 3 weeks of hire will go through extensive Health and Safety training, which will include training in the Concourse Construction Corporation Health and Safety program. All review/revisions will be communicated to all staff using training sessions or tool box talks.

Evaluation

Evaluation will be done by the Health and Safety coordinator through a yearly audit of the Health and Safety program.

Reference

OHSA Section 25.2 & WSIA Section 82 and 135

Early and Safe Return to Work

Purpose

This program is to afford modified duties to all injured/ill employees at Concourse Construction Corporation. The following pages will show and ensure that we are able to supply modified duties to all employees fairly.

Scope

Concourse Construction Corporation in collaboration with its employees has implemented a modified duty program. The program will assist in promoting a timely return to work of employees with work related injuries/illnesses. The program will reduce the impact of workplace safety and insurance costs.

Definition of Modified Duty

Modified duty is the modification of an employee's position that allows for the employee to carry out the work assigned within the employee's capabilities.

Principles of Modified Duty

Concourse Construction Corporation recognizes that the temporarily disabled employee can and should be performing meaningful productive employment. The modified duty program gives structure and organization to this principal and recognizes the employers and employees joint responsibility to participate in the rehabilitation of the employee.

Specifically:

The work must be productive and the result must have value.

The work provided must not aggravate the employee's disability.

The employee's disability must not constitute an additional hazard to the employee or fellow employees while performing the duties assigned.

The work must assist the employee in returning to their original position if possible.

The duration of the modified duty will be determined at the commencement of the program wherever possible.

Prior to starting the modified duty, the employee and Concourse Construction Corporation will sign an agreement with respect to the hours of work, the reporting requirements and the nature of

the modified duty position.

The employee's physician statement and the requirements of the employer will be reviewed for the modified duty position.

The employee will be required to schedule appointments and therapy at reasonable times so as not to conflict with Concourse Construction Corporation's timetable.

The employee is required to supply medical progress reports every two weeks or as frequently as may be needed.

Responsibilities

To provide a fair and consistent rehabilitation policy for injured employees on or off the job or disabled due to illness or injury

To provide a meaningful employment for temporary disabled employees and promote modified duties.

To facilitate communication between the department, the employee, the treating agency of the employee, and Concourse Construction Corporation

To assist in the modification of the workplace

To involve the work forces and ensure co-operation from all parties

To explain the objectives and requirements

Department:

To determine in consultation with the supervisor or designate, if the position can be modified

To monitor the progress of the employee's modified duties through regularly scheduled meetings with the employee and supervisor. Ensure medical follow-up is obtained on schedule defined by Concourse Construction Corporation. The schedule of the meetings can be decided on a case-by-case approach.

To liaise with the employee's treating agency and other agencies when required.

Meet with the employee and establish goals and objectives. These will be established and agreed upon by the employee, department and Concourse Construction Corporation

To develop in consultation with the employee's treating agency, Concourse Construction Corporation, the employee and the immediate supervisor a modified duty program.

To ensure that there is no conflict with any company rules and/or regulations.

Determine and maintain medical monitoring and treatment with the use of the Functional Abilities Form. The frequency of medical contacts can be determined on a case-by-case basis.

Immediate Supervisor:

To advise the employee of the availability of the modified duties or transitional work program

and provide the required forms.

To assist in the creation of, and support the employee's, modified duty program.

To maintain communication with the employee on modified duty and monitor the progress and the effectiveness, on an individual case-by-case basis

To inform other employees in the department of program goals

To communicate and assist in the evaluation of the program's effectiveness, regular meetings are to be scheduled with the employee.

Communicate with the injured worker; document the communication (i.e. log).

This communication is to be on a regular basis. (At least once a week or as frequent as may be required)

The Employee:

To maintain regular contact with the supervisor

To take an active role in developing their modified duty program

To communicate any concerns to their immediate supervisor/manager any concerns or problems. By doing this any problems could get ironed out early in the program.

To obtain the necessary forms from the treating agencies as may be required by Concourse Construction Corporation. The employee may be responsible for the costs of any forms that are required.

To ensure that other scheduled rehabilitation activities such as physical therapy or doctor's appointments are continued while on modified duty. These appointments are to be arranged whenever possible during non-working hours.

To cooperate with all requests for documentation as required by The Workplace Safety and Insurance Board (WSIB) and Concourse Construction Corporation

Health Care Provider:

To provide up-to-date medical attention

Fill in the forms as requested.

Act as a resource.

Workplace Safety and Insurance Board:

Process a claim in a timely manner.

Act as a resource.

Follow the Workplace Safety and Insurance Act.

Workplace Safety and Insurance Board Reporting Requirements:

Report any wage changes in a timely manner.

Changes in duties/duration of the program

Failure to cooperate by the employee

End of the program.

Additional Resources

WSIB Functional Abilities Form

Spill Response Plan

Spill Prevention & Emergency Response Plan Emergency Contact Information

Onsite Emergency Contact(s)

Rob Di Toro - 416.545.7627
Egidio Di Toro - 416.545.7627

Emergency Response Contact(s) Fire/Paramedics/Police: 911

Ministry of Environment and Climate Change's Spills Action Center:

* 1-800-268-6060 (toll-free, province-wide, 24/7)

* 416-325-3000 (Toronto area)

* 1-855-889-5775 (TTY)

Local Emergency Medical Facility

Safety Data Sheets

Head Office
Crew Vehicles

Hazardous Substance Management:

All hazardous substances, including chemical wastes, are to be managed in a way that prevents release. The following general requirements are to be followed. They include:

- *Container Management:*
 - All hazardous substance containers must be in good condition and compatible with the materials stored within i.e.: gasoline and diesel.
 - All hazardous substance containers must be accessible and spacing between containers must provide sufficient access to perform periodic inspections and respond to releases.
 - Empty hazardous substance containers (drums) must have all markers and labels removed and the container marked with the word 'empty'.
 - Any spills on the exterior of the container must be cleaned immediately.
 - Flammable materials stored or dispensed from drums or totes must be grounded to prevent static spark.
 - Do not overfill waste drums. 4" of headspace must remain to allow for expansion.
 -
- *Good Housekeeping:*
 - All hazardous substances must be stored inside buildings or under cover;
 - Store hazardous substances not used daily in cabinets, or in designated areas;
 - All chemicals that are transferred from larger to smaller containers must be transferred by use of a funnel or spigot.
 - All hazardous substance containers should be closed while not in use;
 - Use drip pans or other collection devices to contain drips or leaks from dispensing containers or equipment;
 - Implement preventative maintenance activities to reduce the potential for release from equipment;
 - Immediately clean up and properly manage all small spills or leaks;
 - Periodically inspect equipment and hazardous substance storage areas to ensure leaks or spills are not occurring;
 - Use signage to identify hazardous substance storage or waste collection areas;
 - Keep all work areas and hazardous substance storage areas clean and in good general condition.
 - Maintain one location while on commercial and residential sites to store and transfer flammable materials.

Secondary containment:

Secondary containment – general: Containment systems should be installed around all liquid chemical or waste storage containers to collect and contain a leak, spill or overfill from the tank, connections, vents or pressure relief devices. Containment systems should be designed such that the horizontal trajectory of a potential leak from a tank will be confined within the impoundment.

As a guide, the perpendicular distance from the tank face to the top of the inside face of any containment should be a minimum of half the height of the tank above the top of the containment wall. The secondary containment system should isolate and protect the tank from vehicular traffic, fire, and spills of incompatible materials that might occur in adjacent storage or work areas. Containment areas may be emptied manually, by pumps or by ejectors. However, all should be manually activated and the condition of the accumulation should be examined before starting to be sure no contaminants will be discharged into the environment. Accumulations from a secondary containment system should be treated or decontaminated in accordance with local requirement for discharges to sanitary sewer or other tank.

- In accordance with the site certificate of approval and sector specific Effluent Monitoring. Contaminants should be sized so as to provide a minimum impoundment volume equal to the greater of 110% of the volume of the largest tank, 100% of the volume of the largest tank plus the greater of 10% of the volume of the largest tank or 10% of the aggregate volume of all remaining tanks.
- Construction Requirements: All containment areas should be structurally sound, impermeable and able to withstand chemical deterioration and structural stresses from internal and external causes. Contaminants in flood plants should be designed and constructed to withstand structural damage and overtopping by 1 in 100 year runoff or a storm event. The secondary containment system should be designed and constructed, coated or lined with a permeability rate to the material stored of 1×10^{-6} cm/sec or less and be chemically compatible with the contents of all tanks within the containment area. Tank containment systems should not be located over any existing piping or drainage system whether active or inactive. The floor of the containment should have a minimum slope of 1.5% towards a sump to ensure that any runoff or spilled material will be contained. There should be no sewer connections from any containment area, other than through the containment valve. There should be no piping through the basin floor. If a synthetic liner is used as a secondary containment system, synthetic liners should be at least 60 mm in thickness and should be made of a material that will not deteriorate in an underground environment. All punctures, tears or inadequate seams in the liner should be repaired prior to backfilling. The liner should be installed with a slope to the sump of at least 1.5%. All contaminants should be equipped with a sump with a minimum capacity of 1.5 m³ from which runoff or spilled material may be pumped or drained by means of a containment valve. Containment valves should be locking position indicator valves. They should be normally locked in the closed position with access restricted.

Marking/labeling:

- Ensure all hazardous substances, including chemical wastes, are properly marked and labeled in accordance with all federal, provincial and regional regulations.
- Ensure that hazardous substances transferred to small containers are marked with the chemicals name (example- "Isopropyl Alcohol") and hazard (example-

“Flammable”).

Employee Training: All employees must receive periodic training on the proper handling of hazardous substances; spill prevention practices, and emergency response procedures. Training must include a review of the spill prevention and emergency response plan, and a review of location and use of emergency response equipment. Training can be recorded through safety committee meetings, staff training logs, or other equivalent record keeping.

Hazardous Substance Inventory: An inventory must be maintained for all hazardous substance stored in the workplace and/or list of locations where non-bulk hazardous substances are stored (flammable lockers- Shop location – Including rental or otherwise floor).

Spill Response Equipment: Spill response equipment must be maintained and located in areas where spills are likely to occur. Spill kits should provide adequate response capabilities to manage any anticipated spill or release. The following general requirements are to be followed: They include:

- Stock spill clean-up kits that are compatible with the hazardous substances stored on site;
- Locate spill kits in areas where spills are likely to occur (loading docks, chemical storage areas, locations where hazardous substance are being transferred);
- Concourse Construction Corporation Spill kits should be sized to managing an anticipated release (spill equal to the largest container);
- Emergency response equipment should be inspected periodically to ensure that the spill kit is complete.

Spill Response, First Aid Equipment and Fire Alarm Location(s):

Locations	Spill Equipment Content/Inventory
	Shop location – Including rental or otherwise Floor Absorb-all, spill pads and socks
Shop location – Including rental or otherwise Floor Kit	Eye Wash Station, First aid
Office	2 Fire extinguishers, one at front door, one in estimator room
Shop location – Including rental or otherwise Floor cardinal direction and at exits	5 Fire Extinguishers, each
Shop location – Including rental or otherwise Floor Main Door and Main Entrance Fire Alarm Panels.	–

Emergency Response Plan:

The Emergency Response Plan is a facility specific plan for dealing with emergencies and shall be implemented immediately whenever there is a fire, explosion, or release of a hazardous substance that threatens human health or the environment. The emergency response plan shall

be reviewed and immediately amended whenever:

- The plan fails in an emergency;
The facility changes in its design, construction, operation, maintenance, or other circumstances in a way that increases the potential for fire, explosions, or release of a hazardous substance;
- The list of emergency contacts change; or
- The list of emergency equipment changes.

Response actions in the event of a spill or release:

In the event of a hazardous substance spill or release, immediately take the following measures to keep the spill from entering sewer or storm drains, spreading off-site, or affecting human health. In all cases caution and common sense must be maintained with the primary goal being to prevent and/or limit personal injury.

Stop, contain, and clean up the chemical spill if:

- The spilled chemical and its hazardous properties have been identified;
- The spill is small and easily contained;
- Responder is aware of the chemicals' hazardous properties.
- Adequate P.P.E is worn to handle the material.

If a spill or release cannot be controlled or injuries have occurred due to the release the following procedures should be implemented:

- Summon help or alert others of the release;
- Evacuate immediate area, and provide care to the injured- Call 911;
 - If potential fire or explosion hazards exist initiate evacuation procedures- Call 911;
- Respond defensively to any uncontrolled spills:
 - Use appropriate personal protective equipment when responding to any spill;
 - Attempt to shut off the source of the release (if safe to do so);
 - Eliminate sources of ignition (if safe to do so);
 - Protect drains by use of absorbent, booms or drain covers (if safe to do so).
- Notify onsite emergency contact(s);
 - Notify other trained staff and/or Health and Safety Manager to assist with the spill response and cleanup activities;
- Coordinate response activities with local emergency personnel (fire department);
 - Be prepared to provide MSDS information to fire department, EMT, hospital or physician;
 - Notify appropriate agency if a release has entered the environment. Refer to Notification and Reporting section for reporting thresholds.

Evacuation Procedures

In the event of a hazardous substance release that has the potential for fire, explosion or other human health hazards the following procedures will be implemented:

- Facility staff will be notified of evacuation by one or more of the following method(s): Verbal, Alarm(s), Intercom s.
- Notification to emergency services will be performed- Call 911.
- Facility staff will follow predetermined evacuation routes and assemble at designated areas. Evacuations maps are displayed at exits throughout the facility.
- Individuals responsible for coordinating evacuations must confirm if the business has been completely evacuated by conducting a head count at the assembly area.
- Facility staff will be made familiar with evacuation procedures during new employee orientation, and annual trainings thereafter.
- Designated emergency response contacts will coordinate all activities with outside emergency personnel.

Spill Cleanup and Disposal:

In the event of a hazardous substance release spill cleanup; materials are to be properly characterized to determine if it designates as a hazardous waste. The designated onsite emergency contact, with the assistance of The Ministry of Environment and Climate Change, and other resources will determine the wastes status prior to disposal.

Reporting a Release:

If a hazardous substance spill has been released to soil , surface water , drains or air the following notifications (within 24-hours) must be performed: ————— ————— ————— —————

- Fire Department (any release that poses an immediate threat to human health, property or the environment):
 - Ministry of the Environment and Climate Change (agency release; notification performed within 24-hours):
 - Spills Action Centre (1-800-268-6060)
- Spills Action Centre

When reporting a release; prepare to provide the following information (use spill report form):

1. The names and telephone numbers of everyone who was contacted to respond to the discharge, including any fire department, police department or other public authority.
2. The duration of the discharge and whether the discharge is continuing.
3. The pollutants discharged, the quantity of pollutants discharged and, if the pollutants contain any substances associated with known hazards, the name of each such substance and a description of the associated hazard.
4. If the person is a regulated person, an indication of whether the pollutant contains a toxic substance as defined in section 2 of Ontario Regulation 222/07 (Environmental

Penalties), made under the Act.

5. The location of the source of the contaminant.

6. Any relevant information regarding the cause of the discharge, if known, and the circumstances surrounding the discharge.

7. If the cause is not known, the person's assessment of the most likely cause based on the best information available and an explanation of steps that have been taken or will be taken to determine the cause.

8. A description of any adverse effects that occurred or may occur.

9. A description of any conditions that aggravated or mitigated the adverse effects mentioned under paragraph 8, or that may do so, including,

i. weather conditions, and

ii. surface water and groundwater conditions, including flow rate and water level, if the discharge is into or in any waters, as defined in subsection 1 (1) of the *Ontario Water Resources Act*, or on any shore or bank of them or into or in any place that may impair the quality of any such waters.

10. If the discharge of the pollutant is to other properties, whether the owner or occupants of the properties affected by the discharge will provide access to a person who is required under the Act or by an order to take steps to prevent, eliminate or ameliorate any adverse effects that are caused or may be caused by the discharge.

11. Any other pollutants that were or may be discharged into the natural environment as a result of the incident that gave rise to the notification and any adverse effects that resulted or may result from the discharge of such pollutants.

12. If the discharge is a spill, any actions that were taken or will be taken to satisfy the duty under section 93 of the Act and, if the discharge is not a spill, actions that were taken or will be taken to prevent, eliminate or ameliorate any adverse effects identified under paragraphs 8 and 11, if any.

13. The name and telephone number of every person responsible for carrying out an action referred to in paragraph 12.

14. A description of any circumstances, including weather or traffic conditions, that may interfere with an action referred to in paragraph 12. O. Reg. 225/07, s. 7.

Hazardous Substance Inventory

<u>Hazardous Substance</u>
All Flammable are stored in the Shop location – Including rental or otherwise area
All Cylinders are stored in their respective Cylinder storage cages outside.

Facility Map:

Include emergency exits routes, fire alarms, fire extinguishers, spill response equipment and first aid stations (eye wash, first aid kits, etc.) – Posted at All Exits in the Concourse Construction Corporation.

Fall Protection Plan

Purpose

Concourse Construction Corporation is committed to providing a safe work environment for its employees and preventing occupational injuries due to falls. Fall Protection is an integral part of our commitment to a safe work environment. Any time a worker is exposed to a fall hazard there will be a procedure and equipment to reduce and/or eliminate the hazard of working at height.

Fall Protection shall be achieved through a hierarchy of controls that will involve all levels of management, Shop location – 835 supertest road, Suite 200 supervisory and field personnel.

This hierarchy shall be:

- Identification of hazards
- Elimination of hazards through engineering (design) and procedural practices
- Control and mitigation of hazards through prevention and restraint systems
- The use of fall arrest

Scope

Workers shall be expected to assess the risks associated with a task and ensure that proper mitigation is in place to protect them while climbing and working at heights. Where a worker is unsure of the methods, equipment or procedures to reduce the risk they are to seek direction from their supervisor. The application of this policy shall be outlined within the fall protection plan and

shall be the

responsibility of every worker within the company. This policy is supported by the highest levels of management and shall be enforced without exception. It is the intention of Concourse Construction Corporation to reduce and ultimately eliminate any injuries resulting from working at height. It is the duty of all personnel employed by Concourse Construction Corporation to

report to their

supervisor, manager, safety representative, or member of the safety committee as soon as

possible, any hazardous conditions, injury, accident, or illness related to the workplace.

In addition, employees must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by Concourse Construction Corporation

Concourse Construction Corporation recognizes the employee's duty to identify hazards and supports and encourages employees to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.

This Policy Shall:

- 1 Provide definitions for terms used within this policy
- . Determine obligations for the use of fall protection
- 2 Discuss Concourse Construction Corporation obligation to train employees in fall protection
3. Outline the Concourse Construction Corporation fall protection plan;
 - a) Discuss the proper selection of a harness
 - b) Determine the standards for fall protection equipment
 - c) Identify the capabilities and usage of anchors
 - d) Outline the proper use of temporary horizontal lifelines
 - e) Determine the guidelines for inspection and maintenance of fall protection equipment
 - f) Provide terms for the removal of fall protection equipment from service
 - g) Outline risk identification processes for falls from the same or different levels
 - h) Determine the proper selection and use of fall protection equipment
 - i) Outline the policy and procedures for a rescue from heights
 - k) Determine proper reporting and logging procedures for accidents involving falls

1. Definitions

For the purposes of this Policy, the following definitions will apply:

- Anchor - a secure point of attachment for a lifeline or lanyard
- Control zone– The 2-metre border around the edge of a flat roof or platform
- Fall Arrest System - a system that will stop a worker's fall before the worker hits the surface below
- Fall Protection System-
 - a) A fall restraint system
 - b) A fall arrest system, or
 - c) Work procedures that are acceptable and within regulations to mitigate the risk of injury to a worker from a fall
- Fall restraint system - a system to prevent a worker from falling from a work position, or from traveling to an unguarded edge from which the worker could fall
- Full body harness - a body support device consisting of connected straps designed to distribute the force resulting from a fall over at least the thigh, shoulders

and pelvis, with provision for attaching a lanyard, lifeline or other components

- Horizontal lifeline system - a system composed of a synthetic or wire rope, installed horizontally between 2 anchors, to which a worker attaches a personal fall protection system
- Lanyard - a flexible line of webbing, or synthetic or wire rope, that is used to secure a safety belt or full body harness to a lifeline or anchor
- Vertical Lifeline - a synthetic or wire rope, rigged from one or more anchors, to which a worker's lanyard or other part of a personal fall protection system is attached
- Personal fall protection system - a worker's fall restraint system or fall arrest system composed of:
 - a) b) the full body harness and a lanyard, lifeline and any other connecting equipment
 - c) d) an individual to horizontal lifeline point of system
- Safe zone- An area (inside the control zone) where it is safe to work. It must be clearly marked, so all people on the roof can see it

2. Control Zone

The majority of the maintenance work requiring access to the roof would be carried out in the safe zone which is inside the Control zone. This 2 metre border from the edge of the roof will be clearly marked.

The control zone method of fall protection is intended for level or low-sloped work surfaces. It is not to be used on a working surface where the slope of that surface exceeds 4 vertical in 12 horizontal, or for skeletal structure work or scaffold erection and removal. If workers will at all times remain further from the unguarded edge than the width of the control zone, no safety monitor or other fall protection system need be used. Where work is outside the control zone the following information must be complied with:

Obligation to Use Fall Protection

- a) Regulations require the following fall protection systems be used when work is being done at a place
- b) From which a fall of 3 m (10 ft) or more may occur, or
- c) Where a fall from a height of less than 3 m where there is an increased risk of injury due to the surface item on which the worker might land
- d) into operating machinery or moving parts of machinery
- e) into water or another liquid
- f) into or onto a hazardous substance or object
- g) Through an opening on a work surface; or
- h) a vertical distance of more than 1.2 metres from an area used as a path for

a wheelbarrow or similar equipment

If the use of a fall arrest system is not practicable, or will result in a hazard greater than if the system was not used, the employer must ensure that work procedures are followed that are acceptable to the Board and minimize the risk of injury to a worker from a fall.

j) Before a worker is allowed into an area where a risk of falling exists, the employer must ensure that the worker is instructed in the fall protection system for the area and the procedures to be followed

k) A worker must use the fall protection system provided by the employer

3. Guardrail Systems

An employer must ensure that a guardrail system is used where there is a risk of a worker falling in any of the circumstances described in the previous subsection.

4. Guardrail Requirements

An employer must ensure that a guardrail meets or exceeds the regulations defined in Part II Section 26.3-8.

26.3 (1) Despite paragraph 1 of section 26, a guardrail system that meets the requirements of this section shall be used if a worker has access to the perimeter or an open side of any of the following work surfaces and is exposed to a fall of 2.4 metres or more:

1. A floor, including the floor of a mezzanine or balcony.
2. The surface of a bridge.
3. A roof while formwork is in place.
4. A scaffold platform or other work platform, runway or ramp. O. Reg. 145/00, s. 14.

(2) One of the following precautions shall be used to prevent a worker from falling through an opening on a work surface:

1. A guardrail system that meets the requirements of this section.
2. A protective covering that,
 - i. completely covers the opening,
 - ii. is securely fastened,
 - iii. is adequately identified as covering an opening,
 - iv. is made from material adequate to support all loads to which the covering may be subjected, and
 - v. is capable of supporting a live load of at least 2.4 kilonewtons per square metre without exceeding the allowable unit stresses for the material used. O. Reg. 145/00, s. 14.
- (3) The guardrail system or protective covering required under subsection (1) or (2) may be

removed temporarily to perform work in or around the opening if a worker is adequately protected and signs are posted in accordance with subsections 44 (1) and (2). O. Reg. 145/00, s. 14.

(4) The following are the specifications for a guardrail system:

1. It shall have a top rail, an intermediate rail and a toe board.
2. The intermediate rail may be replaced by material that can withstand a point load of 450 newtons applied in a lateral or vertical downward direction.
3. Subject to subsection 116 (8), the top of the guardrail system shall be located at least 0.9 metres but not more than 1.1 metres above the surface on which the system is installed.
4. The intermediate rail shall be located midway between the top rail and the toe board.
- 4.1 The toe board shall extend from the surface to which the guardrail system is attached to a height of at least 89 millimetres.
5. If the guardrail system is located at the perimeter of a work surface, the distance between the edge of the surface and the guardrail system shall not be greater than 300 millimetres. O. Reg. 145/00, s. 14; O. Reg. 443/09, s. 2 (1).
- (5) A guardrail system shall be capable of resisting anywhere along the length of the system the following loads when applied separately, without exceeding the allowable unit stress for each material used:
 1. A point load of 675 newtons applied in a lateral direction to the top rail.
 2. A point load of 450 newtons applied in a vertical downward direction to the top rail.

3. A point load of 450 newtons applied in a lateral or vertical downward direction to the intermediate rail, or midway between the top rail and the toe board.
4. A point load of 225 newtons applied in a lateral direction to the toe board. O. Reg. 145/00, s. 14.
- (6) The distance between any two adjacent posts of the guardrail system may be greater than 2.4 metres only if the system is capable of resisting the loads specified in subsection (5) increased in proportion to the greater distance between the posts. O. Reg. 443/09, s. 2 (2).
- (7) The following additional requirements apply to a guardrail system that is made of wood:
 1. The wood shall be spruce, pine or fir (S-P-F) timber of construction grade quality or better and shall not have any visible defect affecting its load-carrying capacity.
 2. The wood shall be free of sharp objects such as splinters and protruding nails.
 3. The system shall have posts that are at least 38 millimetres by 89 millimetres, securely fastened to the surface and are spaced at intervals of not more than 2.4 metres.
 4. The top rail and the intermediate rail shall each be at least 38 millimetres by 89 millimetres. O. Reg. 145/00, s. 14; O. Reg. 443/09, s. 2 (3).
- (7.1) If a guardrail system that is made of wood is constructed and installed so that it is capable of resisting all loads that it may be subjected to by a worker, the following do not apply:

1. The requirement in paragraph 2 of subsection (4) that the replacement material can withstand a

point load of 450 newtons.

2. Subsections (5) and (6). O. Reg. 443/09, s. 2 (4).

(8) The following additional requirements apply to a guardrail system that is made of wire rope:

5. Ladder Safety

A single ladder, measured along its side rail, must not exceed nine metres (30 feet) in length. Extension ladders with two sections must not exceed 15 metres measured along the side rails and extension ladders with more than two sections must not exceed 20 metres.

No ladder shall be lashed to another ladder to increase its length. [O. Reg. 213/91 s.78]

Ladders must not be present in an elevator shaft or similar hoisting area when the shaft or hoisting area is being used for hoisting. [O. Reg. 213/91 s.79]

Ladders used for access between levels of a structure must: extend a minimum of 36 inches (three feet) above the top surface; have a clear space of at least 150 millimetres behind each rung; be located so that an adequate landing surface that is clear of obstructions is available at the top and bottom of the ladder; and be secured at the top and bottom of the ladder to prevent movement. [O. Reg. 213/91 s.80]

Ladders must be positioned safely and used in accordance with all regulatory requirements;

Portable ladders shall be placed against the top support at a minimum 4:1 incline, and extend

36" above the landing. A ladder shall be situated so that its base is not less than $\frac{1}{4}$ and not more than $\frac{1}{3}$ of the length of the ladder from a point directly below the top of the ladder, and at the same level as the base of the ladder, if the ladder is not securely fastened.

Step-Ladders shall not exceed a length of 6 metres measured along its side rail. When a step ladder is being used as a supporting unit, its legs shall be fully spread and its spreader shall be locked. No worker shall stand on the top of, or on the shelf of a step ladder.

Any worker using a ladder must be trained and competent in understanding the importance of ladder positioning, care and proper use

For example, a ladder must not be positioned in front of a door that opens towards the ladder unless the door is locked, blocked, or guarded against opening.

Ladders must not be erected on boxes, carts, tables, scaffold platforms, elevating work platforms, vehicles or other loose objects. [O. Reg. 213/91 s.115]

Ladders must be maintained so as not to endanger a worker [O. Reg. 213/91 ss.78 (1)] and inspected before use. Ladders with weakened, broken, bent or missing steps, broken or bent side-rails, broken, damaged, or missing non-slip bases, or showing other damage must not be used. [O. Reg. 213/91 ss.93(2)]

Defective ladders should be tagged and removed from the site to be repaired or

Performing work from job-built ladders is not advisable in most cases as these types of ladders are destroyed.

are intended for access and egress only, and represent increased ergonomic risks to workers if standing on rungs for an extended period.

Job-built ladders made of wood must comply with sections 8.1 and 8.2 of the Regulation, whether or not employers should consider that they need to be secured properly, used safely, placed, and repaired or replaced when damaged.

On a construction project, where an employer intends to have work performed at

heights, the

employer shall use a scaffold as required by section 125(1) of the Regulation. Where the hazard assessment for the use of a ladder to perform the work in question determines that either no hazards posed by the use of a ladder or that any identified hazards have been mitigated, an employer may consider the use of a ladder to perform that work.

Where a ladder is used, the employer shall ensure that the ladder and its use comply with regulatory requirements and that all reasonable precautions for the protection of the worker when using the ladder are taken.

Portable, manufactured ladders must be designed, constructed and maintained so as to not endanger a worker and must be capable of withstanding all loads to which they may be subjected.

Ladders must be used in accordance with manufacturer's instructions. It is recommended that heavy-duty CSA-certified ladders be used at construction projects (Construction Grade 1 in accordance with CSA Standard CAN3-Z11 Portable Ladders).

Workers must be adequately trained on the selection, setup, use, and maintenance of a ladder.

An employer's site-specific health and safety program must address the hazards and risks associated with the use of ladders to ensure that a worker's health and safety are protected.

The work to be performed from a ladder must also not adversely affect the stability of the ladder (e.g., using equipment such as hammer drills, pulling cable through conduit, and overreaching to where the worker's "belt buckle" is beyond the side rails of the ladder would not be allowed).

A worker must not carry any materials, tools or equipment in his/her hands while climbing the ladder. Nor should the worker support heavy or bulky objects (i.e., large air handling ducts, heavy wall plumbing pipe, etc.) while standing on a ladder.

When a ladder is used as a means of access, the ladder must be erected in accordance with the manufacturer's instructions, and a worker must maintain three-limbed contact so that both hands are used when climbing up or down.

When ladders are used as a means of work positioning, the Ministry of Labour expects that a worker will be protected from falling, while in the work position and exposed to fall hazards described under section 26 of Ontario regulation 213/91. The worker's fall protection must be secured to an adequate anchor point independent of the ladder.

Any equipment including ladders which are damaged must be immediately taken out of service and repaired in accordance with manufacturer's instructions or be replaced.

Ladders that are used as access between levels of a structure must be secured at the top and bottom to prevent movement.

Where possible, it is recommended that ladder stabilizers be used with portable, manufactured ladders.

A ladder is not designed or intended to be used as a “work platform”.

Work platforms must meet the requirements of sections 134 and 135 of the Regulation respecting loading, dimensions, configuration, etc. Temporary work platforms must be erected in accordance with manufacturer specifications, and load limits shall not be exceeded. Work platforms must be inspected prior to each use and shall not be used if defects are found. Workers use, care and using temporary or elevated work platforms shall be trained in the proper maintenance prior to engaging in work from heights.

It should be noted by employers considering ladder use that the narrower width of ladders does provide additional ergonomic stresses to workers using ladders, and results in less stability necessitating strict work practices to avoid overreaching while on a ladder.

The use of ladders with built-in work platforms that are designed and manufactured in accordance with C S A S standard CAN3-Z11 Portable Ladders are a preferable choice over standard extension ladders.

Inspectors will review situations where a ladder is being used for work based on a ladder risk assessment for the tasks being performed and may issue orders or requirements, as appropriate, where he or she determines that the use of the ladder contravenes the OHSA and the regulation.

6. Training

Concourse Construction Corporation will train all employees, who are authorized to work in areas that meet the Obligation to Use Fall Protection 1 a and 1 b above, in the proper policy and procedures for the prevention of workplace falls, the use of fall protection equipment, rescue from heights and reporting procedures in compliance with the Ministry of Labour Ontario.

7. Fall Protection Plan

Employees must follow the Concourse Construction Corporation written fall protection plan if:

- a) Work is being done at a location where workers are not protected by permanent guardrails, and from which a fall of 3.0 metres (10 ft.) or more may occur, or
- b) the use of a fall arrest system is not practicable, or will result in a hazard greater than if the system was not used, the employer must ensure that work procedures are followed that are acceptable to the Ministry of Labour and minimize the risk of injury to a worker from a fall.

The fall protection plan must be available at the workplace before work with a risk of falling begins.

8. Selection of Harness or Belt

A worker must wear a full body harness when using a personal fall protection system for fall arrest.

A worker must wear a full body harness when using a personal fall protection system for fall restraint.

9.

Equipment Standards

Equipment used for a fall protection system must:

- a) Consist of compatible and suitable components
 - b) Be sufficient to support the fall restraint or arrest forces, and
 - c) ~~Be applied in accordance with the applicable standard~~ ^{Meet or exceed} ~~in accordance with~~ ^{the} standard in effect when the equipment was manufactured, subject to any modification or upgrading considered necessary by the Board
- Anchors

10. _____

In a temporary fall restraint system, an anchor for a personal fall protection system must have an ultimate load capacity in any direction in which a load may be applied and must meet the following guidelines;

26.7 (1) A permanent anchor system shall be used as the fixed support in a fall arrest system, fall restricting system or travel restraint system if the following conditions are met:

1. The anchor system has been installed according to the Building Code.

2. It is safe and practical to use the anchor system as the fixed support. O. Reg. 145/00, s. 14.

(2) If the conditions set out in subsection (1) are not met, a temporary fixed support shall be used that meets the following requirements:

1. Subject to paragraph 2, a support used in a fall arrest system shall be capable of supporting a static force of at least 8 kilonewtons without exceeding the allowable unit stress for each material used.

2. If a shock absorber is also used in the fall arrest system, the support shall be capable of supporting a static force of at least 6 kilonewtons without exceeding the allowable unit stress for each material used.

3. Subject to paragraph 4, a support used in a fall restricting system must be capable of supporting a static force of at least 6 kilonewtons without exceeding the allowable unit stress for each material used.

4. Paragraph 3 does not apply to a support that is used in accordance with the manufacturer's written instructions and is adequate to protect a worker.

5. A support used in a travel restraint system shall be capable of supporting a static force of at least 2 kilonewtons without exceeding the allowable unit stress for each material used. O. Reg. 145/00, s. 14.

11. Temporary Horizontal Lifelines

A temporary horizontal lifeline system may be used if the system is:

- a) Manufactured for commercial distribution and installed and used in accordance with the written instructions from the manufacturer or authorized agent, and the instructions are readily available in the workplace
- b) Installed and used in accordance with written instructions certified by a professional engineer, and the instructions are readily available in the workplace, or
- c) Designed, installed and used in a manner acceptable to the Board

12. Fixed support system requirements

The owner of the building or structure must ensure that a permanent anchorage system used as the fixed support in a travel restraint system or fall arrest system for the building meets the following requirements:

- a) the anchor has the ultimate capacity of at least 22.2kN in any direction in which the load may be applied for each worker attached
- b) The anchorage system is certified by a professional engineer having the required load capacity
- c) Where the anchorage system is used in conjunction with a suspended work platform, the system is designed, constructed and used in accordance with CAN/CSA Standard-Z91-02, *Health and Safety Code for Suspended Operations* and CAN/CSA-Z271-98 (R2004), *Safety Code for Suspended Elevating Platforms*

When a permanent anchorage system cannot be used at a workplace, an employer must ensure that the temporary fixed support in a travel restraint system or fall arrest system meets the following requirements:

- a) When a fall arrest system without a shock absorber is used, a support used in a fall arrest system must be capable of supporting a static force of at least 8 kN without exceeding the allowable unit stress for each material used in the fabrication of the anchor point
- b) When a shock absorber is used in a fall arrest system, the support must be capable of supporting a static force of at least 6 kN without exceeding the allowable unit stress for each material used in the fabrication of the anchor point
- c) A support used in a travel restraint system must be capable of supporting a static force of at least 2 kN without exceeding the allowable unit stress for each material used in the fabrication of the anchor point

No sharp edges!

An employer must ensure that no component of a travel restraint system or a fall arrest system

comes into contact with a sharp edge that could cut, chafe or abrade any component of the system.

13. Fall arrest systems and powered mobile equipment

When a fall arrest system is used on powered mobile equipment, an employer must ensure that the system is attached to an anchor in accordance with the specifications of the manufacturer of the powered mobile equipment.

14. Fall protection on vehicles

When a worker may have to climb on a vehicle or its load at any location other than a garage, warehouse or other permanent facility and it is not reasonably practicable to provide a fall protection system for the worker, an employer must:

- a) Take steps to eliminate or reduce the need for a worker to climb onto the vehicle or its load; and
- b) Provide information, instruction and training to a worker on safe work procedures for climbing or working on the vehicle or its load

15. Certification by Engineer

The following types of equipment and systems, and their installation, must be certified by a professional engineer:

- a) Permanent anchors
- b) Anchors with multiple attachment points
- c) Permanent horizontal lifeline systems
- d) Support structures for safety nets

16. Inspection and Maintenance

Equipment used in a fall protection system must be:

- a) Inspected by a qualified person before use on each work-shift
- b) Kept free from substances and conditions that could contribute to its deterioration
- c) Maintained in good working order

17. Removal from Service

After a fall protection system has arrested the fall of a worker, it must:

- a) Be removed from service, and
- b) Not be returned to service until it has been inspected and recertified as safe for use by the manufacturer or its authorized agent, or by a professional

engineer

18. Risk Identification

While there are several identified tasks where fall protection is normally required, every task undertaken by a worker can have inherent risks associated with it. It is the responsibilities of the worker to assess their current task, the risk associated with it and what precautions have been taken to reduce and/or eliminate that risk.

19. Slips, Trips and Falls from the Same Level

It is the policy of Concourse Construction Corporation that the workplace shall be kept as clean as possible to reduce the risk of falls from the same level. Procedures are in place to deal with same level hazards and are to be followed as per those policies.

20. Falls from a Different Level

Once a hazard is identified, a work procedure shall be developed to ensure that the risk of working at height is minimized, or if at all possible, eliminated. For those tasks which have not been identified, the fall task form shall be used to assess the hazard and detail procedures to reduce that hazard.

21. Equipment Selection/Use

- All equipment selected for fall protection shall be CSA approved and as per most manufacturers recommendations and legislated requirements shall be inspected prior to use by the worker using the equipment and at least annually by a competent person. It is imperative that workers follow the manufacturer's guidelines in the use, care and maintenance of the specific equipment used.
- Self Retracting Lifelines (SRL) - It is a recognized hazard where a worker can fall and have the SRLs line (cable and/or web) come into contact with a sharp edge.
- Where this hazard exists the worker increases the potential of injury and/or death due to the SRL not being allowed to function properly. Wherever possible the placement and use of the SRL should take this hazard into consideration and the worker should eliminate the possibility of the SRLs line coming into contact with an unprotected sharp edge.
- Where the elimination of this hazard is not possible it is industry practice and Concourse Construction Corporation policy to use a shock absorber (not a shock absorbing lanyard) attached between the harness dorsal "D" ring and the SRLs snaphook. By adding this shock absorber it reduces (not eliminates) the potential of the SRL line's failure over the sharp edge.
- It is important to understand that where the shock absorber is integral to the harness it must be taken into consideration when attaching other fall protection

components. For example when attaching a lanyard to the shock pack, both free fall and increased required clearances must be taken into consideration by attaching a six foot lanyard to the shock pack the potential free fall when anchoring a t shoulder height is now approximately 7'6" versus the normal 6'. As most manufacturers and legislative bodies allow for a maximum free fall of 6' this becomes a serious issue.

- Remember that Due care and attention is always necessary as no fall arrest system totally eliminates all the risk of injury.
- It is imperative where a shock absorber is used in conjunction with an SRL that the manufacturer's guidelines are followed and that where necessary the manufacturer has been contacted and approval is granted for this application.

22. Rescue from Heights

- It is recognized both through due diligence and legislation that if a worker is exposed to the risk of a fall a rescue plan must be in place to effectively retrieve that worker.
- Wherever possible, rescue should be as simple and safe as possible.
- It is the policy of Concourse Construction Corporation that where possible, workers should effect a self rescue by climbing back onto the adjacent structure. If the worker is not capable of reaching suitable structure a line should be passed to the worker to assist them in reaching suitable structure.
- Where the worker is incapable of reaching a suitable structure or has been injured, Concourse Construction Corporation has implemented a rescue program using a man rated winch or as per the variance given by the WCB of MB, a non-man rated winch so long as the only lifting of personnel conducted is limited to that required to release the individual from their deployed fall arrest system. Where that unit is not available a pre-rigged rope haul system or similar unit shall be employed.
- Raising or lowering of individuals for maintenance or general work purposes shall only be conducted on a man rated winch.
- Personnel hoisting procedures shall be employed anytime a worker is raised or lowered using the man rated winch.
- Rescuers exposed to the risk of a fall will always use proper fall protection procedures in the course of a rescue operation and will only be exposed to that risk where absolutely necessary.
- Only where there is no possibility of reaching a fallen worker from a stable structure (with the rescuer secured and properly protected) should a rescuer be suspended to effect a rescue pick off.
- When using a non-man rated winch, rescuers must be lowered to the fallen worker (vs. raised).
- The pick off procedure should use a properly sized and rated connector that will be attached to the dorsal "D" ring of the fallen worker and to the lifting point (normally front "D" ring) of the rescuer or connection point to the haul system/winch line.
- Both the rescuer and fallen worker should be provided with fall protection during the rescue operation.
- Rescue should be practiced and pre-assigned roles established. As a minimum a

rescue team requires the following:

Rescue Leader - Normally the most senior personnel on site, this person should direct the operation and only under extreme circumstances should they actively participate in the rescue

Rescue r - These individuals will be the climbers who set up the system and attach the system to the fallen worker

Haul Team - Any workers who are available at the floor or ground level. They will prepare the rescue kit to be set up and will provide the "muscle" when using a rope haul system

First Aiders - Will attend to the fallen worker once on the ground

- Small crews will often have to fill more than one role and should always be cross trained so that they can fill in where necessary.

Reporting and Logging

It is critical that any accident or fall is reported so that equipment and procedures can be properly evaluated. Any piece of fall protection equipment that has seen the force of a fall must be immediately removed from service and inspected by a competent person prior to future use.

23. Acknowledgment and Agreement

I, (Employee Name), acknowledge that I have read and understand the Concourse Construction Corporation Fall Protection Policy. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth by this Policy, I may face legal, punitive, or corrective action.

Name: _____

Signature: _____

Date: _____

Witness: _____

Workplace Violence Policy

Policy

The management of Concourse Construction Corporation is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all employees, management, visitors, suppliers and delivery personnel. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

As the employer, we will ensure this policy and the supporting programs are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Workers must take part in the Concourse Construction Corporation Workplace Violence training program which will identify possible warning signs, and how to report violent behavior.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. Reports made by employees in good faith will be held in strict confidence and acted upon immediately, and no employee shall be reprimanded for reporting behavior deemed to be threatening.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible. A report submitted to your supervisor or to management will be followed up with an investigation into the occurrence. Witnesses if applicable may be interviewed and investigations resulting in an act deemed to be threatening in nature shall be dealt with through progressive disciplinary action.

Periodic workplace violence risk assessments shall be conducted by management to evaluate the potential risks of occurrences.

Appendix A - Supplier and or Contractor Health and Safety Responsibility Contract

CONTRACTOR HEALTH and SAFETY RESPONSIBILITY CONTRACT

THIS AGREEMENT made the _____ day of _____, 20____, between _____ (the Contractor.), having an office at _____ and Concourse Construction Corporation, having a facility in Toronto, Ontario:

1. The Contractor shall employ only orderly, trained, competent and skillful people to do the work and the Contractor's employees shall be fully covered under the Workplace Safety and Insurance Act by the Contractor and shall provide an up-to-date Clearance Certificate from the Workplace Safety and Insurance Board. All sub-contractors must be approved in writing by Concourse Construction Corporation before commencing any work and the Contractor is responsible for ensuring that their employees comply with the terms of this Agreement.
2. The Contractor acknowledges and accepts all risk arising or pertaining to the ownership, possession, use or operation of its equipment in completing its services, whether in whole or in part, whether directly or indirectly, by an act or omission or negligence of the Contractor, or for those whom it is in law responsible.
3. The Contractor shall indemnify and save harmless Concourse Construction Corporation from any and all claims, demands, actions, losses or property damage arising directly or indirectly from the ownership, possession, use or operation of its equipment in completing its services, whether in whole or in part, whether directly or indirectly, by, an act or omission or negligence of the Contractor, or for those whom it is in law responsible. Contractor shall protect and hold Concourse Construction Corporation harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by Concourse Construction Corporation in connection with such litigation. The indemnities contained in this Agreement shall not be prejudiced by and shall survive the termination of this Agreement.
4. Contractor shall, during any time in which it is providing services to Concourse Construction Corporation, take out and keep in full force and effect property damage and public liability insurance per occurrence, the whole at the Contractor's sole cost and expenses. All policies shall be written with insurance companies qualified to do business in the Province of Ontario and shall name Concourse Construction Corporation as an additional insured and a certificate acknowledging same must be provided to Concourse Construction Corporation
5. The Contractor shall abide by and shall ensure that each of the Contractor's employees and sub-contractor's employees (if applicable) abide by Concourse Construction Corporation's Health and Safety rules and regulations. The Contractor will also be able and willing at such times as recommended by Concourse Construction Corporation to provide additional precautions as

deemed necessary by Concourse Construction Corporation for safe-guarding employees and equipment. The Contractor further acknowledges and agrees that any violation of safety rules or regulations is justification for the immediate termination of its Contract with Concourse Construction Corporation, without any further obligation on the part of the company.

6. The Contractor shall, at its own expense, obtain and maintain in good standing all permits and licenses required by any authorities having jurisdiction over the business of the Contractor. The Contractor shall also comply with all federal, provincial and municipal governmental laws and regulations which are applicable to its business, and in particular, those affecting health and safety, worker's compensation and environmental matters.

7. This Agreement shall be constructed and enforced in accordance with the laws of the Province of Ontario and the parties agree to adhere to the jurisdiction of the Courts of that Province.

8. This Agreement embodies the entire agreement of the parties with regard to the matter herein, and no other agreement shall be deemed to exist, except as entered into in writing by both parties to this Agreement.

9. The Contractor shall not assign this Agreement or any part of it and may not employ or retain anyone as a sub-contractor or otherwise, to perform any part of its obligations under this Agreement without the prior written consent of Concourse Construction Corporation

10. No contracted work offers will be granted by Concourse Construction Corporation unless this agreement terms and conditions are fully accepted and agreed upon by the parties to the satisfaction of Concourse Construction Corporation

Accepted this _____ day of _____ 20___ Concourse Construction Corporation

by: _____ by: _____

(authorized signing officer)

Print Name: _____ Print Name: _____

Print Title: _____ Print Title: _____

Witness: _____ (only if not a corporation)

(Name of Company Attention to....)

All contractors / suppliers wishing to conduct work anywhere on the property or sites Concourse Construction Corporation must comply with the requirements as outlined in this letter. Concourse Construction Corporation has established an Occupational Health & Safety Management System

. Have implemented these systems to:

At minimum, comply with Health, Safety and Environmental (HSE) law, and to continually improve its performance in these areas as a responsible corporate citizen.

All contractors and suppliers must be provided with the following Concourse Construction Corporation information:

Health Safety Policy;

Health and Safety Rules and Regulations

Visitor Responsibility Procedure

Contractor Program Procedure

Confidential Information Disclosure;

Contractor Health and Safety Responsibility Agreement

Proof of training of employees for WHMIS, Fall Arrest, Any type of machinery (e.g. Mobile cranes, scissor lifts, fork- lifts, etc.)

And, if relevant:

A copy of any relevant operational control procedures to control potential environmental impacts;

Lock-Out-Tag-Out Procedure as it pertains to the Industrial Regulation of Ontario sections 42, 75, &/or 76;

Hot Work Procedure

All contractors and suppliers whose activities include conducting work anywhere on the property or sites of Concourse Construction Corporation must provide Concourse Construction Corporation with the following prior to the commencement of any work. Please return the following documents in the envelope provided with this package:

Confidential Information Disclosure;

Contractor Health and Safety Responsibility Agreement;

A Valid WSIB Clearance Certificate;

Employer's liability covering all Concourse Construction Corporation employees;

Proof of General Liability Insurance with minimum five million dollar coverage;

When providing engineering or design work, professional liability insurance (if applicable);

Replacement value coverage for leased property or equipment brought on site (if applicable)

Proof of professional designations and qualifications available (if applicable)

Copies of SDS(s) for any WHMIS controlled products that may be used on site.

Note: All documents must be signed by a senior ranking officer of your company ensuring that you have read, understood and will train all employees conducting work on Concourse Construction Corporation property to comply with the requirements of Concourse Construction Corporation' Contractor procedure and any other pertinent procedures.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Robert Di Toro,

Director

Concourse Construction Corporation

Appendix B Safety Rules and Responsibilities

SAFETY RULES & RESPONSIBILITIES

- n. Safety equipment as specified must be used at all times, and special protective clothing or devices must be worn as directed.
- o. Do not operate any piece of equipment or do any work other than that assigned by your supervisor.
- p. Stop machines before oiling or cleaning: never attempt to make adjustments or clear a jam while the machine is running.
- q. Before starting work on any machine which has a dangerous point of operation, make sure all guards are in place and properly adjusted and make sure all switches are turned off.
- r. Loose jewelry, rings and loose clothing are not to be worn near any shafts, spindles, gear belts or other sources of entanglement. Long hair shall be suitably confined to prevent entanglement with any rotating shaft, spindle, belt or other source of entanglement.
- s. Use a brush, hook or stick to remove chips or shavings from machines.
- t. Never tamper with electrical equipment. Call your Supervisor.
- u. Using compressed air for blowing dust from clothing is forbidden. Never direct a stream of compressed air toward your body or that of any other person.
- v. Horseplay is dangerous and will not be tolerated.
- w. Do not ride or stand on forks, or lift trucks or hand trucks while the truck is in motion. Do not exceed a safe speed limit when operating lift trucks.
- x. When making a lift from the floor, keep your arms and back as straight as possible, bend your knees, then lift with the powerful muscles in your legs. Never lift from an awkward position.
- y. Ask for help when carrying heavy loads or awkward shaped materials
- z. When using ladders:
 - a) Do not leave tools on the top where they are liable to fall and injure someone.
 - b) Do not use a ladder with broken, split or otherwise defective rungs or side rails-report them to your supervisor.
 - c) Full body harnesses must be worn as required or directed by management.

- aa. All flammable liquids and acids must be kept in safe containers and properly identified by a WHMIS label.
 - bb. Store wipers, oily rags and other flammable materials in receptacles provided for that purpose.
 - cc. Material parts, tools, oil, grease or other articles must not be left in aisles or whenever they may cause a dripping or slipping hazard to any person.
 - dd. Protect yourself and fellow workers by helping to keep the site clean and tidy at all times. Do not leave food; refuse wrappings or rags lying around.
 - ee. Do not run in the site.
 - ff. Report all injuries and rashes or skin irritation to your Supervisor immediately, Cuts or scratches can become infected unless properly carried for.
 - gg. The shoes that you are allowed to wear during working hours are to comply with the following:
 - Have no open toes, backs or sides
 - Must be of leather or simulated leather. No canvas allowed.
 - Must not be of an elevated type such as spike heels and high wedges.
 - Must be approved safety shoes with steel toes.
 - hh. Full body harnesses must be worn at all times when operating a scissor lift or skyjack.
 - ii. Make sure power supply is shut off and locked out before entering a machine.
 - a. See the Atlas Dewatering lock out procedure for more details.
- The following are absolutely forbidden:
- jj. Falsifying any report or record or giving false information
 - kk. Abuse, destruction or stealing of company property, tools, equipment or property of employees.
 - ll. Posting or the removal of notices, signs or writing in any form, on any bulletin board on company property without permission from management.
 - mm. Violating and safety rules or practices or engaging in any conduct which tends to create a safety hazard.
 - nn. Bringing or firearms, weapons or any kind, liquor or drugs into the site(s).

- oo. Ignoring or continued violation of health and safety rules or common sense safety practices.
- pp. Reporting to work or being present on company property under the influence of liquor or drugs whether legal or not, that have not been prescribed by medical authorization or possessing, dispensing or using non prescribed drug on company property
- qq. Threatening, intimidating, coercing employees of the company at any time.
- rr. Leaving the premises at any time without notifying your supervisor.
- ss. Fighting or attempting to injure an employee or supervisory personnel, or the use of profane, abusive or threatening language toward an employee or supervisory personnel.
- tt. Soliciting of any kind, gambling or collecting contributions or conducting lotteries or other games of chance without specific written authorization of the company.
- uu. The violation of any other rule which may be established as conditions necessitate. Action will be taken for any other conduct which the company feels harmful, dangerous and/or uncalled for.

Appendix C Progressive Discipline Form

CONFIDENTIAL MEMORANDUM

To: From: Date:

INSERT INCIDENT HERE

-										
-										-
-										-
	-	-	-	-	-	-	-	-	-	-

IMPACT ON COMPANY

-	-	-	-	-	-	-	-	-	-	-
-										-
-	-	-	-	-	-	-	-	-	-	-

CONSEQUENCE OF FUTURE BEHAVIOR

-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-

ACKNOWLEDGEMENT OF RECEIPT

Employee Signature

Date

Manager Signature

Date

Appendix D Incident Investigation Form

ACCIDENT / INCIDENT INVESTIGATION FORM

ACCIDENT/INCIDENT INFORMATION		
Supervisor: _____	Date of first missed shift: _____	No. of days lost _____
Approximate date of onset, if no specific date of incident: _____		
Object/equipment/substance inflicting damage/injury: _____		
Nature of incident: Sexual Harassment Allegations__ Body part(s) affected: _____		

EMPLOYEE INFORMATION		
Name (last name first – please print) _____		
_Site Foreman: _____	Work phone number: _____	
Address: _____	Age: __N/A__	Sex: M / F
Date of employment: _____ - _____	Occupation/Position: _____ -- _____	
Experience (time) in job: _____		

Evaluation of loss Potential if not corrected Low	Loss severity potential <input type="checkbox"/> Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor	Probability of <input type="checkbox"/> High <input type="checkbox"/> Moderate
---	---	---

Immediate causes: What substandard acts/practices and conditions caused or could cause the event? See end of form.

Basic causes: What specific personal or job/system factors caused or could cause this event? See end of form.

--

Remedial actions: What has and/or should be done to control the causes listed?

Prevention of Accident/Incident Recurrence

Describe what action is planned or has been taken to prevent a recurrence of the accident, based on the key contributing factors

(Immediate)

(Long Term)

Signed by Supervisor _____

Supervisor's Name

Signed by Person Involved: _____

Signed by

HR: _____

Signed by Manager: _____

Date:

REPORT FORM DEFINITIONS

INJURY – physical harm or damaged to a person.

ILLNESS – unhealthy condition in mind or body.

FIRST AID INJURY – a minor injury requiring only first aid treatment.

MEDICAL AID INJURY – an injury requiring treatment by a health care professional.

LOST TIME INJURY – a disabling injury where the injured person is unable to report for the next regular shift

RECURRENCE – an accident or incident which has occurred more than once.

PROPERTY DAMAGE ACCIDENT – accidental loss to equipment, material, and/or the environment.

INCIDENT (NEAR-MISS) – an undesired event that, under slightly different circumstances, could have resulted in personal injury, property damage or loss.

IMMEDIATE CAUSES – check all as appropriate –

Substandard Acts/Actions

- ☐ Operating equipment without authority
- ☐ Failure to warn
- ☐ Failure to secure

Substandard Conditions

- ☐ Inadequate guards or barriers
- ☐ Inadequate or improper protective equipment
- ☐ Defective tools, equipment or materials

<input type="checkbox"/> Operating at improper speed <input type="checkbox"/> Making safety devices inoperable <input type="checkbox"/> Removing safety devices <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Failure to use PPE <input type="checkbox"/> Improper loading <input type="checkbox"/> Improper placement <input type="checkbox"/> Improper lifting <input type="checkbox"/> Improper position for task <input type="checkbox"/> Servicing equipment in operation <input type="checkbox"/> Horseplay <input type="checkbox"/> Under influence of alcohol and/or other substances	<input type="checkbox"/> Congestion or restricted action <input type="checkbox"/> Inadequate warning system <input type="checkbox"/> Fire and explosion hazard <input type="checkbox"/> Poor housekeeping, disorder <input type="checkbox"/> Hazardous environmental conditions, gases, smoke, dust fumes <input type="checkbox"/> Noise exposure <input type="checkbox"/> Radiation exposure <input type="checkbox"/> High or low temperature exposure <input type="checkbox"/> Inadequate or excess illumination <input type="checkbox"/> Inadequate ventilation
--	---

BASIC CAUSES – check all as appropriate	
Personal Factors <input type="checkbox"/> Inadequate capability <input type="checkbox"/> Lack of knowledge/training <input type="checkbox"/> Lack of skill <input type="checkbox"/> Stress <input type="checkbox"/> Improper motivation	Job Factors <input type="checkbox"/> Inadequate leadership/supervision <input type="checkbox"/> Inadequate engineering <input type="checkbox"/> Inadequate purchasing <input type="checkbox"/> Inadequate maintenance <input type="checkbox"/> Inadequate tools/equipment <input type="checkbox"/> Inadequate work standards <input type="checkbox"/> Wear and Tear <input type="checkbox"/> Abuse and/or misuse

Appendix E Fire Drill Evaluation

Fire Drill Evaluation

Date:_____ Time:_____

Fire Drill and Testing Phone No: _____

Location of Simulated Fire:_____ Location of Alarm

Activation:_____

Alarm Sounded _____Automatically_____Manually_____

Who Discovered Fire _____Who sounded the
Alarm_____

Was the Fire Department Notified: Before the Drill_____After the Drill_____

How Long Did It Take To Locate The Fire_____Did Staff Respond Promptly_____

Was There Any Panic_____

Was Evacuation Carried Out: Immediately_____ Slowly_____Not At All

Were All Fire Doors Closed _____Did They All Close Tightly_____

Were All Office and Plant Doors Closed _____Did They All Close Tightly_____

Were Fire Extinguishers Brought To The Fire Scene _____

Did The Enunciator Work Properly_____

Did All Staff Hear the P. A. System _____

Areas Requiring Improvement:

Comments:

How Many Staff Attended Fire Drill_____Did They All Sign In _____

Person Conducting the Fire Drill Name:

_____ Date: _____

Fire Inspector

Name: _____ Date: _____

Appendix F First Aid Kit Inspection Form

First Aid Kit Quarterly Inspection

Inspection Date: Inspected by: First Aid Kit
Location: _____

Supplies Required: _____

Appendix G Hazard Report Form

HAZARD REPORT FORM

Date Hazard Reported:

Hazard Reported by:

Hazard:

Recommendation for Corrective Action:

Report Given to Supervisor? Yes . No

Signature of Person Reporting Hazard: Date:

THIS SECTION TO BE FILLED OUT BY SUPERVISOR ONLY:

Hazard Classification:

A

B

C

(Class A- condition or practices likely to cause permanent disability or damage)

(Class B- condition or practices likely to cause serious injury or temporary disability)

(Class C- condition or practice not likely to cause injury or illness)

Corrective Action:

Signature of Supervisor: Date:

Appendix H Management Performance Appraisal

MANAGEMENT PERFORMANCE APPRAISAL

Ratings:

O- Outstanding. Far exceeds normal expectations.

V - Very good. Regularly exceeds requirements.

G - Good. Solid performance- meets or slightly exceeds requirements.

M - Marginal. Performance is less than expected and needs improvement.

U - Unsatisfactory. Not performing requirements.

Name:

Position Title:

O

V

G

M

U

Performing workplace inspections:

Conducting information sessions (safety talks, staff meetings)

Conducting incident investigations

Conducting employee training

Correcting substandard acts or conditions

Commending employee and supervisor health and safety performance

Performing employee safety observations

Overall Assessment:

Additional Comments:

I have read and discussed this review with the Director.

Signed and dated:

Evaluated by:_____

Evaluator's Signature:_____

Appendix I Supervisor Performance Appraisal

SUPERVISOR PERFORMANCE APPRAISAL

Ratings: O - Outstanding. Far exceeds normal expectations.

V - Very good. Regularly exceeds requirements.

G - Good. Solid performance- meets or slightly exceeds requirements.

M - Marginal. Performance is less than expected and needs improvement.

U - Unsatisfactory. Not performing requirements.

Name:

Position Title:

O

V

G

M

U

Performing workplace inspections:

Conducting information sessions (safety talks, staff meetings) Conducting incident

investigations: Conducting employee training: Correcting substandard acts or conditions:

Commending employee health and safety performance:

Performing employee safety observations:

Duties of supervisor

27 (1) A supervisor shall ensure that a worker, (a) works in the manner and with the protective

devices, measures and procedures required by

this Act and the regulations; and

(b) uses or wears the equipment, protective devices or clothing that the worker's employer

requires to be used or worn.

Additional duties of supervisor

(2) Without limiting the duty imposed by subsection (1), a supervisor shall,

(a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;

(b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and

(c) take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. O.1, s. 27.

Overall Assessment:

Additional Comments:

I have read and discussed this review with my Manager:

Signed and dated:

Evaluated by: _____

Evaluator's signature _____

Appendix J Worker Performance Appraisal

WORKER PERFORMANCE APPRAISAL

Ratings: O - Outstanding. Far exceeds normal expectations. V - Very good. Regularly exceeds requirements. G - Good. Solid performance- meets or slightly exceeds requirements. M - Marginal. Performance is less than expected and needs improvement. U - Unsatisfactory. Not performing requirements. Name: Position Title:

O
V
G
M
U

Abides by Concourse Construction Corporation' Health and Safety Rules and Regulations:

Familiar with the Concourse Construction Corporation' Health and Safety Program:

Overall Assessment:

Additional Comments:

I have read and discussed this review with my supervisor: Signed and dated:

Evaluated by:_____

Evaluator's signature_____

Appendix K Visitor Log form

Visitors Log

By signing this log you are acknowledging that you have read, understand and will abide by the Visitor Rules

Date: _____

Print Name and Company: _____

Person Visiting: _____

Time In: _____

Time Out: _____

This form must be taken by the person in charge during an evacuation to ensure all visitors have been evacuated and are accounted for.

Concourse Construction Corporation Visitor Rules

1. Sign in and out on Visitor Sign In Log.
2. Remain with your designated host.
3. Wear the appropriate personal protective equipment.
4. No smoking anywhere in the building while at head office.
5. Report immediately to your host, any injury, no matter how minor.
6. Do not touch any Concourse Construction Corporation equipment or product.
7. Remain out of restricted areas.
8. Follow all posted signs and rules.
9. In the event of an emergency follow the instructions of your host and remain in the gathering area until given further instruction.

Appendix L Training Attendance Record

DATE:

LOCATION: Shop location – 835 supertest road, Suite

TRAINER: 200 Concourse Construction Corporation

Course	1. Fall	2.	3.	4. Traffic	5.
Taken:	Arrest	L.O.T.O	Propane	Control	W.H.M.I.
	6.	7. Man	8. T.D.G	9. First	S
	Forklift	Lift		Aid	

NAME	Course(s) use the corresponding number	SIGNATURE
Example: John Doe	1-2-5-8	John Doe

Be aware that by signing this acknowledgement form, you confirm you were in attendance at the indicated training, and you further agree that you fully understood the course material

Appendix M Acknowledgement and Agreement to comply

Date _____

I, _____, hereby acknowledge receipt of Concourse Construction Corporation' "Health and Safety Policies, Procedures & Guidelines".

I have read, understand and agree to the terms of employment and will carry out and abide by the operational procedures and rules as outlined therein.

I agree:

To adhere to all company policies and procedures. To the use of safety equipment, at all times, which is required by my safe work procedures and by my clients.

That the Occupational Health and Safety Act and its Regulations and client regulations shall be complied with at all times.

That I am responsible and accountable for my health and safety.

Employee

Supervisor

Appendix N Updated WHMIS 2015 GHS



HOW TO MEET LEGISLATED TRAINING STANDARDS FOR BOTH WHMIS 1988 AND 2015

NEW TRAINING JOINTLY DEVELOPED BY ONTARIO'S WORKPLACE HEALTH AND SAFETY ASSOCIATIONS

Attention Ontario workers and employers

In February 2016, a new course, WHMIS1988/WHMIS2015, will be available to Ontario workers and employers. WHMIS (Workplace Hazardous Materials Information System) is the system used in Canada for classifying and labelling hazardous workplace chemicals.

More than 65 countries, including Canada, are adopting a consistent standard. The Global Harmonization System (GHS) establishes common ways for countries to classify and communicate hazards by providing consistent warning labels and safety data sheets.

Ontario workers must be trained on both WHMIS 1988 and 2015 until Dec. 1, 2018. Canada has incorporated GHS into WHMIS legislation, and is currently in a transition period from WHMIS 1988 to WHMIS 2015 until Dec 1, 2018.

Making workplaces safer

Workers benefit from classroom training on the new WHMIS1988/WHMIS2015 course because it provides a full understanding of *both* versions of WHMIS symbols, labels and data sheets during this transition period. The new course ensures optimum workplace health and safety during the multi-year WHMIS transition period, and fulfils Ontario employer requirements for worker training.














Classroom training covers both 1988 and 2015 systems

The training takes place in the classroom with an instructor. There is also a one-hour online WHMIS awareness program, but it only covers the new WHMIS 2015, and so does not fulfil employers' legal requirements to train workers on both versions up until Dec. 1, 2018.

WHMIS Workplace Hazardous Materials Information System

WHMIS is the system in Canada used for classifying and labelling hazardous workplace chemicals. This system has been updated to align with the Globally Harmonized System (GHS) for classifying and labelling chemicals. From now until December 1, 2018, your employer can still use existing WHMIS 1988 labelling and hazard symbols on products. After that date, your employer must discard all WHMIS 1988 labelled products or re-label them to conform to WHMIS 2015. In the meantime, you will likely see both types of labels and hazard symbols in your workplace.

The table below helps you through this transition period by showing WHMIS 1988 hazard symbols alongside equivalent WHMIS 2015 symbols. For more detailed information on any controlled product in the workplace, be sure to check the WHMIS label and the relevant Safety Data Sheet.

WHMIS 1988 Hazard Class	WHMIS 1988 Symbols	WHMIS 2015 Symbols	WHMIS 2015 Hazard Class
A			Gas Cylinder Gas Under Pressure
B Division 1 to 6			Flame Flammable, Self-reactive, Pyrophoric, Self-heating, In Contact with Water Emits Flammable Gases, Organic Peroxide
C			Flame Over Circle Oxidizing Gases, Liquids, Solids
D1		 	Skull and Crossbones Acute Toxicity (fatal or toxic) Exclamation Mark Irritation (skin or eyes), Respiratory or Skin Sensitization, Specific Target Organ Toxicity
D2		 	Health Hazard Carcinogenicity Mutagenicity Reproductive Hazards Exclamation Mark – same as above
D3			Biohazardous Infectious Materials
E			Corrosion Skin/Eye Corrosion/Irritation Corrosive to Metals
F		 	Exploding Bomb Self-reactive, Explosive, Organic Peroxide
N/A	N/A		Health Hazard Aspiration Hazard, Specific Target Organ Toxicity (Single Exposure, Repeated Exposure)
N/A	N/A	Appropriate symbol required	Physical Hazards Not Otherwise Classified, Health Hazards Not Otherwise Classified

New provincial WHMIS training course

New WHMIS1988/WHMIS2015 course includes information on both old and new WHMIS versions to ensure all Ontario workplace health and safety programs meet legal training standards. Due to the multi-year implementation of the global harmonized system in Canada, this new course was designed to fulfill Ontario employer requirements for worker training during the transition period.

While WHMIS 2015 legislation has been approved federally, it is currently moving through the provincial regulatory system at the Ontario Ministry of Labour. A multi-year transition period is in effect where both 1988 and 2015 systems may be in use. During the transition period, if both systems are used in your workplace, then workers must be trained on *both* WHMIS laws up until Dec. 1, 2018.

Key changes to federal WHMIS legislation

1. “Controlled Products” will be called “Hazardous Products”
2. Different hazard classes and more of them
3. Different classification criteria
4. New supplier labels
5. New pictograms
6. New 16-section product safety data sheets (SDSs)
7. No requirement to update SDSs every three years

Originally created to address the worker's right to know about the health and safety hazards associated with the materials or chemicals they use at work, and how best to deal with them, the updated program material reflects both WHMIS1988 and WHMIS2015 versions. The \$80 half-day classroom course is applicable to all Ontario workplaces, including mining, forestry, paper, printing, converting, and small business sectors.

Course description

WHMIS 1988/WHMIS 2015 course reviews specific requirements for hazard identification and product classification for any workplace that uses, handles, stores or disposes of hazardous materials, including how hazardous material information must be communicated to workers through product labels, safety data sheets, and training.

After completing WHMIS 1988/WHMIS 2015, participants will be able to:

- Describe WHMIS and why it is important to workers
- Describe what the Globally Harmonized System is and how it affects WHMIS
- Describe hazards associated with WHMIS-regulated products
- Identify WHMIS hazard classes and symbols
- Identify information types covered on supplier and workplace labels
- Describe the purpose, content and function of a Safety Data Sheet
- Describe hazard controls for WHMIS-regulated products
- Describe legal rights and duties under WHMIS
- Apply the knowledge acquired in the course to their workplace.

Intended audience: Workers, supervisors, Joint Health and Safety Committee (JHSC) members, lead hands, and managers.

Important dates to note

The new WHMIS1988/WHMIS2015 course will be available in February 2016, and training schedules have been set up across the province.

Employers have until Dec. 1, 2018 to fully implement WHMIS 2015. Until then, both WHMIS 1988 and/or 2015 labelling systems may be used. After Dec. 1, 2018, employers must have used up all of the WHMIS 1988 products or re-labelled them to conform to the new global standards set out in WHMIS 2015.

Provincial legal deadlines

The provinces and territories are working on harmonizing with the federal transition plan to enable a seamless update from WHMIS 1988 to the new WHMIS 2015 in the workplace.

Phase 1: May 31, 2017 – Requirements determined by provincial regulator; for Ontario, more detailed information is expected shortly on the Ministry of Labour website.

Phase 2: May 31, 2018 – Facilities must comply with Controlled Products Regulations (CPR) or the Hazardous Products Regulations (HPR).

Phase 3: November 30, 2018 – Facilities must fully comply with the Canadian Hazardous Products Regulations (HPR).

To schedule training, employers can contact Workplace Safety North at

1 888 730 7821

info@workplacesafetynorth.ca

Appendix O Increased fines from MOL Dec 2017

Ontario Enhancing Workplace Health and Safety

Increases to Maximum Fines Will Strengthen Compliance

December 20, 2017 3:00 P.M.

Ministry of Labour

Ontario is enhancing protection for workers by increasing the maximum fines for individuals and businesses that don't meet workplace health and safety standards.

As of December 14, 2017, the maximum fines for an offence under the Occupational Health and Safety Act increased from:

- \$25,000 to \$100,000 for an individual or unincorporated business (which had not changed since 1979)
- \$500,000 to \$1,500,000 for corporations (which had not changed since 1990)

Ontario also changed the time limit to allow for prosecution, from one year from the date of the offence, to one year from the date an inspector becomes aware of an alleged offence.

Protecting workers and supporting business is part of Ontario's plan to create fairness and opportunity during this period of rapid economic change. The plan includes a higher minimum wage and better working conditions, free tuition for hundreds of thousands of students, easier access to affordable child care, and free prescription drugs for everyone under 25 through the biggest expansion of Medicare in a generation.

Appendix P Safe use of ladder Guidelines from MOL

- Manufactured ladders on a construction project must comply with O. Reg. 213/91, section 78.
- Job-built wooden ladders must comply with O. Reg. 213/91, sections 81 and 82.
- A ladder must be used in accordance with the manufacturer's instructions [O. Reg. 213/91, section 93(3)].
- Safe distance must be maintained from energized electrical equipment and overhead power lines [O. Reg. 213/91, sections 187 and 188].
- Workers need to be aware of the written emergency procedures in place (required to be established by the constructor) at the project in the event of an accident [O. Reg. 213/91, section 17].
- Employers must ensure that personal protective equipment (PPE) needed for the job is used by workers and maintained in good condition. The PPE must comply with applicable standards. Where required, the employer must ensure that the PPE is used, maintained and stored according to manufacturer's instructions, applicable standards, and legislated requirements. The workers must be adequately trained on the use of the PPE [O. Reg. 213/91, sections 21, 26 and 93].
- Workers need to know who is in charge of the operation – supervisor?
“competent person”[1] 2[O. Reg. 213/91, section 14].

Here are some of the many factors to consider for the safe use of ladders on construction projects:

- Does a ladder provide the safest means of access and egress for the work location and type of work – or would stairs or a ramp be better, especially with respect to workplace emergency procedures?
- What type of ladder is most suitable considering the workplace restrictions and conditions (height, space, proximity of energized power lines, top support, footing support surface, etc.)? Never use metal ladders near energized electrical equipment or wires.
- Has the proper equipment been provided for material handling to reduce the risk of overexertion or musculoskeletal disorders? (Consider work positioning, lifting devices, etc.)
- How are materials and equipment transported or moved between levels?
- Is the user of the ladder able to maintain three-point contact at all times when

entering to or leaving the work location?

- If work must be carried out at height, a work platform should be used. Ladders should be used to work at heights only as a last resort – when location restrictions prevent the use of a work platform.
- A worker on a ladder must be protected against falling if he/she is working at a height of 3 metres or more.
- Defective ladders should be taken out of service and discarded.
- All workers, including young workers and workers new to the job, must be adequately trained and properly supervised.
- Specific work-related hazards must be analyzed and relevant controls established.

Appendix Q What to do in case of Worker injury

ALWAYS REPORT

INJURED AT WORK?

A Guide to Reporting for Injured Workers and Employers



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EMPLOYER | WHAT IF AN EMPLOYER DOES NOT REPORT A WORKPLACE INJURY OR ILLNESS?

Employers may be subject to a penalty for not reporting, reporting late, not giving all the details requested, or discouraging a worker from reporting an injury or illness. The WSIB can lay charges and prosecute employers that do not report workplace accidents, or discourage workers from reporting injuries or illnesses. Individuals and corporations may be subject to court-imposed fines.

WORKER | WHAT IF I FIND MYSELF IN ONE OF THESE SITUATIONS?

- My employer tells me not to report my injury or illness to the WSIB.
- My employer tells me that I will lose my job if I report my injury or illness to the WSIB.
- My employer says my injury or illness is not covered by the WSIB.
- My employer tells me that I must use my sick days, while I'm away from work, rather than report my injury or illness.

If you find yourself in one of these situations, you should still report your injury or illness. The WSIB will decide if the injury or illness is considered work-related and should be covered.



CONFIDENTIAL ACTION LINE

If you suspect that someone has committed an offence or is abusing the workplace safety and insurance system, including trying to stop a WSIB claim, please report it to our confidential Action Line at 1-888-745-3237, email sileads@wsib.on.ca or go to the WSIB website to anonymously report a potential wrongdoing.

ABOUT THE WSIB

The Workplace Safety and Insurance Board (WSIB) is an independent trust agency that administers compensation and no-fault insurance for Ontario workplaces. We are committed to delivering what matters to the workers and employers of Ontario: fast, accessible service and fair benefits at a fair price. The WSIB provides wage-loss benefits, medical coverage and help getting back to work – the best possible outcome following an injury or illness on the job.

For more information on reporting a workplace injury or illness, please go to www.wsib.on.ca.

CONTACT

Phone: 1-800-387-0750 or 416-344-1000
(TTY: 1-800-387-0050)
7:30 am to 5:00 pm EST,
Monday to Friday

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

Fax: Local 416-344-4684
Toll-free 1-888-313-7373

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1	GET MEDICAL ATTENTION 	<p>WORKER: Get first aid immediately. If more serious treatment is required, go to a doctor or hospital. Your employer is responsible for providing transport to receive medical treatment.</p> <p>REMEMBER: If first aid is the only treatment the worker received, you do not need to report to the WSIB. If you are not sure if you must report, you can call the phone number in the Contact section.</p>	<p>EMPLOYER: Provide first aid. If more serious treatment is required, transport the worker to the appropriate medical facility. You must pay the costs for transporting the worker.</p>
2	INVESTIGATE & DOCUMENT 	<p>WORKER: Your employer needs to know about your injury or illness to fulfill their responsibilities under the <i>Workplace Safety and Insurance Act</i>. They must investigate and document the incident.</p>	<p>EMPLOYER: You must investigate and keep a detailed record of what happened and the steps you took to correct the problem.</p>
3	REPORT TO THE WSIB 	<p>WORKER: Complete and submit Form 6 – Worker's Report of Injury or Disease.</p> <p>REMEMBER: You can fill out the form on the WSIB website, submit it via mail or fax, or speak to a representative at 1-800-387-0750 (TTY: 1-800-387-0050).</p>	<p>EMPLOYER: Report the injury or illness to the WSIB by submitting Form 7 within 3 days after learning of your worker's injury or illness (as required by the <i>Workplace Safety and Insurance Act</i>).</p> <ul style="list-style-type: none"> You must report a workplace injury or illness to the WSIB if a worker needs more than first aid and/or is absent from work, earns less than regular pay, and/or requires modified work at regular pay for more than seven calendar days.
4	STAY PART OF THE TEAM 	<p>WORKER & EMPLOYER: It's important that you stay in touch with each other and the WSIB. This way we can ensure that all injured or ill workers have the information and support they need to safely get back to what matters.</p>	<ul style="list-style-type: none"> You must pay your worker a full day's wages on the day of the incident. If the worker has lost wages and the claim is allowed, WSIB loss of earnings benefits start the working day after the accident occurs.

Appendix R Spill Reporting information form

Person reporting spill:	Telephone number:	
Date of reporting:	Time of reporting:	
Person causing spill (if known):	Telephone number:	
Date of spill:	Time of spill:	
Spill location:		
Material type:		
Material quantity:		
Weather conditions:		
Other Agencies contacted: Police/Fire Dept. (911)		
Cause(s) and effect(s) of spill:		
Spill containment and clean up procedures initiated:		

Description of spill location and surroundings:	
Distance to nearest public facility, residence, First Nations community:	
Distance to nearest stream, water bodies, sensitive areas:	
Other comments/actions taken:	
Agencies on the scene:	
Report completed by:	Telephone number:
Title:	Date: