Rankin Construction Inc.

Health & Safety Policy & Procedure Manual

January 10, 2011
ACKNOWLEDGMENTS

Special thanks is given to the Construction Safety Association of Ontario as well as the Labour Management Health & Safety Committee of Ontario for allowing us to quote numerous sections/articles written by them

DISCLAIMER

The applicable laws and regulations may change from time to time. With this in mind, please note that all Federal, Provincial and Safety Association safety laws and Regulations must be followed at all times
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INTRODUCTION

This manual is to be used by accountable, company management in the implementation and maintenance of our loss control programs, and by workers, contractors and subcontractors and their employees, for a healthy and safe work environment. The procedures contained in this manual will not be compromised, as the construction industry is a hazardous occupation. All personnel are obliged to maintain these procedures toward the goal of outstanding performance in safety on our job sites.

The Occupational Health & Safety Act and Regulations for Construction Sites in Ontario cover the safety requirements in the Construction Industry. All employers, employees, supervision, contractors and subcontractors on our job sites are to work at all times in full accordance with this Act and Regulations, including the owners and/or constructor’s site safety rules and regulations. This manual is intended as an adjunct to these rules and regulations.

No manual can foresee and allow for every situation on a construction site, competence, training, professionalism, experience and common sense, together with these rules and regulations, become the policy. In the event no rule or guide is found, contact the Project Manager or Manager Safety & Human Resources, for specific instructions.

The procedures outlined, diligently applied together with the application of the respective Act and Regulations, will assist us in achieving our common goal: eliminating all job site accidents. Safety begins with each and every employee – regardless of position or rank in the Organization and his/her positive attitude and resolve. The safe way to do a job must always be found before going ahead. This will continue to reduce and eliminate job site accidents.

All employees will receive a copy of Rankin Inc. Health & Safety Policy & Procedure Employee Booklet, and will abide by the policy as outlined. We welcome and encourage your suggestions for improving this manual, as well as safety at our sites.
1.0 SAFETY POLICY AND PHILOSOPHY (INJURY AND ILLNESS CONTROL)
Rankin Construction Inc. Health and Safety Policy

Management of Rankin Construction Inc. is vitally interested in the health and safety of its employees. At Rankin Construction Inc., the safety of our workers and safe working conditions are of the highest priority and every reasonable precaution shall be taken to provide a healthy and safe work environment. All supervisors and workers must be dedicated to the objective of reducing the risk of injury and illness.

It is the responsibility of all supervisors to ensure that safe work practices are observed at all times. All supervisors must ensure their workers are familiar with the actual and potential hazards of the job and with an understanding of the safety standards and regulations that apply to their work. Legislative requirements will serve as minimum acceptable standards for Rankin Construction Inc.

It is the responsibility of every worker, sub-contractor and employee of a sub-contractor to protect his or her own health and safety by working in compliance with: The Occupational Health and Safety Act, the applicable regulations and the safe work practices established by Rankin Construction Inc. Whenever a worker sees an unsafe condition or practice, it must be immediately reported to a supervisor.

All parties are expected to consider health and safety in every activity. Commitment to health and safety form an essential part of this organization from the president to the workers. We welcome any suggestions on how we might improve our safety program. Safety is everyone's business, we expect everyone to work together as a team to maintain and improve our safe working environment.

Tom Rankin
C.E.O., Rankin Construction Inc.

January 10, 2011
2.0 SAFETY ORGANIZATION, RESPONSIBILITIES AND CODE OF PRACTICES

Our Company is committed to avoiding, preventing and reducing loss due to injury, property damage, reduced productivity and reduced Quality. We will maintain a safety and health program that confirms to the best practices of organizations in our industry. This requires co-operation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her fellow workers.

The responsibility for health & safety is shared:

- The employer is responsible for the leadership in the safety and health program, its effectiveness and improvement, and the safeguards to ensure safe conditions.
- Project Managers and Foreman are responsible for developing good attitudes towards safety, and for ensuring that all operations are performed with the utmost regard for the safety and health of everyone.
- Workers are responsible for co-operating with all aspects of the safety and health program, including compliance with all rules and regulations.

Safety Requirements and Responsibilities, as identified in the Occupational Health and Safety Act (section 25 and 26) and the Workwell Audit Guidelines

2.1 PRESIDENT

The President shall:
- prepare and review regularly, a written Health And Safety Policy Statement
- take all reasonable care/precaution to ensure that Rankin Construction Inc. (Rankin) complies with the current Industrial and Construction Acts and the Regulations, including the owner or constructor’s site safety rules and regulations possible directives/requirements from the Ministry of Labour

2.2 OWNERS

The Owner shall ensure that before beginning a project, tour and determine whether any designated substances are present at the project site, prepare a list of all designated substances that are present at the site and provide a list of the designated substances to the constructor/contractor.

OWNER’S or CONSTRUCTOR’S HEALTH & SAFETY PROGRAM

On projects where there is an established Health & Safety Program in place either by the Owner, Constructor of both, the more stringent of the following shall apply:

- Occupational Health & Safety Act (OHSA) and Regulations for Construction Projects and/or Industrial Establishments
- Owner’s Health & Safety Program
- Constructor’s Health & Safety Program
- Rankin Health & Safety Program

2.3 MANAGER SAFETY AND HUMAN RESOURCES

- Promotes safety and health education at all levels.
- Stays current with Occupational Health & Safety Act (OHSA) and Regulations for Construction Projects and/or Industrial Establishments.
- Co-ordinates all safety activities including: Job-site, yard and shop inspections, frequency of safety committee meetings, distribution of safety materials, and all vehicle safety operations.
- Acts as director of the safety committee.
- Maintains all accident records and completes all required W.S.I.B. forms.
- Analyzes accident / Incident records and show trends. Provides regular reports to upper management on the results of the safety program and provides options and training for corrective actions.
2.4 PROJECT MANAGERS

A Manager (UNDER THE DIRECTION OF THE MANAGER HEALTH AND SAFETY) shall ensure that:

- Rankin’s health and safety policy and procedures are implemented on his/her projects
- Perform workplace inspections at least once a year.
- Conduct information sessions (safety talks, staff meetings, tail gate meetings)
- Conduct incident investigations
- Conduct employee training, information, instruction and supervision to Supervisors, Workers, Contractors and Subcontractors to protect everyone’s health and safety
- Correct substandard acts or conditions
- Commend employee and supervisor health and safety performance
- Perform employee safety observations

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 a 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 a 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 of their 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 this 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;

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Additional Duties include:

- Establish an occupational health service for workers as prescribed
- Where an occupational health service is prescribed, maintain the same according to the standards prescribed
- Keep an maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed
- 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 prescribed
- Establish a medical surveillance program for the benefits of workers as prescribed
- Provide for safety- related medical examinations and tests for workers as prescribed
- Provide for safety examination, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace
- Where so prescribed, provide a worker with written instructions as the measures and procedures to be taken for the protection of the worker; and carry our such training programs for workers, supervisors and committee members, as prescribed
- when appointing a Supervisor, appoint a competent Supervisor/Foreman
- a Worker or a person in authority over a Worker is acquainted with any hazard in the work place and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent
- a copy of the current OHSA is available in the workplace along with explanatory material prepared by the Ministry of Labour outlining the rights
- a copy of Rankin’s Health and Safety Policy and Procedure Employee Booklet is made available to all workers
- a copy of the JHSC meetings (if any) is posted in a conspicuous location in the workplace and any concerns promptly addressed

The Project Manager must make the Owner aware of any change in process that may cause unforeseen hazards or concerns to employees. Where required, information notices will be supplied to employees regarding hazards.

SAFETY RECORDS

The Project Manager shall ensure that:

- all pertinent safety records are filed in the job files at Head Office
- the safety records for projects may include the following:

  - Records of all job site safety orientations
  - Site Inspections
  - Compliance Agreement
  - Employee Profile and Safety Record
  - Notice of Violation
  - Toolbox Talk Confirmation
  - Incident & investigation Report
  - Names of current First Aid attendants
  - JHSC Committee Reports (if required)
  - WHMIS file
  - Employee Training as required by OHSA
PROGRAM IMPLEMENTATION BY PROJECT MANAGER

Tool Box/Tailgate Talks
a. The foreman shall ensure that the workers at the workplace receive regular toolbox talks. Questions and discussions from the Workers concerning any safety matters should be encouraged and all concerns must be addressed as soon as possible. Such questions are to be recorded on the Tool Box Meeting Form.
b. All attendees’ names will be recorded by the foreman and be submitted to Head Office with their time cards.

2.5 SUPERVISOR/FOREMAN

The Supervisor/Foreman shall ensure that:
- Rankin’s health and safety policy and procedures are implemented
- Conduct information sessions (safety talks, staff meetings, tail gate meetings)
- Conduct incident investigations
- Conduct employee training, information, instruction and supervision to Supervisors, Workers, Contractors and Subcontractors to protect everyone’s health and safety
- Correct substandard acts or conditions
- Commend employee and supervisor health and safety performance
- Perform employee safety observations
- Understand an ensure that all safety legislation is included in health and safety responsibilities

A Supervisor shall ensure that:
- A worker works in the manner and with the protective devices, measures and procedures required by this Act and the regulations
- Uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be used or worn
- Advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware
- Where prescribed, provide a worker with written instructions as the measures and procedures to be taken for the protection of the worker
- Take every precaution in the circumstances for the protection of a worker
- Provide information, instruction and supervision is provided to Workers, Contractors and Subcontractors to protect everyone’s health and safety
- Everyone is accountable and measures for health & safety compliance and acknowledges good performance
- All Workers have a copy of Rankin’s Safety Policy & Procedures Employee Booklet
- Workers attend the regular 5-minute Tool Box Talk
- Every reasonable precaution is taken in the circumstances of the protection of the Worker
- an internal investigation be conducted of all accidents and injuries/near misses and the findings immediately sent to Project Manager (upon receipt Head Office will complete the necessary forms and notification to WSIB and MOL as required by law)
2.6 RANKIN CONSTRUCTION INC. AS “CONSTRUCTOR”

The Project Manager shall ensure that when Rankin is the “Constructor” of a project:
- a notice is filed with the Director of the Construction Health and Safety Branch of the MOL before beginning work on the project. (Reference the current Construction OHSA & Regulations for size and type of project)
- a copy of the notice is posted at the project
- an inspector in the office of the Construction Health and Safety Branch nearest the project is notified by telephone before work begins on a trench more than 1.2 m deep into which a Worker may enter
- a notice be given in writing, to the Ministry of Labour and JHSC (if any), within 2 days of an incident occurring at the workplace where the reasonable potential for harm is high (refer to Incident & Investigation Report), and where no one is injured
- the measures and procedures prescribed by the current OHSA & Regulations are carried out on the project
- every employer and every Worker performing work on the project complies with the OHSA & Regulations including all site safety rules and regulations of the owner
- that every employer and employee has attended where applicable a site orientation and receives any required training as stated by the current OHSA & Regulations for Construction Projects.
- the health and safety of the Workers is protected
- that each prospective contractor and subcontractor for the project has received a copy of the list of designated substances before the contractor or subcontractor enters into a binding contract
- every subcontractor has presented a WSIB Certificate of Clearance and a copy of their current CAD 7 report with a copy of their Policy & Procedure Manual

2.7 WORKER

The Worker shall:
- work in compliance with the provisions of the OHSA and Regulations, including the owners industrial and/or constructor’s site safety rules and regulations
- use and wear the equipment, protective devices or clothing that Rankin requires to be used or worn
- report to the 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
- report to the Supervisor any contravention of the OHSA or Regulations or the existence of any hazard of which he/she is aware
- report immediately to the Supervisor any injury or incident
- attend all training as required by this project
- provide recommendations for improvements
- notify the company immediately if their legal driving status changes

No worker shall:
- remove or make ineffective any protective device required by the regulations or by his 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
- use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker
- engage in any prank, contest, feat of strength, unnecessary running or rough, boisterous conduct

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DUTIES AND RESPONSIBILITIES OF THE WORKER

Rankin considers the safe and proper conduct of all employees, contractors, suppliers and any other visitors to the project to be of prime importance.

The following are personal conduct standards to be followed by all persons associated with the project.

- Understand and abide by the Rankin Health & Safety Policy as outlined in our Health & Safety Policy and Procedure Employee Booklet.
- Always work in compliance with the Occupational Health and Safety Act and Regulations for Construction Projects and any other pertinent regulations such as WHMIS regulations, etc.
- Co-operate with Ministry of Labour inspectors, Rankin safety coordinators, Worker Health and Safety representatives, supervisors and others who are attempting to achieve and maintain a healthy and safe workplace.
- Report to the employer or Supervisor any problem with equipment that may endanger personnel.
- Report to the employer or Supervisor any contravention of The OHSA and Regulations or hazards on the project.
- Report All Accidents/Injuries Immediately to the employer or Supervisor.
- Do not engage in horseplay or fighting.
- Read and follow all posted notices and warnings.
- Always wear and use properly the personal protective equipment that is required when working on the site.
- Rings, jewelry and loose clothing must not be worn in work situations where they present a risk of personal injury.
- Shirts and long pants should be worn at all times to protect all employees and site workers from burns and minor abrasions.
- Intoxication or possession of alcohol or illicit drugs will not be permitted on the job. Use of prescription drugs is permitted if used as directed by a medical physician, and provided it does not affect your ability to perform work safely and efficiently.
- If you are not familiar with the use of any equipment, machinery, or tools ask your supervisor for assistance.
- Do not disturb fellow workers while they are setting up or operating any equipment or machinery.
- A clean work area in most cases is also a safe work area. Always keep work areas and access ways clean and free of spills, scrap, debris, and congestion.
- In order to ensure the security and integrity of the project, inspection of vehicles or other property may be conducted randomly by the security staff where applicable.
- Any person who commits the act of stealing will be terminated.
- The drivers of all vehicles must adhere to posted speed limits throughout the site.
- Grease, oil spills or other slippery substances are to be cleaned up immediately.
- Personal cell phones/Radios/Walkmans are not allowed, and shall not be used by any person while working on the project.
- All personnel using explosive actuated tools shall be in possession of a certificate of the safe operation of that tool and will use all of the personal protective equipment dictated by OSHA.
- Refueling of vehicles and equipment shall only be done while the engine is turned off.
- Throwing material from scaffolding or any above ground elevation will not be permitted.
- Compressed air is not to be used for cleaning the person or his clothing. Anyone in the area where air is being used for cleaning purposes must wear eye protection.
- All air hoses shall be wired together at the couplings.
- There shall be a minimum of 3 m (10 ft.) between operating equipment and overhead power lines, unless the line has been de-energized. Safe operating distances shall be those set forth in the OSHA, which vary according to the voltage carried by the lines.
Anti-flash back valves are required on all oxygen and acetylene lines; located at the “gauge end” of the line rather than at the outlet end of the line.

All temporary power panels shall have covers installed at all times.

The use of ground fault circuit interrupters is mandatory on all our project sites.

No person other than the operator shall ride on a vehicle unless a seat is provided for the use of, and is used by, the person according to the current OHSA.

Riding on any load being hoisted by a crane, the headache ball, or the hook of the crane, is strictly prohibited.

Temporary wiring is to be installed in a safe manner in accordance with the electrical code and the approval of the Rankin Site Supervisor.

Lock-out/tag-out systems are in place and will be used for the protection of the workers. The worker must observe the Rankin lockout procedure.

Proper care and testing must be used before entering any vessel, manhole, duct, sewer or other confined space.

Maintain an orderly work area. Materials and equipment must be arranged or stored in a safe manner. Aisles must be kept clear.

All drop cables/extension cords shall be elevated above the ground or protected in a manner that allows traffic to pass.

A competent signal person must assist all operators of any equipment, whenever a vehicle, machine or its load may endanger anyone. The operator must operate as directed by the signaler.

When using any of the site roads and access routes, forces are advised to use extreme caution at all times. All traffic signs must be followed and adhered to at all time. Do not exceed 15 km/h at any time. Caution is to be used at all times keeping in mind that pedestrian traffic and other services are also using these roads.

3.0 SAFETY PROGRAM

3.1 SAFETY COMMITTEE
The Ontario Occupational Health and Safety Act prescribes that “where the number of workers at a project regularly exceeds twenty, the “Constructor” shall cause the workers to select at least one Health and Safety committee member from among the workers of the project who does not exercise managerial functions”. In this situation, the Project Manager will form a safety committee of at least two persons, one being the workers' representative. The functions of the committee are as described in OHSA.

3.2 HEALTH AND SAFETY REPRESENTATIVE

SELECTION OF SAFETY REPRESENTATIVES
The selection of a health and safety representative shall be made by those workers who do not exercise managerial functions and who will be represented by the health and safety representative in the workplace, or the part or parts thereof, as the case may be, or, where there is a trade union or trade unions representing such workers, by the trade union or trade unions

GENERAL DUTIES

The health and safety representative performs site inspections, with the knowledge of the firm; helps to mediate disputes over unsafe conditions; may assist in investigating serious accidents; and confers with supervisors, workers and Ministry of Labour inspectors whenever necessary. A health and safety representative will be effective only where there is full cooperation and respect between representative, management and workforce.

Rankin Construction Inc.  Our Goal – An Accident Free Operation!
REQUIREMENTS

1. The selection must be made from among workers who do not exercise managerial functions.
2. The selection must be made by workers or by the trade union or unions that represent them. They will be selected by their peers. Individuals can volunteer or be nominated. An election will be held to select the appropriate number of worker members.
3. The employer and workers must provide the health and safety representative with any information and assistance necessary to carry out inspections on the job site.
4. A health and safety representative has power to identify situations that may be a source of danger or hazard to workers and to make recommendations or report his findings therein to the employer, the workers and the trade union or trade unions representing the workers.

POWERS OF REPRESENTATIVES

A health and safety representative has the power:

1. to obtain information from the constructor or employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety;
2. to be consulted about, and be present at the beginning of, testing referred to in clause (1), conducted in or about the workplace if the representative believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid; and
3. to obtain information from the constructor or employer respecting
   - the identification of potential or existing hazards of materials, processes or equipment
   - health and safety experience and work practices and standards in similar or other industries of which the constructor or employer has knowledge

GENERAL GUIDELINES

1. The health and safety representative should have current first aid and cardiopulmonary resuscitation (CPR) certificates. This training is available through St. John Ambulance, as well as other certified groups.
2. The representative must be familiar with requirements of the current OHSA & Regulations for Construction Sites and Industrial Establishments.
3. The representative should follow the Guidelines for Health and Safety Representatives (B018) available from the Construction Safety Association of Ontario.
4. The representative should be familiar with the procedures involved in a refusal to work where health and safety is in danger.

HEALTH AND SAFETY REPRESENTATIVES AND COMMITTEE

Following chart describes the requirements for the various sizes and duration of a project

<table>
<thead>
<tr>
<th>Size and Duration of Project</th>
<th>Representative of Committee</th>
<th>Who Creates Committee</th>
<th>Number Members</th>
<th>Membership Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Workers or Less</td>
<td>One Health and Safety Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-19 workers and more than 3 months</td>
<td>One Health and Safety Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6+ workers and less than 3 months</td>
<td>One Health and Safety Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 3.3 REQUIREMENTS UNDER THE OCCUPATIONAL HEALTH & SAFETY ACT

<table>
<thead>
<tr>
<th>Selection of Committee Members</th>
<th>Power and Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety Committee</td>
<td></td>
</tr>
</tbody>
</table>
| Worker representative selected by the site workers or trade union(s) | - Obtain information from a constructor or employer regarding the testing of equipment, materials, or chemicals in the workplace.  
- Inspect the workplace at least once a month, with the full cooperation of constructor, employers, and workers  
- Ask for and obtain information regarding existing or potential hazards in the workplace.  
- Make health and safety recommendations to a constructor or employer, who must respond in writing within 21 days, either giving a timetable for implementation giving reasons for disagreeing with the recommendation.  
- Where a person has been killed or critically injured in the workplace, investigate the circumstances of the accident and report findings to a director of the Ministry of Labour.  
- Exercise all the powers granted to the health and safety representative by virtue of a collective agreement.  
- Identify situations that may be a source of danger or hazard to workers.  
- Make recommendations regarding health and safety matters.  
- Recommend maintenance and monitoring programs.  
- Obtain information from constructors or employers regarding testing of equipment or environments and be present when testing is initiated.  
| Management representatives are selected by the constructor or employer. | |
| Note: The Workers Trade Committee is established by the Joint-Health and Safety Committee and they shall operate under the guidelines of the Joint-Health and Safety Committee | |
| Workers Trade Committee | Advise the joint health and safety committee of the health and safety concerns of the workers at the workplace. |
| Members of a workers trade committee shall represent workers employed in each of the trades at the site. | |
3.4 CONTRACTOR/SUBCONTRACTOR COMMUNICATION

Written Standard
Subcontractor to provide WSIB clearance certificate
Provide subcontractor with Rankin’s Health and Safety Policy
Obtain Subcontractors Health and Safety Policy and current copy of their WSIB CAD 7 Report
All subcontractors must comply with OHSA regulations, and Rankin’s Policies, whichever is more stringent

Communication
- Subcontract Agreement/Purchase Order will include our H&S Policy
- Subcontractors to be included in weekly safety meetings(tailgate talks)
- Supervisors/Foremen to inform subcontractors of;
  - any workers that are trained in first aid
  - emergency procedures
  - emergency phone numbers
- contractor and subcontractor to sign off that information has been communicated and understood by subcontractor
- keep records of communications

Training
- Obtain relevant records of training from subcontractor (first aid, traffic control, fall arrest, propane etc.)
- keep these records on site and provide copies for the office

Evaluation
- supervisors/foremen to inspect subcontractors work areas and performance daily
- report any safety violations to subcontractor supervisor, provide copy to office
- follow up on correction of any violations, and document results

Acknowledge Success/Make Improvements
- Provide a letter from project manager/purchaser at completion of job to acknowledge a successful completion
- Conduct a survey amongst supervisors/foremen on safety performance by subcontractors, obtain suggestions for improvement
- Inform subcontractors of their evaluation and recommend areas of improvement
- Refuse to hire subcontractors that do not comply or have a poor Health and Safety record
- Evaluate suggestions and act upon those that have merit
- Keep records of all acknowledgements and improvements

3.5 DISCIPLINARY ACTION PROCEDURE

Safety Policy Enforcement and Penalty

Failure to comply with the legislation and the Company policy shall be considered grounds for disciplinary action including dismissal. The relevant local union and/or contractor would be duly advised. Disciplinary action is recorded on the Employee Discipline Notice.

All our personnel including contractors and subcontractors who do not abide by the Act and Regulations of our Safety Policy and Procedures Manual along with all site rules that an Owner, General Contractor or industrial establishment may impose, shall be subject to disciplinary action including immediate dismissal.

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Some examples of immediate dismissal from site are:

- non-compliance with Rankin’s Safety Rules & Regulations
- theft
- horseplay
- fighting
- being intoxicated or use of alcoholic beverages on site
- possession of or use of non-prescription restricted drugs

3.6 Employee Discipline Notice

If a discipline notice is required to be issued, a copy must be sent to Head Office and placed on file. This notice is issued to personnel who through their actions or inaction require an employee discipline notice to be issued. See Head Office for Employee Discipline Notice form.

The degree of the disciplinary action, including immediate dismissal, will depend upon the severity of the infraction.

1. The Project Manager or Supervisor will issue a Verbal Order of compliance in the event of a safety violation by a Worker under their supervision. Such verbal order is to be documented and signed by the Project Manager. The Project Manager or the Supervisor is to discuss the violation with the Worker and outline how the violation is to be rectified.

2. For a second infraction of the same safety violation by the same Worker, a Notice of Violation will be issued to the Worker. The violation will again be discussed with the Worker, with a mandatory safety talk.

3. If there is a third occurrence of the violation with the same Worker, the Worker will be given a second Notice of Violation, signed by both parties, and will be required to leave the site immediately.

Both the Project Manager and the Owner’s representative are to be immediately notified of the dismissal.

4. The same disciplinary action progress will be implemented between General Manager, Project Manager, Supervisor, Contractors, Subcontractors & Inspectors.

<table>
<thead>
<tr>
<th>First Violation</th>
<th>Verbal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Violation</td>
<td>Written</td>
</tr>
<tr>
<td>Third Violation</td>
<td>Written &amp; Required To Leave Site</td>
</tr>
</tbody>
</table>

Rankin Construction Inc. Our Goal – An Accident Free Operation!
3.7 WORKPLACE HARASSMENT / VIOLENCE POLICY

Policy Statement

Rankin Construction Inc. is committed to provide a work environment that is safe, secure, and free from all forms of violence and all types of discrimination or workplace harassment, including sexual harassment and bullying. Rankin Construction Inc. will operate in an environment that fosters trust and mutual respect.

Conduct Prohibited

The company strictly prohibits violence, bullying, harassment, intimidating or threatening conduct of a verbal or physical nature, by or between any employees or other persons on company premises or worksites. Such conduct could include but is not limited to: unwelcome, unsolicited encounters, following a request for the encounters to cease; stalking or harassment through electronic means such as e-mail or telephone contact; derogatory comments, slurs, threats, degrading words, stereotyping; offensive objects or pictures; graphic or sexually suggestive verbal or written comments; or flirtations, touching, advances, or propositions of a sexual or aggressive nature. Verbal horseplay and practical jokes can, depending on the circumstances be included within the prohibition.

“Harassment” under the Human Rights Code means engaging in a course of objectionable conduct, comment or display by a person towards another worker (on the basis of race, religion, sex, sexual orientation, family statues, martial status, disability, physical features, age, ancestry or place of origin) that is known or ought reasonably to be known to be unwelcome.

Workplace Harassment is a form of discrimination and includes behavior or comments that insult or offend based on the list above.

“Discrimination” means any conduct which constitutes discrimination under the Ontario Human Rights Code. This includes discrimination based upon race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability as defined in the Ontario Human Rights Code.

“Workplace Violence” means (a) the exercise of physical force (does not have to be related to a prohibited ground of discrimination, as defined in the Human Rights Code) by a person against a worker in a workplace that causes, or could cause, physical injury to the worker; and/or (b) an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker.

“Workplace Bullying” means persistent, offensive abusive, intimidating, malicious or insulting behaviour, abuse of power or unfair penal sanctions which make the recipient (does not have to be related to a prohibited ground of discrimination, as defined in the Human Rights Code) feel upset, threatened, humiliated, or vulnerable, which undermines their self confidence and which may cause them to suffer stress.

“Sexual Harassment” means unwelcome sexual advances, requests for favors, and or other verbal or physical conduct of a sexual nature by supervisory or non-supervisory employees.

Responsibilities

All employees have a responsibility not to engage in harassment, sexual harassment, violence, bullying or discrimination against another worker and/or supervisor.
All employees of Rankin Construction Inc. in a supervisory role (including foreman, sub-foreman, others) have a responsibility under this Policy to promote a harassment-free work environment and to ensure that any complaints they receive are processed in accordance with this Policy.

PROCEDURE

All complaints will be taken seriously. The rights of all concerned will be respected. Workers making a complaint are encouraged to use these steps to address incidents of alleged harassment, sexual harassment, violence or discrimination internally.

1. A person who believes that he/she has been subjected to harassment is encouraged to clearly/firmly make known to the alleged harasser that the harassment is objectionable and must stop.

2. Where this cannot be done safely, if circumstances prevent a worker from taking action or if the harassment continues, the person should report the alleged harassment to his or her supervisor immediately. The supervisor in turn will inform the Project Manager, Safety and Human Resource Manager or Senior Management.

3. Once a Project Manager has received a complaint of harassment, she or he shall immediately bring the complaint to the attention of the CEO or the President of Rankin Construction Inc.

4. Once a complaint has been reported as outlined above, the following procedure will be followed:

   • The complaint must be documented, signed, and dated. The complaint should include all relevant information about person(s) involved, nature of incident, date, time and place of incident, names of witnesses, if any, and any other information which the individual feels is relevant to the case.
   
   • An investigation will then be initiated. The Project Manager will conduct the investigation or an individual(s) from outside Rankin Construction Inc. may be designated to conduct the investigation.
   
   • The investigation will include discussion with the complainant, the person(s) against whom the complaint has been laid, witnesses, if any, and anyone else who may be able to provide useful input into the investigation. The investigation and all discussions will be treated confidentially, to the extent possible, and all involved will be so advised.
   
   • All complaints of harassment or discrimination must be investigated to determine the nature and circumstances of the incident(s) and to determine appropriate resolution.

5. Following the conclusion of the investigation, the Project Manager will inform the complainant and the alleged harasser of the results of the investigation.

Resolution and corrective action

Where harassment, sexual harassment, violence or discrimination has been substantiated, the Project Manager will take appropriate corrective action to resolve the complaint.

Where harassment, sexual harassment or discrimination has not been substantiated, no action will be taken against a worker who has made a complaint in good faith.

Complaints filed in bad faith may result in appropriate disciplinary action.

Confidentiality

All written documentation regarding the incident shall be kept by the Project Manager or Human Resource Manager and kept on file.

External complaints

Nothing in this policy prevents or discourages a worker from referring a harassment, sexual harassment or discrimination complaint to the police; Ontario Human Rights Commission; and, any other legal avenues available.
Violence in the Workplace
In addition to the procedures and accountabilities set out above, the following will take place to assist in eliminating the risk of violence in the workplace.

Workplace Violence Assessments (Audit form follows)
As part of the Health & Safety Policy, Rankin Construction Inc. will conduct periodic assessments to review the risk of workplace violence that may arise. We will reassess the workplace for workplace violence risks, as often as necessary to ensure the workplace policy and procedures in place, protect the workers.

Work Refusal
The normal work refusal process will be followed if a worker refuses to work where he or she has reason to believe that he or she is in danger of being a victim of workplace violence.

No Retaliation or Reprisals
The Company will not permit any form of retaliation or adverse action to be taken against any employee who reports harassment, violence, intimidation, or threatening conduct in the workplace, unless the report proves to be totally unfounded or malicious. All employees are assured that quick action will be taken to resolve complaints, and that the Company is firm in its commitment to eliminate such conduct from the workplace.

3.8 VEHICLE OPERATION
- Only competent and authorized persons are to use vehicles, hoists, cranes, man-lifts, lift-trucks, “zoom booms”, or other motor powered equipment or machinery, while on site
- Operators must always work cautiously and ensure that at no time is the operation of their vehicle/machine/equipment placing themselves or others in danger
- All mobile equipment must be checked daily “prior” to use according to the manufacturer’s requirements. The results of the “daily circle check” are also to be recorded in the log book and the inspection and maintenance record.
- Posted speed limits must be observed at all times on the site
- Employees must notify the company immediately if their legal driving status changes
- Under no circumstances is a worker to ride on any piece of equipment unless properly occupying a place or seat designated for that purpose. This is especially important around forklifts, aerial devices, hoists and cranes.

3.9 SIGNAL PERSONS
A competent signal person must assist all operators of any equipment, whenever a vehicle, machine or its load may endanger anyone. The operator must operate as directed by the signaler. All signal persons must receive proper training and must wear the appropriate protective clothing as required by the current OHSA & Regulations.

3.10 TRAFFIC CONTROL
Written Standard
- All traffic control procedures are to be in accordance with the OHSA, Sections 67, 68, and 69.
- A traffic plan is to be set by a trained supervisor, following the guidelines put forth in the “Ontario Traffic Manual, Book 7, Temporary Conditions “.
- Traffic Control Plan is to be implemented in the field by trained personnel, utilizing the Traffic Control Plan along with, “Ontario Traffic Manual, Book 7, Temporary Conditions Field Edition”.
- Persons involved in traffic control must receive training to perform this work.

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All subcontractors must comply with OHSA regulations for Traffic Control, and Rankin’s Policies, whichever is more stringent.

Personal Protective Equipment is required:

- Hard Hat: CSA Class E
- Safety Boots, CSA-certified Grade 1 (green triangular CSA patch outside)
- Garment, usually a vest covering upper body and meeting these requirements:
  - Fluorescent Blaze or international orange in colour
  - Two vertical yellow stripes 5cm wide on front, covering at least 500cm²
  - Two diagonal yellow stripes 5cm wide on back, in an X pattern, covering 570 cm²
  - Stripes retro-reflective and fluorescent
  - Vests to have adjustable front and side and front tear-away feature on vests made of nylon.

** Nighttime work requires that you wear additional reflective silver stripes encircling each arm and leg, or equivalent side visibility-enhancing stripes with a minimum area of 50 cm² per side.

Traffic Control Procedure shall be communicated to all personnel, suppliers, and subcontractors.

Supervisors/Foremen to inform subcontractors of any workers that are trained in Traffic Control.

Traffic Control Procedure to be included in New Employee Orientation for workers likely to be involved in jobs where traffic control is required.

Keep records of communications.

Traffic Control training to be provided by qualified personnel.

Records of training will be kept.

Supervisors are to be trained in their responsibilities.

Supervisors/foremen to inspect traffic control daily

Site inspected at the beginning/end of each shift, modifications, repairs to be made as required

follow up on correction of any violations, and document results

3.11 HAZARD REPORTING

It is Rankin Construction Inc’s policy that all hazards be reported and corrected immediately, to ensure a safe working environment. The procedure for reporting hazards is as follows:

1) Any employee recognizing a hazard is to immediately inform their supervisor or foreman, describing the hazard and possible outcome.

2) The foreman will record the hazard information, completing all portions of the Hazard Recognition Form. (see appendix)

3) The foreman, if appropriate will notify other employees of the hazard. This can be in person or through warning signs.

4) Where the hazard is in the control of the foreman, the supervisor or foreman shall give direction to correct the hazard in a safe manner.

5) Where the correction of the hazard is beyond the span of control of the supervisor or foreman, they shall contact the Project Manager of Manager Safety and Human Resources and provide a copy of the hazard report form.

6) The Project Manager or Manager Safety and Human Resources shall take all necessary steps to correct the hazard and file a completed hazard report noting corrective action in the job binder.

7) General hazards/areas are to be identified and noted on the site inspection forms.
3.12 RIGHT TO REFUSE OR STOP WORK

In addition to responsibilities under the Act all workers have three basic rights. They are:

- The Right to Refuse Work – Which they believe is dangerous to themselves or another worker. See Refusal Chart on page 17.
- The Right to Know – about the hazards that may affect their health and safety.
- The Right to Participate – In the Health and safety of their workplace. This is expressed through your worker joint health and safety committee or representative.

A Worker may refuse to work or do particular work where he or she has reason to believe that:

- any equipment, machine, device or thing the Worker is to use or operate is likely to be dangerous to himself, herself or another Worker;
- physical condition of the workplace which he or she works or is to work is likely to be dangerous;
- either equipment or physical condition of the workplace is in contravention of the Act or the regulations and that such contravention is dangerous.

The Worker shall promptly report the circumstances of the refusal to the Supervisor. The Supervisor shall address the nature of the refusal and take steps to correct the circumstances. If the matter cannot be resolved to the satisfaction of the Supervisor and the Worker, then the matter is taken to the Project Manager who shall investigate the report and seek resolution following the current OHSA and Regulations for Construction Projects.
REFUSAL TO WORK PROCESS WHERE HEALTH OR SAFETY IS IN DANGER

Worker refuses to work and notifies employer or supervisor → Employer/Supervisor investigates in presence of worker and health and safety representative → Worker stands by in safe place near work station → PROBLEM → RESOLVED

Worker continues to refuse work. Ministry of Labour Inspector is notified → Inspector investigates in presence of worker, employer or supervisor and health and safety representative → Pending investigation and decision → Decision made

PROBLEM

Worker stands by or is assigned other work → Employer gives worker other directions

Decision made:
- In favour of worker
  - Corrective action taken
  - WORK RESUMES
- Against worker
  - WORK RESUMES

NOTE
By following the current provincial Occupational Health and Safety Act "Work Refusal" procedure, most, if not all, safety concerns can be addressed immediately and rectified to the satisfaction of all concerned parties.

Rankin Construction Inc.
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3.13 EMERGENCY PROCEDURES START OF PROJECT

Prior to the start of a project, an emergency assistance procedure and an evacuation procedure will be determined by the client's representative and our supervisor. The information contained will include the client's emergency signal system, the method and location of egress, the emergency assembly points, emergency telephone numbers and client contact. Training will be made available as required. These emergency procedures will be posted for all our workers to understand and follow.

PROJECT LAYOUT AND EMERGENCY ACCESS INFORMATION

Work Site Access, Routing and Emergency Communications

As soon as practical, during the on-site mobilization process, the Project Superintendent, together with his delegate, will develop an emergency access plan specific to the site with major access routes identified for Emergency vehicles, etc. The site drawing or plan shall contain the following minimum information and shall be posted in the site trailer and at each First Aid Station and communicated to all sub-contractors:
- Location of entrances and major access routes to site
- Location of Rankin’s site office, if any
- Location of Emergency Telephones
- Location of First Aid Stations
- Location of Washroom Facilities
- Location of Storage and Parking Areas
- Location of Fire Hydrants
- Location of other fire protection equipment (e.g., Fire Extinguishers)
- Location of Overhead and Underground Power Lines
- Location and Street (names of streets around site) as required

Also to be posted are:
- Map showing the most direct route to the nearest hospital
- Telephone numbers for: Local Police, local Hospital & Ministry of Labour

In case of an emergency

1) TAKE COMMAND
Assign the following duties to specific personnel.
2) PROVIDE PROTECTION
Protect the accident scene from continuing or further hazards.
3) GIVE FIRST AID
Give first aid to the injured as soon as possible.
4) CALL AN AMBULANCE
Meet and direct the ambulance and any other emergency services.
5) GUIDE THE AMBULANCE
For follow-up, find out where the injured is being taken.
6) GET NAME OF HOSPITAL
Inform senior management. They will contact relatives, authorities and start the reporting and accident investigation procedures.
7) ADVISE MANAGEMENT
8) ISOLATE THE SCENE
Barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed their investigation.
3.14 FIRST AID

Standard

- First Aid Policy must meet or exceed the Occupational Health and Safety Act Regulations for Construction Projects.
- Form 82 (Injury at Work) shall be posted in every project that has a field office and in the foreman’s Safety Binder on Projects without a field office.
- First Aid kits are to be provided on every job site, and in all company vehicles.
- Supervisors/Foremen will ensure that all employees on the job are aware of:
  - where to find first aid stations and kits
  - who on site is trained in first aid
  - what are the local Emergency numbers (911, etc)
- Keep a record of any time first aid is administered and report it to your supervisor, in writing

Communication

- First Aid Standard is to be included in Rankin’s Health and Safety Manual.
- A current list of those employees trained in first aid will be posted on the company bulletin board.
- All communications are to be documented.

Training

- All training will be carried out by a recognized Certified First Aid training company.
- Keep training records of all employees who have been trained. Records to include:
  - date of training
  - date of renewal
  - name of recognized agency that performed the training

Supervisor’s/Foreman’s Responsibilities

- At weekly safety talks meetings, ask who is currently qualified in first aid, and ask workers to identify who their first aid person(s) is (if any).
- Inform workers of the location of the on-site first aid kit.
- Inform workers of the location of the nearest telephone or two-way radio.
- Perform first aid kit inspections at the start of every job.
- Keep records of all evaluation procedures.

Employees Responsibilities

- Familiarize yourself with your surroundings.
- If it is your first day on a site, ask your supervisor where the first aid kit is located, who is trained, where the nearest telephone/two-radio is.

3.15 ACCIDENT / INCIDENT INVESTIGATION

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

Illness: A deviation from the normal, healthy, state of the body
A worker who sustains an injury or becomes ill as a result of workplace conditions or work activity must report the injury to a supervisor or manager immediately. If, because of the nature of the injury or illness, an employee is unable to report, another worker will report the event to the supervisor.

The supervisor or manager of the area, will: ensure that first aid is administered; make certain the worker is given subsequent medical treatment if necessary and record the treatment; and if required, notify additional response / rescue teams. He/she will inform management.

Upon being informed of an injured or ill worker, a qualified first aid provider will go to the first aid station, and administer appropriate treatment. The treatment and/or advice given is to be recorded in the first aid log provided.

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

The prime objective of reporting and investigating accidents is to prevent recurrence. Knowing how to identify accidents and following the procedures and forms set out hereafter will help prevent the recurrence of accidents. These procedures include the following:

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

ACCIDENTS and INCIDENTS

Accidents and incidents vary in severity. The reporting requirements of accidents and incidents by management to the Ministry of Labour, the Health and Safety Committee/Representative and trade union, if any, vary in time. Accidents and reporting requirements are outlined in the following table:

<table>
<thead>
<tr>
<th>Circumstances</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Fatality or Critical Injury</td>
<td>Management is immediately required to contact the Ministry of Labour followed by a written report within 48 hours with information outlined in the OHSA Regulations for Construction Projects. All reports for accidents involving a critical injury or fatality should be reviewed by Rankin’s legal counsel prior to submission to the Ministry of Labour.</td>
</tr>
<tr>
<td>Critical injury defined in OHSA as follows:</td>
<td>Note: Refer to Occupational Health and Safety Act and Regulations for Construction Projects. Section 8 Items A,B,C,D, E,F,G,H</td>
</tr>
<tr>
<td>- Places life in jeopardy</td>
<td></td>
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<tr>
<td>- produces unconsciousness</td>
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<tr>
<td>- Results in a substantial loss of blood.</td>
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<tr>
<td>- Involves a fracture of a leg or arm, but not a finger or toe.</td>
<td></td>
</tr>
<tr>
<td>- Involves the amputation of a leg, arm, hand, or foot (but not a finger or toe).</td>
<td></td>
</tr>
<tr>
<td>- Consists of burns to a major portion of the body.</td>
<td></td>
</tr>
<tr>
<td>- Causes the loss of sight in an eye.</td>
<td></td>
</tr>
<tr>
<td>2) When a person requires medical aid, misses next shift, or is disabled from doing his or her usual work. (Lost time injury).</td>
<td>Report to WSIB in writing within 3 days using WSIB Form 7.</td>
</tr>
</tbody>
</table>

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### 3) When an accident or incident involves:

- A worker falling a vertical distance of 3 meters or more.
- A worker whose fall is arrested by a fall-arrest system.
- Overturning of structural failure of a crane or similar hoisting device.
- Structural failure of false work designed by, or legally required to be designed by, a professional engineer.
- Structural failure of scaffold supports.
- Structural failure of supporting member such as a column, beam, wall, or truss.
- Failure of an earth-or-water retaining structure such as trench, shaft, tunnel, caisson, or cofferdam.
- Failure of excavation wall cut and trimmed to a slope, which a professional engineer has specified in writing that will not endanger workers.
- Worker becoming unconscious for any reason.
- Contact by backhoe, shovel, crane, similar device, or its load with a live power line of more than 750 volts.

Report to the Ministry of Labour in writing within 48 hours.

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**Investigator**

The investigation will be performed by management with the assistance of the health and safety committee/representative, using the Accident Investigation Form in Appendix.

**Investigation Required**

An investigation is required as soon as an accident has been attended to and the risk of further damage is eliminated. Identify all immediate and basic causes of the incident and make the necessary recommendations to prevent the injury/incident from recurring.

**Scope**

Review quarterly reports of the following injury / incident types to determine any investigative needs:

- First Aid
- Health Care
- Near Miss

**Definitions:**

**First Aid:** Includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any 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 nor a wage loss.

**Near Miss:** An event that under different circumstances could have resulted in physical Harm to an individual or damage to the 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 the loss of life

Critical Injury: As defined in the Ontario Regulation 834/90

Lost time: A work related injury that results in the injured employee missing scheduled time from work resulting in a wage loss.

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

Occupational Illness: A 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: An accidental discharge of a physical, biological or chemical substance into the workplace and/or community.

Fire/Explosion: An event where undesired combustion occurs.

COMMUNICATION

The results and the injury/incidents will be communicated to the employees in a number of ways:
- minutes of the health & safety committee meetings
- supervisors holding safety talks with employees
- through postings on safety bulletin boards

The joint health & safety committee will assist in all areas with remedial actions and recommendations.

NOTIFICATION REQUIREMENTS:
- Critical and fatal injuries (under Critical injury regulation) require you 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)
- Chemical Releases (Ministry of Environment) (Immediately)
- Lost time, Health Care, Modified work required as a result of first aid and only extending beyond 7 days. (Workplace Safety and Insurance Board) (Form 7 completed within 3 days of being advised of the injury and submitted to WSIB within 7 days)

ROLES and RESPONSIBILITIES
Manager/Supervisor/Safety Manager
- The responsible supervisor investigates the injury/incident and completes the investigation within 48 hours of the injury/incident.
- In the case of personal injury the supervisor ensures that the injured employee(s) receives appropriate healthcare.
- The supervisor contacts a worker representative from the joint health and safety (JHSC) designated to investigate the injury/incident, to assist in the investigation.
- The supervisor notifies appropriate company personal as soon as possible.
Note: The supervisor and the worker representative can request assistance from other managers, supervisors, or any other source that may be available. They are also responsible for securing the scene of the injury/incident.

Worker designate of the Joint Health and Safety Committee:
- The Worker Representative selected by the worker members of the health and safety committee, 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 injury/incident investigation report.
- Where required by legislation the worker representative submits a copy of the injury/incident investigation to the appropriate authority.
- Joint Health and Safety Representatives ensure checklist and investigation reports are completed and signed by the appropriate worker and management representative of the Joint Health and Safety Committee.

Investigator Responsibilities:
Collect Information:
- Interview Workers Involved,
- Interview Witnesses
- Interview Outside Experts If Applicable I.E. Suppliers, Equipment Designers Etc.
- Insure The 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 using the Accident Investigation Form in Appendix.

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 Process.

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 investigation reporting system (form) must capture all the requirements contained in the investigation procedure.
- Copies of the investigation report are sent to the appropriate people.

Recommendations for corrective action:
- Responsibilities must be assigned.
- Recommendations are documented on a standard form.
- The recommendations must focus on corrective actions(s) to all the contributing factors identified.

Recommendations should specify:
- What
- Why
- When
Recommendations are acted upon:

- Responsibility must be assigned.
- The actions must be recorded on a company standard form, it must include:
  - what has been done,
  - who has completed the actions, and
  - when the actions were completed.

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

PRESERVATION OF THE ACCIDENT SCENE
When a person is killed or injured at the workplace, no person shall, except for the purposes of:

a) saving life or relieving human suffering
b) maintaining an essential public service or a public transportation system
c) preventing unnecessary damage to equipment or other property
d) interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by the inspector of the Ministry of Labour.

3.16 INCIDENTS INVOLVING OCCUPANTS OR GENERAL PUBLIC

- Contact by construction personnel with the general public and/or occupants of existing buildings must be limited and must not be confrontational.
- All incidents, accidents, or near miss occurrences must be reported immediately to the Project Manager or Job Supervisor. Failure to report will result in disciplinary action by Rankin.
- All contact with occupants or the general public regarding incidents, accidents, concerns, or complaints must be brought to the attention of/and will be handled directly by the Project Manager or Job Supervisor.

3.17 MODIFIED WORK PROGRAM (Templates in Appendix)

POLICY STATEMENT

1. In order to further reduce or eliminate the high costs involved with lost time injuries and ensure that injured workers are returned to productive, dignified, profitable employment as soon as practical, this firm has instituted a written modified work program.

   Workers who have suffered a temporary, moderate, non-critical injury are immediately offered work within their limitations and restrictions if any, as stated by the Medical Professional, in accordance with the Workers' Compensation Act of Ontario. Workers must have a Functional Abilities Form completed by a Medical Professional.

2. Employees who have been injured and have lost time due to a job-related injury are also covered by this firm's modified return to work program.

   The company will make every attempt to re-employ the injured worker within the limitations and restrictions, if any, as stated by their doctor and the WSIB with "No Loss of Pay" as soon as the Company is notified that the injured worker can return to work.

   All injured workers whether they are returning to:
   - Regular Duties
   - Essential Duties
   - Modified Duties (whether temporary or permanent restrictions) have the privilege and responsibility to avail them of this program.

-----------------------------------------------
Rankin Construction Inc.  Our Goal – An Accident Free Operation!
Roles and Responsibilities Safety and Human Resources

- Follow the Workplace Safety and Insurance Act and ensure that the notification requirements are followed. Lost time, Health Care, Modified work required as a result of first aid and only extending beyond 7 days. (Workplace Safety and Insurance Board) (Form 7 completed within 3 days of being advised of the injury and submitted to WSIB within 7 days)
- Determine in conjunction with the manager or supervisor if the role can be modified.
- Monitor the progress of the employees modified duties through regularly scheduled meetings with the employee and supervisor. Ensure medical follow-up is obtained at a schedule defined by the employer, decided on a case by case approach.
- Liaise with the employee treating agency and other agencies when required.
- Meet with the employee and establish written goals and objectives, to be agreed upon by the employee and employer.
- Develop in conjunction with the employees treating agency, the employee and the immediate supervisor a modified duty program.
- Ensure that there is no conflict with the collective agreement.
- Determine medical monitoring and treatment with the use of Functional Abilities Form.

Roles and Responsibilities Immediate Supervisor

- Advise the employer of availability of the modified duties or transitional work program and provide the required forms.
- Assist in the creation of, and support the employee’s modified duty program.
- Maintain communication with the employee on modified duty and monitor the progress and the effectiveness, on a case by case basis.
- Inform other employees in the department of program goals.
- Communicate and assist in the evaluation of the program’s effectiveness.
- Communicate with the injured worker at least once a week, and document the communication on the Contact Log.
- Schedule regular meeting with the injured worker to obtain status.

Roles and Responsibilities Worker

- Have WSIB’s Functional Abilities Form (FAF) completed as soon as possible.
- Maintain regular communication with the supervisor.
- Take an active role in developing modified work program.
- Communicate concerns to their immediate supervisor and the Safety and Human Resources Manager.
- Obtain the necessary forms from the treating agencies as may be required by the employer.
- Ensure that other scheduled rehabilitation activities such as physical therapy or doctor’s appointments are continued on light duty. When possible, the appointments are to be arranged during non-work hours.
- Cooperate with all requests for documentation as required by the WSIB and the Employer.

Roles and Responsibilities Health Care Providers

- Provide up to date medical information.
- Fill in forms as requested.
- Act as a resource.

Roles and Responsibilities Union

- Counsel members on the benefits of co-operation in the “Modified Duty” Program.
- Co-operate in the inter union placement of temporary modified duty employees.

It is both this firm’s responsibility, along with the injured worker to inform the initial attending physician and the employees' personal doctor that this Firm has a viable modified work program.

Rankin Construction Inc. Our Goal – An Accident Free Operation!
3.18 Process and Equipment Purchase and / or Modifications

Rankin Construction Inc. will ensure that any goods purchased are assessed for existing or potential hazards and ensure that appropriate controls are in place. This procedure applies to any modifications of existing processes or equipment.

Regulatory compliance and industry standard practices are expected to be adhered to:
- At the design stage
- In the purchase specifications
- During construction and /or
- Installations phases

The Manager Safety and Human Resources will:
- Review the new/modified main activities to determine whether hazards exist
- If a major hazard is identified than Safe Operating Procedures are to be developed
- Insure that the new purchase or modification meets all appropriate legislation and industry standards, (i.e. CSA)
- Include a review of any material safety data sheets as they apply to any chemicals being introduced into the workplace
- Ensure the review outlines the use, storage or disposition requirements
- Ensure that the appropriate controls are in place to either eliminate, or control the hazard
- Complete the Equipment / Process Review and or Modification Form with all relevant information
- Forward the Equipment / Process Review and or Modification Form to the joint health and safety committee for review

The Joint Health & Safety Committee will:
- Review the Equipment / Process Review and or Modification Form
- Provide input on any additional hazards(s) or control(s)
- Provide feedback to the Manager Safety and Human Resources

The Project Manager / Foreman will:
- Assist the Manager safety and Human Resources with the Hazard review
- Train the appropriate staff who will be exposed to or work with the new /modified equipment on the Safe Operating Procedures

Pre-start inspections (prior to the initial use of new / modified equipment / process will be conducted with the involvement of the:
- Health and Safety Representative or Joint Health and Safety Committee
- Manager Safety and Human Resources
- Project Managers and / or Supervisors
- Any operators or person who has potential to operate the machinery, or involved in the new or modified process

All new / modified equipment will be added to the existing list of equipment that requires pre-use operator inspections.

Implementation of the Pre-use / Pre-shift Inspection Program will commence upon the initial use of the equipment / process.
3.19 WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

WHMIS:

In effect across Canada since October 31, 1988, WHMIS is designed to protect the health and safety of workers by providing information about hazardous materials on the job. Controlled products under WHMIS include six classes, identified by appropriate symbols.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>SYMBOL</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class A:</strong> Compressed Gas</td>
<td><img src="image" alt="Symbol" /></td>
<td>oxygen</td>
</tr>
<tr>
<td><strong>Class B:</strong> Flammable and Combustible Material</td>
<td><img src="image" alt="Symbol" /></td>
<td>acetylene</td>
</tr>
<tr>
<td><strong>Class C:</strong> Oxidizing Material</td>
<td><img src="image" alt="Symbol" /></td>
<td>chromic acid</td>
</tr>
<tr>
<td><strong>Class D:</strong> Poisonous and Infectious Material</td>
<td><img src="image" alt="Symbol" /></td>
<td>ammonia</td>
</tr>
<tr>
<td>1. Materials causing immediate and serious toxic effects</td>
<td><img src="image" alt="Symbol" /></td>
<td>asbestos</td>
</tr>
<tr>
<td>2. Materials causing other toxic effects</td>
<td><img src="image" alt="Symbol" /></td>
<td>contaminated blood products</td>
</tr>
<tr>
<td><strong>Class E:</strong> Corrosive Material</td>
<td><img src="image" alt="Symbol" /></td>
<td>hydrochloric acid</td>
</tr>
<tr>
<td><strong>Class F:</strong> Dangerously Reactive Material</td>
<td><img src="image" alt="Symbol" /></td>
<td>sodium hydroxide</td>
</tr>
<tr>
<td></td>
<td></td>
<td>metal azides</td>
</tr>
</tbody>
</table>

WHMIS gives everyone the right to know about the hazards of workplace materials and provides information in three ways – labels, MSDS, and worker training.
1. Labels

Supplier Labels are required on controlled products with a volume of more than 100 millilitres and must include:
- product identifier
- appropriate hazard symbol(s)
- risk phrases (such as "dangerous if inhaled")
- precautions (such as "wear rubber gloves")
- first aid measures
- supplier identifier
- statement that a material safety data sheet (MSDS) is available for the product

Workplace Labels are required when controlled products are produced on-site or have been transferred from a supplier-labelled container to a different container. Workplace labels must include:
- product identifier
- safe handling instructions
- statement that an MSDS is available for the product

2. Material Safety Data Sheets

An MSDS must provide:
- product information
- hazardous ingredients
- physical data
- fire and explosive data
- reactivity data
- information on health effects
- preventive measures
- first aid measures
- name and phone number of party preparing the MSDS and date of preparation
- must not be more than three years old

3. Worker Training

The employer must:
- develop and provide a program of worker instruction
- ensure that workers are trained to apply the information
- provide all hazard information received from suppliers and other sources
- review the program at least annually

Training must include:
- explanation of the content and purpose of labels and the MSDS
- procedures for safe storage, handling and disposal of controlled products
- emergency procedures

A Copy of Any MSDS Is Readily Available to All Workers upon Request

HAZARDOUS MATERIALS

The General Manager shall ensure that:
- Workers participate in hazardous materials instruction and training, and that such training shall be:
  - developed in consultation with the JHSC
  - reviewed at least annually with the JHSC and Workers

The Project Manager shall ensure that:
- an inventory of all hazardous materials and hazardous physical agents that are present in the workplace is maintained
  - prepared in consultation with the JHSC
  - updated before February 1 of every year if the list is amended
  - posted at the workplace floor plan showing the names of all hazardous materials and their locations
- all hazardous materials present in the workplace are identified with a Material Safety Data Sheet
- all MSDS must be current (Note: MSDS expires 3 years after the date of its publication)

3.20 TAGGING AND LOCKING-OUT PROCEDURES

FORMS OF ENERGY

When most people think of uncontrolled hazardous energy, they think of electricity. But construction crews doing work in industrial or office settings often have to lock out and tag a variety of energy sources. Here are the main types.

- Electrical—electrical panels, generators, lighting systems, etc.
- Mechanical (the energy of moving parts)—flywheels, blades, fans, conveyor belts, etc.
- Potential (stored energy that can be released during work)—suspended loads, compressed air, electrical capacitors, accumulated bulk goods, coiled springs, chemical reactions, changing states (solid—liquid-gas), etc.
- Hydraulic—presses, rams, cylinders, cranes, forklifts, etc.
- Pneumatic—lines, compression tanks, tools, etc.
- Thermal—steam, hot water, fire, etc.
- Chemical—flammable materials, corrosive substances, vapours, etc.
Some equipment may involve more than one type of energy, and pose unexpected hazards. For example, a machine may have an electrically operated component with a hydraulic or pneumatic primary power source, or it may become activated on a timed schedule. With some equipment, gravity and momentum can present unexpected hazards. You must recognize and control conditions such as these. Switches, power sources, controls, interlocks, pneumatics, hydraulics, computer-controlled sources, gravity-operated sources—all of these must be locked out and appropriately tagged by each worker involved.

PROCEDURE

Many plants or industrial establishments will have specific procedures for lockout and tagging. Follow these procedures, but also verify that all energy sources have been isolated because construction work may differ from routine plant maintenance. Plant personnel may shut down machines, equipment, or processes. In other cases, plant representatives may issue permits: 1) a work permit to allow work on their equipment and 2) a lockout permit to ensure that all lockout procedures are followed before work begins.

A written safe work procedure for lockout and tagging is essential. Once implemented and followed, a good procedure ensures that no form of energy can harm anyone during a lockout. A written procedure helps to ensure that lockout and tagging have been thoroughly and effectively carried out before work begins. It should include

- training requirements for workers and supervisors
- colour, shape, size, and material for tags
- method of securing tags and information to be included
- communication and authorization procedure for shutting down and starting up machinery and equipment
- itemized steps to meet lockout objectives.
PLANNING STEPS

Specific lockout procedures will vary depending on the work and the processes which must be shut down. The following chart can help you develop specific procedures.

1. Locate area, identify equipment, machinery, etc.
2. Identify all energy sources
3. Determine parts to be locked out
4. Determine proper lockout methods
5. Notify affected personnel
6. Shut down equipment
7. Lock out equipment
8. Tag locked-out equipment
9. Verify: zero-energy state?
10. Perform the work
   Yes
   11. Communicate that work is complete and all personnel are clear
   12. Restore power
       Yes
       Work still required?
       No
   13. Return control to operating personnel
14. Record date/time lockout removed and system restored
   No
   Hazardous energy not controlled
EXPLANATION OF STEPS

STEP 1: LOCATE WORK AREA AND IDENTIFY EQUIPMENT, MACHINERY, OR OTHER SYSTEM COMPONENTS TO BE WORKED ON

Identify the area with references such as floor, room name, elevation, or column number. Identify the equipment that is the subject of the work.

STEP 2: IDENTIFY ALL ENERGY SOURCES

Identify all energy sources affecting the equipment or machinery. Identify the various energy forms to be locked out such as electrical, momentum, pneumatic, hydraulic, steam, and gravity.

STEP 3: IDENTIFY THE PARTS TO BE LOCKED OUT OR ISOLATED

Identify systems that affect, or are affected by, the work being performed. These may include primary, secondary, backup, or emergency systems and interlocked remote equipment. Review the current system drawings for remote energy sources and, where required, identify and confirm with the client or owner the existence and location of any switches, power sources, controls, interlocks, or other devices necessary to isolate the system. Remember that equipment may also be affected by • time restrictions for completing the work • time-activated devices.

STEP 4: DETERMINE LOCKOUT METHODS

Confirm that the lockout of all energy sources is possible. Some equipment may have to be kept operational to maintain service to other equipment that cannot be shut down. Take appropriate steps to provide protection for workers while working near operating equipment. Equipment that can be locked out should be locked out by the methods most appropriate to the hazards.

STEP 5: NOTIFY ALL PERSONNEL AFFECTED

Shutting down equipment may affect operations in other locations, incoming shifts, or other trades who may be planning to operate the locked-out system. Before proceeding with the lockout, inform all personnel who will be affected. At construction sites with a large workforce or at relatively large factories, you may need to have special communication methods and permits or approvals.

STEP 6: SHUT DOWN EQUIPMENT AND MACHINERY

Qualified personnel must shut down the equipment, machinery, or other system components, placing them in a zero-energy state. Trace all systems to locate and lock out energy sources. The main source may be electrical, for instance, but pneumatic and other forms of energy may also be present. Always look for other possible energy sources. All equipment capable of being energized or activated electrically, pneumatically, or hydraulically must be de-energized or de-activated by physically disconnecting or otherwise making the apparatus inoperable.

Always ensure that the client and operators are aware of the plan to shut down and lock out equipment, machinery, or other system components. In some cases, operations personnel or equipment operators may be required to shut down components because of their special qualifications or knowledge of the system. In determining what needs to be shut down and locked out, consider the different energy sources that may be found in the system.

STEP 7: INSTALL LOCKOUT DEVICES

After the circuit has been de-energized and locked out by the person in charge, each worker involved in the lockout must be protected by placing his or her personal lock on the isolating device.
Remember—even though the disconnect is already locked out, you are not protected until you attach your own personal safety lock. Each worker must retain his or her key while the lock is in place. Only the worker in charge of the lock should have a key.

Remember . . .

- Merely removing a fuse doesn’t constitute lockout. The fuse could be easily replaced. The fuse should be removed and the box locked out.
- The lockout devices attached to one system should not prevent access to the controls and energy-isolating devices of another system.

Locks

Locks should be high-quality pin-type, key-operated, and numbered to identify users.

Multiple locks and lockout bars

When several workers or trades are working on a machine, you can add additional locks by using a lockout bar. You can add any number of locks by inserting another lockout bar into the last hole of the previous bar.

Other lockout devices:

- Scissors—have holes for locks and should be made of hardened steel.
- Chains—should be high quality and snug fitting.
- Pins and clamps—should be of high-quality materials and designed to fit the system.
- Blocks or cribbing—prevent or restrict movement of parts.
- Blanks or blinds—are solid metal plates inserted at flanged connections to prevent the flow of liquids or gases.

STEP 8: TAGGING

Section 188 of the Construction Regulation (O. Reg. 213/91) requires each worker involved in a lockout operation to attach a durable tag to his or her personal lock. The tag must identify the worker’s name, the worker’s employer, the date and time of lockout, the work area involved, and the reason for the lockout. A tag in itself offers no guarantee that a machine or system is locked out. It simply provides information.

Signs must be placed on the system indicating that

- it must not be energized or operated
- guards, locks, temporary ground cables, chains, tags, and other safeguards must not be tampered with or removed until
  a) the work is complete, and
  b) each worker has removed his or her personal lock.

A record must be kept of all equipment locked out or otherwise rendered inoperable so that all of these devices can be reactivated once the work is complete.

STEP 9: VERIFY ZERO-ENERGY STATE

After any power or product remaining in the equipment has been discharged or disconnected by qualified personnel, verify that all personnel are clear of the equipment. Then try, with extreme caution, to start the equipment manually. Look for any movement or functions. If none are observed, confirm that all energy sources are at a zero-energy state. Test the system to ensure that all electrical components are de-energized and de-activated, including interlocking and dependent systems that could feed into the system, either mechanically or electrically.
STEP 10: PERFORM THE TASK
Carry out and complete the work assignment.

STEP 11: COMMUNICATE THAT WORK IS COMPLETE AND THAT ALL PERSONNEL ARE CLEAR
- Ensure that personnel are clear of the locked-out equipment, machinery, or system.
- Remove only your tags and locks.
- Tell personnel that were originally informed of the lockout that the equipment, machinery, or system is no longer locked out.

STEP 12: RESTORE POWER
Return systems to operational status and the switches to power ON. Have qualified personnel restart machinery or equipment.

STEP 13: RETURN CONTROL TO OPERATING PERSONNEL
When all work is completed, the person in charge of the lockout operation should formally return control of the equipment or system to plant personnel.

STEP 14: RECORD DATE/TIME LOCKOUT REMOVED AND SYSTEM RESTORED
This last step is important. It saves valuable information that may be lost if not recorded. Staff involved in the shutdown may not remain at the same jobsite. Owners or operators may require this information to help plan future shutdowns.

SUMMARY
Lockout can ensure the safety of a single mechanic working alone or of hundreds of workers in a factory. In either situation, a procedure for safe lockout and tagging must be written, implemented, and followed step by step.

Lockout and tagging procedures help to ensure that
- all energy sources are identified and locked out
- energy is not inadvertently restored while work is proceeding
- maintenance, repair, installation, and other jobs can be carried out safely
- records are kept.
3.21 HOISTING EQUIPMENT

- Hoisting equipment is to be operated by certified personnel only.
- Operator to receive directions/signals from only one competent signal person.
- Loads being hoisted are not to pass over Workers, or be handled in such a manner that might endanger a worker.
- The operator of the hoisting equipment must obtain full visibility. In the event that his/her view is obstructed, he/she shall request the assistance of a competent signal person.
- An operator must be aware and make allowances for overhead utilities.

3.22 RIGGING AND LIFTING RULES AND REGULATIONS

- Rigging equipment shall be inspected by a designated, competent employee prior to initial use on the project and regularly thereafter to ensure that it is safe. Records of each inspection shall be kept on site and shall be made available upon request. Damaged rigging equipment shall be removed from service immediately. See current Act and Regulations.
- All cranes shall be certified as being in a safe operating condition by a competent certified inspector prior to using the crane on this site. (Certification shall be an inspection report by the Engineer, or by another worker whose knowledge and experience (demonstrated credentials higher than an operator) qualifies him/her to make that judgment; an up-to-date log book; and photocopy of a valid operator’s license.)
- The Project Manager shall ensure a rigging study is prepared prior to all heavy and critical rigging or hoisting operations.
- Heavy and critical rigging studies are defined as all those lifting operations where the weight of the lift is over 25 tons, or where the material or equipment is large enough to require the use of more than one lifting device (crane). In these situations, the operation will be designed by a professional engineer, and will be conducted according to the procedures set out by him/her.
- At no time shall the operator of the hoisting equipment attempt to lift an object or load that is in excess of the maximum load rated capacity of the hoisting equipment.
- The operator must always ensure that he/she maintains full control of the load being carried.
- Loads are not to be left suspended, unless an operator is at the controls of the hoisting equipment.

---

**Setup Summary for Cranes Operating on Outriggers**

- The hook is directly above the load's C of G
- Rigging is correct
- Load weight is known
- All outrigger beams are fully extended
- Boom angle, boom length and load radius are known and the crane’s rated capacity is known
- O outrigger pads are on solid footing or blocking
- All wheels are clear of ground

... and crane is level
3.23 HOISTING HAND SIGNALS

![Hand Signals Diagram]

3.24 LOGBOOKS AND OPERATORS MANUALS

Manuals must be maintained for all incoming mechanical/electrical machinery or equipment to be used on the project. The logbook will identify previous inspections performed and contain details of the inspection (e.g. frequency of inspections, maintenance and repairs). All logbooks must be maintained as prescribed in the Construction Regulations and be available for review at any time. Operator manuals must be supplied by the equipment manufacturer, supplier or an equivalent and maintained on the project, readily available to equipment operators or the Constructor. An inspection sticker must be supplied on all equipment new to site.

3.25 PROXIMITY TO ELECTRICAL EQUIPMENT

Tools, ladders, scaffolding and other equipment or materials capable of conducting electricity shall not be stored or used so close to energized electrical equipment, installations or conductors that they can make electrical contact.

No object shall be brought closer to an energized overhead electrical conductor with a nominal phase-to-phase voltage rating set out in Column 1 of Table 1 than the distance specified opposite to it in Column 2.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominal phase-to-phase voltage rating</td>
<td>Minimum distance</td>
</tr>
<tr>
<td>750 to 150,000 volts</td>
<td>3 meters</td>
</tr>
<tr>
<td>150,000 to 250,000 volts</td>
<td>4.5 meters</td>
</tr>
<tr>
<td>more than 250,000 volts</td>
<td>6 meters</td>
</tr>
</tbody>
</table>

If a crane, similar hoisting device, backhoe, vehicle or equipment is operated near an energized overhead electrical conductor and it is possible for a part of the vehicle or equipment or its load to encroach on the minimum distance permitted. The following procedure shall be implemented;
(a) establish and implement written measures and procedures adequate to ensure that no part of a vehicle or equipment or its load encroaches on the minimum distance permitted by TABLE 1.

(b) make a copy of the written measures and procedures available to every employee on the project. Conduct a daily tail gate safety meeting to review these procedures.

The written measures and procedures shall include taking the following precautions to protect workers:

1. Adequate warning devices, visible to the operator and warning of the electrical hazard, shall be positioned in the vicinity of the hazard.

2. The operator and workers shall be provided with written notification of the electrical hazard before beginning the work. A legible sign, visible to the operator and warning of the potential electrical hazard, shall be posted at the operator’s station.

3. A competent worker, designated as a signaler, shall be stationed so that he or she is in full view of the operator and has a clear view of the electrical conductor and of the vehicle or equipment, and shall warn the operator each time any part of the vehicle or equipment or its load may approach the minimum distance.

4. The worker shall follow the written measures and procedures.

3.26 CONFINED SPACE

Definition
A confined space means a fully or partially enclosed space;

(a) that is not both designed and constructed for continuous human occupancy, and

(b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

If you have a space that is fully or partially enclosed, the two conditions – (a) and (b) above – must both apply before the space can be considered a ‘confined space’.

WORKING IN CONFINED SPACES

1. Before work begins in any confined space where there may be hazardous fumes or oxygen deficiency, the air quality must be tested by a person trained to use the appropriate air-quality test equipment.

2. Where proper tests competently performed indicate safe air quality, workers may be allowed to enter the work area.

3. Where tests indicate a hazardous level of fumes, gases or oxygen deficiency, entry must not be allowed until space has been adequately ventilated / subsequent tests indicate safe air quality.

4. Where possible, mechanical venting should be continued in any confined space found to contain hazardous levels of fumes, gases or oxygen deficiency, even after mechanical venting has corrected the hazard. The confined space must also be continuously monitored while personnel are working there.

5. Where mechanical venting has corrected hazardous levels of fumes, gases or oxygen deficiency in a confined space but cannot be continuously provided, workers entering the space must wear rescue harness attached to individual lifelines. A worker must be posted at the entrance prepared and equipped to provide rescue in case of emergency. In some situations, workers entering the confined space should also wear supplied-air respirators.
Oxygen Scale

<table>
<thead>
<tr>
<th>6%</th>
<th>14%</th>
<th>16%</th>
<th>19.5%</th>
<th>21%</th>
<th>More than 23%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Difficult breathing, death in minutes</td>
<td>Faulty judgment, rapid fatigue</td>
<td>Impaired judgment and breathing</td>
<td>Minimum for safe entry</td>
<td>Normal</td>
<td>Oxygen enriched, extreme fire hazard</td>
</tr>
</tbody>
</table>

Immediate Danger to Life and Health (I.D.L.H)

Atmospheres which include oxygen deficiency and atmospheres approaching L.E.L. The L.E.L. of flammability of gas, vapour or dust or any combination of these at ambient temperatures.

Oxygen Deficient Atmosphere is an atmosphere where the oxygen content is less than 19.5%.

Respiratory Protection

- **Self Contained Breathing Apparatus (SCBA)**
  A unit with an air cylinder which contains at least a nominal 30 minute supply of respiratory air with a full face piece, operating in the positive pressure mode.

- **Air Supplied Breathing Apparatus (work mask)**
  A unit with a full face piece and equipped with an auxiliary self contained air cylinder for escape capable of operating in the positive pressure mode. This apparatus normally draws its air through an air hose connected to: a large pressurized source of respirable air such as one or more large cylinders, or an air compressor with suitable filters to ensure air meets the respirable air standard.

Air Purifying Respirators
A unit which absorbs or filters dusts, fibers, mists, vapours or gas from the ambient air.

Note: Do not use air purifying respirator units in oxygen deficient or other I.D.L.H. (Immediate Danger to Life and Health) atmospheres.

Portable Instruments
Usually hand held instruments used to test an atmosphere electronically or chemically for presence of toxic gases and vapours, flammability, oxygen content or particulate contaminant. Some instruments detect more than one contaminant and some operate continuously for several hours and may be placed in or near the working area. Operators must know the capabilities and limitations of these instruments and ensure an instrument is functional before using it to test an atmosphere. Wear respiratory protection when testing an unknown atmosphere.
Respirable (Compressed) Air

Compressed breathing air that meets the purity requirements of CSA Standard compressed Breathing Air.

Toxic Atmosphere

An atmosphere which contains greater than the Occupational Exposure Limit (O.E.L.) of a gas, vapour or particulate according to the values established by Government Regulation, or the MOL, Chemical Hazard Regulation, whichever is applicable to the work location.

Confined Space Procedure

Hazards inherent in confined space entry can be avoided or overcome if the following procedures are applied every time a worker enters a confined space. Remember, even a partial entry (i.e., head and shoulders) may be dangerous to life and health if toxic or inert, odorless gases such as nitrogen are present.

Where it is likely that a person will, in order to perform work, enter a confined space, as the employer we shall appoint a qualified person to:

1. Carry out an assessment of the physical and chemical hazards to which the person is likely to be exposed in the confined space or the class of confined spaces.

2.Specify the tests that are necessary to determine whether the person would be likely to be exposed to any of the hazards identified.

The Following Procedures Are To Be Followed:

1. Prepare Written Plan
   Prepare a plan for the work to be performed and document it on a safety permit and safety meeting report form. Include considerations contained in this guideline, plus additional information needed to accomplish the task safely.

   Write procedures for hazards peculiar to the job (i.e., welding and/or open flame equipment and rescue procedures).

2. Appoint Safety Person
   Ensure a safety person is appointed for the job and is aware of the responsibilities. The Safety Person is positioned at the confined space entrance and is equipped with respiratory protection and applicable emergency equipment. The person must be capable of rescuing if required and must be able to communicate constantly with the worker(s) inside. The Safety Person does not leave the post unless relieved by a qualified person. The Supervisor notifies the Safety Person of dangerous situations that arise in the confined space.

3. Set-Up Sign In/Out System
   Set up a blackboard or similar log system adjacent to the vessel or confined space. Persons entering the vessel sign in and out and record the time of entry and exit.

4. Set-Up Communications
   Ensure a communications system is in place between the Safety Person and worker.
5. Define Responsibility
Work is performed under the direction of a supervisor who is familiar with possible hazards, fire and accident prevention requirements, first aid and rescue. Throughout confined space work it is the supervisor who is responsible for safety. This includes taking steps to eliminate or control hazards.

6. Identify Hazards
- Hazards commonly encountered in confined spaces include: Toxic vapours in excessive concentrations. These result from known materials in work areas that are inadequately ventilated naturally or mechanically. Other instances may be due to the gradual release of toxic substances from sludge scale or slow chemical reactions that could permit over time significant gas or vapour concentrations to develop.
- Lack of oxygen causing asphyxiation may result from chemicals absorbing or replacing oxygen to reduce possible explosions. Air in clean tanks closed for an extended period may become oxygen deficient because of rusting (oxidation) in the metal of the tank.
- Flammable gases, vapours and liquids with potential for fire or explosion.
- Electric shock from portable lights, tools or associated electrical equipment. In areas where moisture exists, portable lighting equipment shall be operated at a maximum of 24 volts.
- Injury from mechanical equipment such as mixers, conveyors, etc., inadvertently activated.
- Bodily injury or harm from chemical hazards and contaminants.
- Ignition from static electricity.

7. Identify Safety Equipment
Wear personal protection (i.e., clothing, gloves, boots, face shields and respiratory apparatus) to meet job requirements. Respiratory protection may range from chemical cartridge CSA Standard approved respirators to self-contained or air supplied breathing apparatus.

Warning: Chemical cartridge respirators protect against specified concentrations of contaminants and are not to be used in oxygen deficient atmospheres.

When combustible gas concentrations or vapours are below 10% of the lower explosive limit (L.E.L.), entry into a confined space is allowed provided the appropriate respiratory and/or skin protective devices are used.

Entry without respiratory and/or skin protection is allowed only if the atmosphere is tested for contaminant(s) and monitored throughout the job to ensure concentrations remain below the Occupational Exposure Limit (O.E.L.). These values are the maximum average atmospheric concentrations of contaminant(s) workers may be exposed to during an eight hour day.

When the confined space work calls for workers to wear self-contained or air supplied breathing apparatus and rescue in an emergency may be difficult, provide workers with a body harness with life line attached. If this is unworkable due to space limitations, provide an alternate system. Have this alternate approved by the Safety Engineer before the job starts.

8. Rescue Planning
The following operating procedure ensures an effective rescue plan is included as part of the job plan prior to commencing work within a confined space.

Preparation or Pre-Job Meeting: Supervisor and engineering staff conduct a pre-job meeting to determine the confined space preparation, type of work to be performed, i.e., inspection, sandblast, cut and weld, personnel required, (safety persons inspection people, specialists, etc.). Establish an emergency gathering area.
Documentation of the Rescue Planning: The written rescue plan shall consider; entry style (i.e., off ladder scaffold, from ground level) and safety equipment required (i.e., basket stretcher, lifelines, air equipment) and emergency alarm or signals. In addition, rescue procedures to remove workers from the confined space must be examined.

9. Written Instructions
All workers are to receive written instruction to be followed for the specific confined space. Furthermore, a checklist of all the hazards and precautions developed for that site will be completed and signed by the foreman before anyone enters the confined space. Detail the control of workers entering and leaving confined space.

10. Train and Instruct
Before entry into a confined space (refer to definition) or suspected contaminated atmosphere, inform the Worker of possible hazards, precautionary measures and emergency rescue methods as per Government Regulations or other applicable guidelines (i.e., O.E.L., Ontario Chemical Hazards Regulation).

All workers unfamiliar with confined space must be trained in the use of respiratory protective equipment and all other safety and rescue equipment pertaining to the job.

11. Testing
A competent person shall test for airborne contaminates (combustibles, Oxygen, toxic gases and chemical hazards) in the confined spaces. The atmosphere shall be tested for those contaminates determined by the safety engineer and as often as necessary. All the results of these tests shall be recorded.

12. Isolating of Confined Space
The confined space shall be isolated from all sources of hazards and energy, such as flooding from chemical or water, mechanical actions, steams, electrical, etc. All lines will be blanked and purged. Lock power driven internal equipment (such as agitators) and power sources in the off position at the main fuse or breaker panel and tag out. Before entry, operate the machine control switch to ensure the power source is de-energized.

Where purging is necessary to remove hazardous atmospheres in the confined space, use water, sweet gas, steam and/or inert gas. Conduct Tests before Entry to determine the level of toxic, explosive atmospheres and oxygen content.

13. Ventilation
Open confined spaces with clean out doors and ventilate as necessary with a positive method of mechanical ventilation. Arranged to produce sufficient fresh air and remove contaminants from pockets or corners to avoid re-circulating contaminated air.

After the confined space is cleaned and ventilated, keep the mechanical ventilation equipment operating to provide secondary protection in case of accidental introduction of harmful substances and to remove contamination or heat produced by the work (i.e., welding and cutting, painting and coating).

Excessive environmental heat can develop when welding and cutting in confined spaces. Local exhaust ventilation that is usually effective for fume control may not control the excessive heat exposures. General exhaust ventilation at the minimum rate of 2,000 cubic feet (56.6 cubic meters) per minute per welder controls the welding fumes as well as the heat developed during welding. Additional air or supplied air-cooling may be necessary to maintain desirable work place temperatures for torch cutting.
14. Cleaning
Depending on the confined space contents, empty the vessel of residual material by: draining, pumping out, or floating off. Clean the vessel by one of the following: hot or cold flushing, steaming, chemical neutralization or inert gas and/or air purging.

Remove sludge when possible from outside the confined space. Keep iron sulphide damp until removed and disposed of. Enter only after thorough review of these guidelines as well as any site-specific instructions have been complied with.

15. Hot Work
Unless a qualified person has determined that the work can be performed safely, hot work shall not be performed in a confined space that contains an explosive or flammable hazardous substance. Hot work shall not be performed in a concentration in excess of 10 per cent of its lower explosive limit or oxygen in a concentration in excess of 23 per cent.

Where hot work is to be performed in a confined space that contains hazardous concentrations of flammable or explosive materials, specific guidelines shall be produce by a qualified person to ensure the safety of all workers.

16. Complete Job
At the end of a job the Supervisor shall ensure no tools equipment or workers have been left behind. Double-check and ensure that personnel are accounted for before leaving the confined space. Ensure blinds are removed and valves returned to correct positions. Return Work Permit to the responsible Supervisor for finalization before the unit is returned to service.

3.27 HOUSEKEEPING
- A neat, orderly job is essential to efficient, accident-free performance and the Worker is responsible for maintaining this principle.
- Immediate work area shall be kept clean at all times.
- Rubbish and waste material must be removed from the site as soon as possible. Lumber shall have all nails removed or bent over to prevent injuries when handling.
- Material not being used must be stacked neatly at the job site.
- Space used for passages such as walkways, stairways, scaffolds and ladders shall be kept clean at all times.
- Eliminate the slipping and falling hazard caused by oil and liquid spills by immediately cleaning them up.
- Winter Precautions: Snow and ice on walkway, platforms, stairs, and work areas should be removed or salted to prevent slipping. Overhead icicles should be carefully removed in order to avoid any hazards or falling icicles injuring personnel or damaging equipment.
- A job is considered complete only when it is cleaned-up and tools and equipment are returned to their proper storage place.

3.28 UNDERGROUND UTILITY LOCATION
Prior to any excavation of any material, the utility company shall be requested to locate and physically identify in the field all services. Where underground utilities have been identified, any excavation within one meter of the service shall be undertaken by hand.

Site foreman/supervisor will have a current locate sheet on site prior to starting work.

All operators will be shown and have a current locate sheet of all overhead and underground service locations.
The Foreman will ensure that all service locates are kept current if the job lasts longer than 30 days by requesting new locates.

Rankin will document and monitor all service locates.

3.29 TRENCHES AND EXCAVATIONS

Regulations

Supervisors and workers in the sewer and watermain industry must be familiar with the “Excavations” section of the Regulations for Construction Projects under the OHSA. (See current Act and Regulations.

It is important to understand, for instance, the terms “trench” and “excavation.” Simply stated, an excavation is a hole left in the ground as the result of removing material. A trench is an excavation in which the depth exceeds the width (Figure 1). The “Excavation” section identifies the various types of soils and specifies the type of shoring and timbering to be used for each.

The regulations also spell out the requirements for trench support systems that must be designed by a professional engineer.

Soil Type

Type of soil determines the strength and stability of trench walls (Figure 2).

Identifying soil types requires knowledge, skill, and experience. Even hard soil may contain faults in seams or layers that make it unstable when excavated.

Supervision must be aware of the soil types to be encountered during a job and plan protection accordingly.

Vibration

Vibration from various sources can affect trench stability.

Often trench walls are subject to vibration from vehicular traffic or from construction operations such as earth moving, compaction, pile driving, and blasting. These can all contribute to the collapse of trench walls.
**Surcharge**

A surcharge is an excessive load or weight that can affect trench stability (Figure 3).

For instance, excavated soil piled next to the trench can exert pressure on the walls. Placement of spoil piles is therefore important. Soil should be kept as far as practical from the edge of the trench. Mobile equipment and other material stored close to the trench also add a surcharge that will affect trench stability. One meter from the edge to the toe of the soil pile is the minimum requirement. The distance should be greater for deeper trenches.

![Figure 3](image_url)

**Existing Foundations**

Around most trenches and excavations there is a failure zone where surcharges, changes in soil condition, or other disruptions can cause collapse.

When the foundation of a building adjacent to the trench or excavation extends into this failure zone, the result can be a cave-in. Soil in this type situation is usually considered Type 3.

**Weather**

Rain, melting snow, thawing earth, and overflow from adjacent streams, storm drains, and sewers all produce changes in soil conditions. In fact, water from any source can increase the rate of seepage and reduce soil cohesion.

**Protection against Cave-ins**

Most fatal cave-ins occur on small jobs of short duration such as service connections and excavations for drains and wells. Too often people think that these jobs are not hazardous enough to require safeguards against collapse.

Unless the walls are solid rock, never enter a trench deeper than 1.2 meters (4 feet) unless it is properly sloped, shored, or protected by a trench box.

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*Our Goal – An Accident Free Operation!*
1. **Sloping**

One way to ensure that a trench will not collapse is to slope the walls.

Where space and other requirements permit sloping, the angle of slope depends on soil conditions.

For Type 3 soil, cut walls back at a gradient of 1 to 1 from the trench bottom (Figure 9).

For Type 4 soil, slope the walls at 1 to 3. That’s 3 meters back for every 1 meter up from the trench bottom (Figure 10).

Although sloping can reduce the risk of cave-in, the angle must be sufficient to prevent soil not only from sliding back but also from exerting too much pressure on the trench wall.

Sloping is commonly used with shoring or trench boxes to cut back any soil above the protected zone. It is also good practice to cut a bench at the top of the shoring or trench.

2. **Trench Boxes**

Trench boxes are not usually intended to shore up or otherwise support trench walls. They are meant to protect workers in case of a cave-in. They are capable of supporting trench walls if the space between the box and the trench wall is backfilled.

Boxes are normally placed in an excavated but unshored trench and used to protect personnel. A properly designed trench box is capable of withstanding the maximum lateral load expected at a given depth in a particular soil condition.

Trench boxes are commonly used in open areas. Trenches near utilities, streets, and buildings may require a shoring system.

As long as workers are in the trench they should remain inside the box and leave only when the box is being moved. A ladder must be set up in the trench box at all times.

Excavation should be done so that the space between the trench box and the excavation is minimized. The two reasons for this are

- a) allowing closer access to the top of the box
- b) limiting soil movement in case of a cave-in

3. **Shoring**

Shoring is a system that “shores” up or supports trench walls to prevent movement of soil, underground utilities, roadways, and foundations.

Shoring should not be confused with trench boxes. A trench box provides worker safety but gives little or no support to trench walls or existing structures such as foundations and manholes.
The two types of shoring most commonly used are timber and hydraulic. Both consist of posts, wales, struts, and sheathing.

“Hydraulic shoring” means prefabricated strut and/or wale systems in aluminum or steel. Strictly speaking, these may not operate hydraulically. Some are air-operated or manually jacked.

One major advantage of hydraulic shoring over some applications of timber shoring is safety during installation. Workers do not have to enter the trench to install the system.

Installation can be done from the top of the trench.

Most hydraulic systems are:

- light enough to be installed by one worker
- gauge-regulated to ensure even distribution of pressure along the trench line
- able to “pre-load” trench walls, thereby using the soil’s natural cohesion to prevent movement
- easily adapted to suit various trench depths and widths.

Where possible, shoring should be installed as excavation proceeds. If there is a delay between digging and shoring, no one must be allowed to enter the unprotected trench.

All shoring should be installed from the top down and removed from the bottom up.

Access/Egress

Whether protected by sloping, boxes or shoring, trenches must be provided with ladders so that workers can enter and exit safely.

Ladders must:

- be placed within the area protected by the shoring or trench box
- be securely tied off at the top
- extend above the shoring or box by at least 1 meter (3 feet)
- be inspected regularly for damage

Ladders should be placed as close as possible to the area where personnel are working and never more than 7.5 meters (25 feet) away.

Anyone climbing up or down must always face the ladder and maintain 3-point contact. This means that two hands and one foot or two feet and one hand must be on the ladder at all times.

Maintaining 3-point contact means hands must be free for climbing. Tools and materials should not be carried up or down ladders.

Pumps, small compactors, and other equipment should be lifted and lowered by methods that prevent injury from overexertion and falling object.

References:  


ii. The current OHSA and Regulations for Construction Projects.

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3.30 GUARDRAILS

- Where there is a possibility of a Worker falling from one level to another or more than 1.2 meters, guardrails must be provided (i.e., scaffolds, floor openings, stairs, ramps).

- Guardrails must consist of a top rail, intermediate rail and toe-board or be otherwise approved by the Ministry of Labour to meet the criteria for guardrails (i.e., safety fence). See current Act and Regulations.

- Guardrails removed temporarily for the purpose of doing work must be replaced in a proper manner immediately after the work is completed. Where removed, the Worker must use a fall arrest system and post “DANGER” signs and caution tape or otherwise prevent access.

3.31 FLOOR OPENINGS

Floor openings not protected by guardrails must be covered with securely fastened planks capable of supporting all loads they may be subjected to, and marked “DANGER FLOOR OPENING”.

3.32 ACCESS/EGRESS

- Access to and egress from work areas that are above or below ground must be appropriate for work being done and maintained in a safe condition (i.e., ladders, scaffolds, stairs, ramps, runways, etc.).

- Overhead protection or other appropriate barricades or warnings must be provided where work is being carried out above a means of access/egress or in an elevator shaft.

- No means of access or egress to a building or to the site in general shall be blocked or restricted without prior notification to the Project Manager (due to emergency access/egress). The Project Manager will only allow this condition under strict supervision.

3.33 BARRICADES AND GUARDRAILS

Hazardous areas shall be cordoned off by the contractor performing the work with barricades or danger tape to warn workers. See current OHSA & Regulations including the requirements for proper warning signs.

Guardrails consisting of a top rail, mid-rail and toeboard must be provided:

- at all edges or openings where workers may fall more than 2.5 meters (8 feet)
- at all edges or openings where workers may fall into operating machinery, toxic substances, liquid tanks or other hazardous materials
- around the open sides of work platforms such as scaffolds

When barricades, guardrails or covers over floor openings must be removed for work to proceed, first obtain permission from the supervisor. Once guardrails or covers are temporarily removed, workers in the area must be protected by a safety harness with the lanyard properly tied off.

Barricades, guardrails and covers must be replaced immediately after work is completed by the person or company that removed them.

When timber shoring is used, it must be installed progressively as the trench is being excavated.

Excavations which workers are required to enter must be kept reasonably free of water.

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Tools, equipment and excavated soil must be kept at least one meter (3 feet) from the edge of the excavation or trench.

Buried services such as gas lines, water lines, sewers and electrical services must be located and marked before excavation starts (Reference: see current OHSA and Regulations for Construction Projects).

3.34 FALL PROTECTION

Reference: See current OHSA and Regulations pertaining to:
1. written fall protection procedures
2. worker training
3. written training and instruction record requirements
4. record accessibility
5. written rescue procedures

Unless a safety net or travel restraint system is being used, you must wear a “Fall Arrest System” if you may fall:

- a distance of more than three meters (ten feet)
- into operating machinery
- into water or another liquid
- into or onto any hazardous substance or object

A “Travel Restraint System” means a mechanism that restricts the movement of a worker on a work surface whereby the individual cannot fall off the edge of a floor/roof (work surface).

A “Fall-Arrest System” consists of the following:

- full body harness
- fixed support
- regulation lanyard
- shock absorbing unit
- independent lifeline which extends to the ground or is provided with a positive stop preventing the lifeline from running off

3.35 HARNESSES AND LANYARDS

1. All safety harnesses, lanyards and shock absorbing units must be CSA certified.
2. Safety harnesses must be snug fitting and worn with all hardware and straps intact and properly fastened.
3. Lanyards must be 16 millimetre (5/8 in.) diameter nylon or equivalent.
4. Shock absorbing unit may be attached to a harness, lanyard or be built into the lanyard.

3.36 LIFELINES

All lifelines must be:
- 16 millimetre (5/8 in.) diameter polypropylene or equivalent
- used by only one worker at a time
- free from any danger of chafing
- free of cuts, abrasions and other defects
- long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline
3.37 ROPE GRABBING DEVICES

To attach the lanyard of a safety harness to a lifeline, use a mechanical rope grab that meets CSA Standard Z259.2. Some mechanical grab devices have been CSA-certified. Look for the CSA certification stamp. A triple sliding hitch may also be safely used if it is tied properly according the CSA guidelines.

3.38 LADDERS/RAMPS

All ladders are to be examined by the contractor prior to each use.

- Always visually inspect ladders prior to using them. Ladders with weakened, broken, bent or missing rungs; broken or bent side rails; broken, damaged or missing non-slip bases; or otherwise defective must not be used and are to be removed from the site immediately.
- Ladders should be set up on a firm level surface. If the base is to rest on soft non-compacted or rough soil, a mudsill must be used.
- All portable ladders must be equipped with non-slip bases.
- Ensure ladders are of proper length (extended three feet or 90 cm beyond the landing).
- Landing areas at both ends of the ladder must be clear of debris and materials.
- Unless suitable barricades have been erected, or other adequate protection provided, do not set up ladders in passageways, doorways, driveways or other locations where they can be struck or bumped.
- All access ladders must be tied off or otherwise secured to prevent movement.
- Wooden ladders are to be constructed as outlined in the Construction Regulations (made of straight grain wood, not painted or coated, equipped with filler blocks, etc.).
- Depending on length, straight ladders should be set up on an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one-third the vertical distance between these points.
- Always maintain three-point contact when climbing a ladder (e.g. two feet and one hand or one foot and two hands).
When a task must be performed while standing on an extension ladder, the length of the ladder should be such that the worker stands on a rung no higher than the second from the top and with his body between the side rails.

- Ladders should not be erected on boxes, carts, tables, scaffold platforms or on vehicles.
- Metal ladders, or ladders with metal reinforcing, shall not be used on site.
- Ladders should not be used horizontally as substitutes for scaffold planks, runways or other services for which they have not been designed.
- All ladders erected between levels must be securely fastened, extend 90 centimeters (3 feet) above the top landing, and afford clear access at top and bottom.
- Do not use ladders horizontally as scaffold platforms, runways or any other service for which they are not designed.
- Never straddle the space between a ladder and another object.

**Fall Protection - Working from Ladders**

- A worker must wear a safety harness with the lanyard tied off to either a fixed support or lifeline whenever the worker is:
  - 3 meters (10 feet) or more above the floor
  - above operating machinery above hazardous substances or objects
3.39 SCAFFOLDS

1. The erection and dismantling of scaffolds must be carried out under the supervision of personnel knowledgeable and experienced in such operations.
2. Scaffolds must be equipped with guardrails consisting of a top rail, mid-rail and toe board.
3. Scaffold platforms must be at least 46 centimeters (18 inches) wide and if they are over 2.4 meters (8 feet) high they must be planked across their full width.
4. Frames must be properly pinned together where scaffolds are two frames or more in height or used as rolling scaffold towers.
5. Scaffold planks must be good quality, free of defects, rough sawn, No. 1 spruce or Better when new, and secured to prevent sliding.
6. Scaffolds must be erected, used and maintained in a plumb condition.
7. Scaffolds must be equipped with a proper ladder or stairs for access. Vertical ladders must be equipped with 15 centimeters (6 inch) standoff brackets.
8. Castors on rolling scaffolds must be equipped with braking devices. Castors should be securely pinned to the scaffold frame so they cannot drop off over holes or depressions.
9. No one is to ride on a scaffold while it is being moved.

Fall protection

Workers erecting and dismantling a scaffold more than 2.4 meters (8 feet) high must be protecting from falling by using a fall arrest system.

Note: See the Guideline developed by the Ministry of Labour, Construction Health and Safety Program, Construction Regulation Information Bulletin (See current OHSA & Regulations)

3.40 ELEVATING WORK PLATFORMS (EWPs)

In accordance with the current Act and Regulations, a worker who operates an elevating work platform (EWP) must, before using it for the first time, be given oral and written instruction on the operation of the elevating device. Therefore an EWP shall only be operated by a worker who has been instructed in:

- operating the machine
- the daily inspections and maintenance required by the manufacturer
- the types of working surface on which the machine is designed to be used
- its maximum rated working load
- any special machine limitations
- the significance and location of alarms and emergency controls
- the proper use of fall arrest systems

A EWP shall not be moved unless all workers on it are protected against falling by a fall arrest system.

A EWP device which is not working properly or which has sustained damage to critical components must not be used until repaired by a qualified mechanic.

In the raised position and EWP shall only be used on Surfaces specified by the manufacturer.
A EWP must not be driven in a raised position close to holes, depressions, trenches or similar hazards.

A EWP must not bear more than its rated working load and where possible the loads shall be distributed over the platform.

When EWPs are used to lift materials, care must be taken to ensure that the materials are firmly secured to the platform.

Do not place makeshift platforms such as boxes or proper access equipment such as ladders and scaffolds on a EWP to gain access to areas above.

Overhang loads must not be lifted on a EWP –
(See Operator Manual)

### 3.41 AERIAL DEVICES

Vehicle-mounted devices must be used only in accordance with the requirements outlined in the current Regulations.

While aloft, workers must not climb from an aerial device to another elevated position.

Workers aloft in an aerial device must wear approved fall arrest systems with the lanyard properly tied off. An aerial device must not be moved closer to a live line conductor than the minimum distance listed in the table below:

<table>
<thead>
<tr>
<th>Voltage Rating Of Power Line</th>
<th>Minimum Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>750 to 150,000 volts</td>
<td>3.0 meters (10 feet)</td>
</tr>
<tr>
<td>150,001 to 250,000 volts</td>
<td>4.5 meters (15 feet)</td>
</tr>
<tr>
<td>Over 250,000 volts</td>
<td>6.0 meters (20 feet)</td>
</tr>
</tbody>
</table>
Workers on the ground must keep clear of the vehicle when the aerial device is close to live conductors.

Mechanically operated aerial ladders must not be raised or lowered, extended or retracted while a worker is on the ladder.

Only one worker at a time must be aloft on an aerial ladder.

In case of emergency, a hand line long enough to reach the ground when the aerial device is fully extended to its maximum height must be carried in the device.

One 20 pound (18 kg) or two 10 pound multi-purpose fire extinguishers must be kept in the vehicle in case of a hydraulic fluid or other fire.

For more information, refer to Powered Elevating Work Platforms (DS025), available from the Construction Safety Association of Ontario.

Riding on Equipment

Under no circumstances is a worker to ride on any piece of equipment unless properly occupying a place or seat designated for that purpose. This is especially important around forklifts, aerial devices, hoists and cranes.

3.42 FLAMMABLE LIQUID, GAS

Please note: All fuelling of equipment must be done after the piece of equipment has cooled and proper conditions are met, i.e., fire extinguishers readily available, no sources of ignition of any type present.

Reference: See current Act and Regulations

1. A flammable liquid or gas shall be stored in a building or storage tank that is suitable for the purpose and, if practicable, not less than 100 meters from a magazine for explosives.

2. No more than one work day’s normal supply of a flammable liquid shall be stored in a building or structure on a project unless it is stored in a container that is suitable for the particular hazards of the liquid and in a controlled access area or a room,

   ➢ that has sufficient window area to provide explosion relief to the outside
   ➢ that is remote from the means of egress from the building or structure

3. A portable container used to store or transport flammable liquids,

   a) shall be approved for use for that liquid by a recognized testing laboratory; and

   b) shall have a label stating the use for which the container is approved and the name of the testing laboratory which gave the approval required by clause (a).

4. Gasoline engines must be outside of any structure, shut off and allowed to cool before refueling.

5. If exhaust fumes become a problem the use of catalytic converters may become mandatory.

   All site contractors shall ensure that their fire extinguishers are kept in the immediate work area and readily available in case of accidental ignition. This also refers to all forms of storage and use of gas cylinders and when any cutting or burning is in process.

Propane:

Unless designed for horizontal use, propane cylinders shall be kept in an upright position.

Propane cylinders must be stored in a well-ventilated area away from heat sources, outdoors and above grade.

Propane is heavier than air and can settle in dangerous concentrations at the bottom of trenches, manholes, vaults, basements, sumps and other below-grade areas.

When not in use, propane cylinders and hose-connected devices must not be left in trenches or other low-lying areas.

When testing for leaks on any cylinder - use only soapy water - never test for leaks on any cylinders or pressurized equipment using a match or torch.

Note: A Record of Training (ROT) is required for workers who handle, transport or store propane. See the Ontario Storage, Handling and Utilization Code available through the Canadian Gas Association, Toronto, Ontario.

3.43 COMPRESSED GAS CYLINDERS

Reference: See current Act and Regulations

All combustible, corrosive or toxic substances shall be stored in a suitable container.

All compressed gas cylinders shall be stored, transported and secured in an upright position with their caps on.

1. The control valve of a compressed gas cylinder, other than a cylinder connected to a regulator, supply line or hose, shall be covered by a protective cap that is secured in its proper position.

2. Empty cylinders shall not be stored inside a building.

3. No cylinder for propane shall be placed closer than three meters to a source of ignition or fire. All propane cylinders shall be stored outside.

4. Clause (3) does not apply to a storage cylinder,
   - that forms part of hand-held propane equipment
   - that forms part of a lead pot used in plumbing or electrical work
   - that forms part of a propane-powered or propane-heated vehicle
   - that is protected from a source of ignition by a barrier, wall or other means of separation

3.44 FIRE EXTINGUISHERS

- Fire extinguishers must be readily accessible, properly maintained, regularly inspected and promptly refilled after use.

- Extinguishers must be readily available at all times where an open flame is present or other sources of ignition are present, such as grinders, torches, chop saws, etc.
Portable extinguishers must be secured to all moving vehicles and machines (i.e., backhoes, crane cabins, etc.).

Portable extinguishers are classified according to their capacity for handling specific types of fires. Underwriters Laboratories of Canada 4A40BC ratings are the only acceptable type on construction projects.

Class “A” Extinguishers
For fires of ordinary combustible materials such as wood and wood products where a quenching cooling effect is required.

Class “B” Extinguishers
For flammable liquids/gases, such as oil, gasoline, paint, grease, and other petroleum-based products where oxygen exclusion or flame-interruption is essential.

Class “C” Extinguishers
For fires involving electrical wiring and equipment where the non-conductivity of the extinguishing agent is crucial.

3.45 GENERAL MATERIAL STORAGE

Large shipments of materials and equipment must be pre-arranged with Rankin Project Manager.

All materials are to be stored in an organized manner in the designated storage areas (as approved by the Project Manager or Job Supervisor).

Materials must be stored in such a manner that they will not tip, collapse or fall.

Objects or materials must not project from loads in a dangerous manner.

Doorways, aisles, roadways and other contractors’ work areas are to be kept free of any obstruction.

Materials must not be stored within 1.8 m from the edge of a roof, floor, excavation or other openings.

Materials must be adequately secured in place to prevent movement in strong winds or other inclement weather conditions.

Approval must be obtained from the Project Manager or Job Supervisor for receiving of materials from a major roadway. Appropriate signaling, traffic control and electrical conductor precautions must be taken.

3.46 GENERAL EQUIPMENT

Equipment is to be operated and maintained only by competently trained and authorized personnel.

Inspect all vehicles and tools for damage before using them.

Never use damaged equipment. Report damaged equipment to Project Manager or Job Supervisor immediately.

All trucks, equipment and tools that are defective should be immediately taken out of service and tagged "Out of Service" with a brief description of the defect.
An operator must never leave any running equipment unattended. Hydraulic equipment shall never be left unattended while any part is in a raised position.

An operator must ensure there are adequate clearances for underground utilities prior to excavation.

In the event that the view of an operator is obstructed, he/she shall request the assistance of a competent signal person.

Excavating equipment shall be equipped with rollover protection as required by the Regulations for Roll-Over Protective Structures.

Prior to use on site, equipment must be inspected and a competent maintenance person must attach a certificate of maintenance to the equipment.

3.47 SIGNAGE

Appropriate signage shall be provided, as required, to ensure the appropriate identification of construction areas, access routes, parking areas, overhead dangers, electrical conductors and the boundaries of the project. In the absence of signage the “yellow” or “orange” snow fence or hoarding signifies the project boundaries and should not be crossed by unauthorized non-construction personnel or the general public.

Signage must also be provided to identify hazards to other workers, the general public or occupants of existing buildings. In addition to signage, hazardous areas or operations must be restricted from access by unauthorized persons.

3.48 TOOLS

1. General
   - All equipment/tools must be effectively guarded and used in a safe manner.
   - Ensure electrical tools are effectively grounded. If the cord is cut/frayed, or the motor casing is defective, they must not be used on site.
   - Do not operate electrical power tools or run electrical cords in very damp or wet areas. Ground fault circuit interrupters (GFCI) must be used on all electrical tools used outdoors.
   - All tools and equipment must be stored so they do not create a hazard for other Workers on the project.
   - Do not operate any tool without proper instructions.
   - Tools and equipment must be in good condition and maintained in such condition.
   - Only qualified persons are to use tools & equipment.
   - Tools and guards are not to be altered and are to be used only for their designated purpose.
   - Personal tools are subject to inspection at any time.

2. Hand Tools
   - Every tool was designed to do a certain job, and must only be used for its intended purpose.
   - Keep your hand tools in peak working order, sharp, clean, oiled and not abused.
   - Tools subject to impact (chisels, star drills, etc.) tend to “mushroom”. Keep them dressed to avoid flying spills.
   - Don’t use tools for pry bars.

3. Portable Power Tools (Major Hazards)
   - Torque is the circular or rotating motion in tools such as drills, impact wrenches and saws that results in a strong twisting force. Be prepared in case of jamming.
   - Have good footing and use two hands.
   - Contact with moving parts can be hazardous. Keep moving parts directed away from your body. Never touch a power part (e.g., drills, chucks, blades and bits) unless the power source is
disconnected. Beware of others near you. Beware of moving power tools around you as others may be operating power equipment near you.

- Tool condition should be inspected on a regular basis. Examine each power tool before using it. Tag and return defective tools for repair.
- Proper guards or shields must be installed on all power tools before being used. No “home made” handles or extensions are permitted.

3.49 FENCING, HOARDING AND OTHER PRECAUTIONS

- Appropriate fencing, hoarding, covered ways and other precautions (i.e., fire routes/escapes) will be provided, as required, to ensure the appropriate restriction of work areas and safe access to existing buildings or through the project (if necessary), for the general public or occupants.
- Fencing, hoarding, covered ways and other precautions may only be altered or removed with the express authorization of the Project Manager or Job Supervisor and/or governing authorities (i.e., Ministry of Labour, Fire Marshall, etc.).
- Additional precautions must be taken to ensure appropriate protection of occupants or the general public where work conducted creates unsafe conditions or exceeds safety factors provided by existing precautions (i.e., removal of windows, work performed outside project boundaries, etc.).

3.50 CONSTRUCTION ACCESS AND PARKING

- All construction personnel must use “designated” construction access routes and parking areas as outlined on the site layout. Site vehicle pass system will be in effect.
- Driveways, lane-ways, walkways or emergency vehicle routes must not be blocked or restricted at any time by construction vehicles, machinery, equipment or materials.
- Overnight parking of equipment or vehicles must be done with the permission of the Project Manager or Job Supervisor. No vehicle is to be left without appropriate brakes/blocking, unlocked or with keys in place.
- Construction equipment such as “zoom booms”, scissors lifts, bulldozers, forklifts, etc., must have all moveable parts kept in their lowered positions when left unattended.

3.51 DESIGNATED SUBSTANCES

- Only trained personnel shall work with designated substances.
- Make sure proper equipment is used when working with designated substances.
- If in doubt, ask your Supervisor.
- Some examples of designated substances are:

  | Acrylonitrile | Arsenic |
  | Asbestos      | Benzene |
  | Coke Oven Emissions | Ethylene Oxide |
  | Isocyanates   | Lead   |
  | Mercury       | Silica |
  | Vinyl Chloride |

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Oxy-Fuel Cutting – Set-Up

All personnel involved in the use of compressed gases for welding shall be familiar with their characteristics and the necessary safety precautions. The supervisor shall discuss the following general characteristics in crew safety meetings.

1) Locate cylinders away from sources of excessive heat or physical damage. They should be secured upright in a cylinder truck or against a firm support.
2) Place a Fire extinguisher close by in case of an emergency.
3) Slightly open (“crack”) and then close the cylinder valves immediately to blow out dust and foreign matter that could restrict the gas flow or damage the regulator seats. Stand to one side of the cylinder valve outlet when doing this.
4) Attach the oxygen and fuel gas regulators to their respective cylinders. Screw the nuts tightly with the proper wrench. Never force poorly fitting connections.
5) Make sure the pressure adjusting knobs or screws on the regulators are released.
6) Connect the green hose to the oxygen regulator and the red hose to the fuel gas regulator.
7) Connect the hoses to the torch – green hose to the oxygen inlet and the red hose to the fuel gas inlet.
8) Connect mixer and welding tip (or tip assembly) to torch handle.
9) Open the oxygen cylinder valve slowly and completely turn.
10) Open the fuel gas cylinder not more that one full turn.
11) Depress the oxygen torch handle and turn the pressure adjusting screw on the oxygen regulator to the desired pressure. Continue oxygen purge for approximately three seconds for each hundred feet of hose. Close oxygen torch valve.
12) Open the fuel gas torch valve, turn the pressure adjusting screw on fuel gas regulator to the desired pressure and continue purging for ten seconds for each hundred feet of hose. Close the fuel torch valve.
13) To light the torch, open the fuel gas torch valve ½ turn and immediately light the tip with a spark lighter. DO NOT USE MATCHES. Open the fuel gas torch valve further until the flame is free of soot.
14) Open the torch oxygen valve and adjust until a neutral flame results.
15) When cutting, wear snug fitting goggles with properly coloured and designated lenses. Shade 3 to 5.
16) Long sleeved shirts and pants must be worn while cutting, no shorts or T-shirts.

3.52 Oxy-Fuel Cutting – Dismantling Equipment

Procedure: The supervisor shall discuss the following in crew safety meetings:

1) Close the torch oxygen valve.
2) Close the torch fuel gas valve.
3) Close the fuel gas cylinder valve.
4) Close the oxygen cylinder valve.
5) Open the torch fuel gas valve and bleed the fuel gas line. Release the fuel gas regulator knob.
6) Close the torch fuel gas valve.
7) Open the torch oxygen valve and bleed the oxygen line. Release the oxygen regulator knob.
8) Close the torch oxygen valve.
9) Regulators and torches can now be disconnected or, if the shutdown is temporary, the torch can be hung in a safe place.
3.53 Electric Arc Welding Process – Equipment

All personnel involved in the use of electric arc process equipment shall be familiar with its characteristics and necessary safety precautions. The supervisor shall discuss the following general safety precautions in crew safety meetings.

1) All equipment used in the process must be CSA approved.
2) For safety and convenience, electrical supply lines to welding machines should be controlled from individual cut-off switches.
3) Keep equipment and accessories safe from damage and in perfect running order.
4) Set up welding operations in a dry location, free from puddles of water or wet ground.
5) Cables should not have repairs made closer than 10 feet from the electrode holder.
6) Cables should be placed so that tripping hazards are not created.
7) Fire extinguisher shall be close at hand in case of fire.
8) Loose connections at the machine, in the electrode holder or at the ground clamp will cause loss of power, make for poor welds, and might even cause loss of power, make for poor welds, and might even cause arcing sufficient to set off a fire.
9) Electrodes shall be removed form the holder when the equipment is left unattended.
10) The power supply to welding machines shall be shut off when equipment must be moved.
11) Overloading welding machine or forcing cables to carry currents beyond the rated capacity causes overheating and reduces service life.
12) The welder shall conduct DAILY checks of equipment for loose or corroded connections, cable damage, dirty or defective jaws of electrode holders and ground clamps.
13) The total radiant energy (rays) produced by MIG welding can be as much as twice that from coated electrodes at equivalent welding parameters.
14) Ultra violet rays can cause skin burning, tanning and “arc eyes”. Skin exposed for only 10 seconds will develop a “burn”. Dermatitis is not unusual when skin is repeatedly exposed to ultra violet rays.
15) Long sleeved shirts and pants must be worn while welding, no shorts or T-shirts.
16) Wear cuff less trousers to eliminate the danger of spatter and sparks being trapped.
17) Flash goggles are recommended to be worn even under helmets and face shields.
18) Keep work areas uncluttered and organized.
19) When working on equipment, make sure all batteries are disconnected.
20) The supervisor shall (in order of preference):
   i. Eliminate the accumulation of fumes
   ii. Provide adequate ventilation
   iii. Provide adequate respirators.
21) Other than routine adjustment, leave repairs of electrical equipment to experienced electricians.
22) Gasoline driven equipment must be operated only where the engine fumes can be vented outdoors. Carbon monoxide is potentially fatal.
23) Never switch the polarity with an electric welding in operation. Idle the machine or switch it off for the change.
24) Make sure electrical equipment is grounded.
25) Be sure the branch circuit, main disconnect switch or primary input circuit fuses are removed before attempting any inspection or work on the inside of a welding machine.

** Placing the ON-OFF Power switch on the welding machine in the OFF position does not remove voltage from the power terminals inside the machine.**
Electric Arc Welding Process – Restrictions

1) No welding shall be done in any areas where there may be flammable materials, explosive gasses or vapours, without authorization from supervisor.

2) No welding is to be done in any tank, pipeline, compartment or container, which has contained flammable material until it has been purged, cleaned, and proved to be free of explosive vapours.

3) Do not allow welding current to pass through the following:
   i. Crane cables or slings
   ii. Oxygen, acetylene or other compressed gas cylinders
   iii. Tanks or storage containers used for flammable liquids
   iv. Pipes carrying compressed air, steam, gases or flammable liquids
   v. Conduits, chains, metal handrails or ladders

4) Only qualified welders shall weld scaffold bracket clips, ear plates, and lifting lugs.

Electric Arc Welding Process – Operation

Welders shall observe the following safety precautions:

1) Have a solid footing and remember that welding shield diminishes peripheral vision.

2) Store electrode holders where they cannot contact people, fuels or compressed gas cylinders.

3) Remove all electrodes from holders and turn the machine off when welding is stopped for any period of time, such as breaks, etc.

4) Burn electrodes to within 1-1/2” – 2” (38-50mm) in length. Burning them shorter damages the electrode holder.

5) Keep electrodes and holder dry. If exposed to water or steam, dry thoroughly prior to use.

6) Place electrode stubs in a container to prevent slips and falls.

HYGIENE

Reference: See current Act and Regulations

1. Contractors shall ensure that a reasonable supply of potable drinking water is kept readily accessible at the project for use by their workers

2. The Constructor shall ensure that toilet and cleanup facilities are provided or arranged for.

3. Workers, who handle or use corrosive, poisonous or other substances likely to endanger their health, shall be provided with washing facilities with clean water, soap and individual towels. See current Act and Regulations.

3.54 PERSONAL PROTECTIVE CLOTHING, EQUIPMENT AND DEVICES

Rankin Construction Inc. provides the highest quality Personal Protective Clothing, Equipment and Devices, (except for work boots, which are to be purchased by employee) covered by OHSA & the Regulations, as follows:

- A worker shall wear such protective clothing and use such personal protective equipment or devices as are necessary to protect their worker against hazards to which the worker may be exposed.
- A worker's employer shall require the worker to comply with subsection (1).
- A worker required to wear protective clothing or use personal protective equipment or devices shall be adequately instructed and trained in the care and use of the clothing, equipment or device before wearing or using it.

Rankin Construction Inc.

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HEAD PROTECTION – To be provided by Rankin Construction Inc.

Requirements for head protection are specified in the current edition of the construction regulation (O.Reg.213/91).

Under this regulation, hard hats are mandatory for all construction workers on the job in Ontario. The hard hat must protect the wearer’s head against impact and against small flying objects, and must be able to withstand an electrical contact equal to 20,000 volts phase to the ground.

At the present time, the Ministry of Labour considers the following classes of hard hats to be in compliance with the regulation.
Class B
- manufactured and tested in accordance with CSA standard Z94.1-1977 & ANSI Z89.1 -1986
Class E
- manufactured and tested in accordance with CSA Standard Z94.1 – 1992
Class E Type I & II
- manufactured and tested in accordance ANSI Z89.1-1997

The Act calls for the safety hat to be worn at all times while on the job. Safety hats must not be painted, drilled or cracked. The shell and suspension of safety hats must be inspected regularly and replaced if cracks, deep scratches, or other defects are noted.

HEARING PROTECTION - To be provided by Rankin Construction Inc.

Rankin provides, and the worker shall wear CSA approved hearing protection whenever there is risk of hearing impairment while on the job. Protective equipment is provided when required and you must use it when so instructed by your supervisor. Hearing protection is available in three general types:

- disposable ear plugs (made of pliable material, one size fits all but they should be used only once)
- permanent plugs must be fitted to provide a good seal (they are made to be washed and reused)
- earmuffs generally provide more protection than earplugs.

Exposure Guide

A worker exposed to 99 decibels is at risk after one hour, but could safely work the shift if properly fitted hearing protection is worn.

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<thead>
<tr>
<th>Noise Level (DBA)</th>
<th>Duration (Hours)</th>
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<tbody>
<tr>
<td>90</td>
<td>8</td>
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<tr>
<td>93</td>
<td>4</td>
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<td>96</td>
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<tr>
<th>声压级（DBA）</th>
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Unprotected Exposure Chart

The decibel scale is logarithmic. Therefore, 93 decibels is twice as much noise as 90 decibels; 100 decibels is ten times more than 90!
Use the tables above to provide guidelines for proper selection. The upper limits of noise levels can be used as a guide in selecting a specific class of hearing protectors.

**EYE PROTECTION – To be provided by Rankin Construction Inc.**

1. You shall wear CSA Approved safety glasses when grinding or chipping concrete, using masonry saws and explosive-actuated fastening tools and otherwise when there may be flying particles. Consideration should be given to the severity of all hazards in selecting the most appropriate eye protection. (e.g., glasses/goggles/face shields).

2. Where an Owner, Constructor, General Contractor or Industrial Establishment requires the mandatory use of eye protection on their premises, then all our employees, contractors and subcontractors shall comply.

**SKIN PROTECTION – Sunscreen to be provided by Rankin Construction Inc.**

The Act and Regulations require protection where there is a risk of injury from contact between a worker's skin and

- a noxious gas, liquid, fume or dust
- an object that may puncture, cut, or abrade the skin
- a hot object, hot liquid, or molten metal
- radiant heat

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All workers on-site shall wear long pants and short-sleeve shirts as a minimum standard. Items such as denim coveralls and long-sleeve cotton shirts can provide improved protection against minor scrapes and bruises as well as harmful ultraviolet exposure outdoors. Clothes are your first line of defense against hazards on the job. Dress suitably for work; do not use synthetic clothing as it can ignite or melt when hit with sparks from equipment. Sunscreen will be available for every jobsite.

FOOT PROTECTION – TO BE PROVIDED BY WORKER

You must wear safety footwear at all times while on the job site. These must be CSA certified shoes and boots with steel toes and puncture resistant boots. Such boots bear a green triangular patch stamped with the CSA registered trademark on the outside and a rectangular green label on the inside.

RESPIRATORY PROTECTION – To be provided by Rankin Construction Inc.

1. Work areas must be ventilated to reduce hazards from dusts, fumes, gases or vapours.
2. When ventilation is not practical, workers must be provided with respirators appropriate to the hazards and be trained to use and maintain the respirators properly.
3. All workers required to use respirators shall be properly fit tested with the appropriate type of respirator by a competent worker and these training records shall be retained at head office.

PROTECTIVE CLOTHING – To be provided by Rankin Construction Inc.

Any worker who may be endangered by vehicular traffic shall wear a garment that covers at least his or her upper body and has the following features:

1. The garment shall be fluorescent blaze or international orange in colour.
2. On the front and the back, there shall be two yellow stripes that are 5 centimetres wide. The yellow area shall total at least 500 square centimetres on the front and at least 570 square centimetres on the back.
3. On the front, the stripes shall be arranged vertically and centred and shall be approximately 225 millimetres apart, measured from the centre of each stripe. On the back, they shall be arranged in a diagonal “X” pattern.
4. The stripes shall be retro-reflective and fluorescent. O. Reg. 145/00, s. 23.
   (2) If the garment is a vest, it shall have adjustable fit. O. Reg. 145/00, s. 23.
   (3) On and after January 1, 2001, a nylon vest to which this section applies shall also have a side and front tear-away feature. O. Reg. 145/00, s. 23.
   (4) In addition, a worker who may be endangered by vehicular traffic during night-time hours shall wear retro-reflective silver stripes encircling each arm and leg, or equivalent side visibility-enhancing stripes with a minimum area of 50 square centimetres per side. O. Reg. 145/00, s. 23.

3.55 OFFICE SAFETY

The office environment has many hazards for the unwary and is as vulnerable to accidents as are workshops, or jobsite areas. Here are a few things to watch out for.
good housekeeping promotes safety. Keep your desk tidy
avoid cuts to the tongue when sealing envelopes by using moisteners
pass scissors handle first, with blades closed
use a knife or blade with a handle for cutting and pasting; never use a double edged or unprotected razor blade
all electrical equipment should be grounded
worn or frayed electrical cables must be replaced and destroyed
passageways and walkways must be kept clear to provide access and egress in case or emergency.
ever leave a desk or file cabinet with drawer open
cables stretched across passageways or walkways are tripping hazards and must be covered securely
never stand on swivel chairs or chairs fitted with castors, the chair may roll or tip when your weight is applied
store heavy files in the bottom of filing cabinets
practical jokes and horseplay are dangerous and forbidden
fire/emergency doors must be kept closed when not in use
do not block fire escape routes or passageways, etc.
know your escape routes from place of work
know the nearest location of fire extinguishers and how to operate them efficiently
do not use elevators in event of emergency - use stairs

3.56 EMERGENCY EVACUATION
This procedure provides the guidelines to develop emergency site evacuation requirements. All elements herein shall be included within the site evacuation procedure.
This procedure applies to all Rankin personnel and subcontractors working on projects where emergency evacuation requirements are applicable
To provide for the safety of personnel it may be necessary to evacuate the project promptly. Some causes of site evacuation could be fire, explosion or potential explosion, flooding, or structural failures. An effective evacuation procedure saves lives and property.
The Project Manager is responsible for implementing and enforcing this procedure

The Safety Representative is responsible for monitoring compliance with this procedure.

Organizational Functions
The Project Manager or his delegate will act as the evacuation coordinator and perform the following functions:
approve the evacuation procedures and location of the assembly area(s)
determine whether there is a need for evacuation
order the evacuation alarm and direct the evacuation activities
maintain a current list of outside emergency services: ambulance, hospital, doctors, fire department, police, etc., to be called for assistance
Notify the client as to the nature of the emergency, arrange to inform the client of all events
supervisory personnel shall be assigned to pre-designated locations that house emergency utility switches and valves to ensure orderly shutdown procedures immediately, if required
each supervisor with an evacuation function shall appoint an alternate, runners, and other required assistants.
the supervisor or his delegate shall also relay instructions from the evacuation coordinator to those in the assembly area as to whether they shall stay, return to work, or leave the project.
missing persons shall be checked against absentee reports and reported to the evacuation coordinator.
general foremen, foremen, and supervisors shall submit an accounting of their crews; names, employee numbers, and last known whereabouts of missing people shall be forwarded to the Project Manager.
When directed, the Safety Representative shall obtain outside aid: fire companies, mutual aid help, ambulance service, or law enforcement agencies. The Safety Representative shall ensure that the fire brigade is in action and that first aid is alerted. Personnel trained in first aid shall attend to the injured and transport them to the first aid station. The Safety Representative shall also act as a liaison between the Project Manager and the first aid personnel.

If on site a nurse shall direct the care and treatment of the injured
the site security shall permit only the entrance of emergency vehicles with their crews
The telephone operator shall maintain the switchboard and refuse incoming calls until directed otherwise by the Project Manager. Emergency calls shall have top priority. The telephone operator shall notify the construction gate guards of the location of the emergency.
upon hearing the evacuation signal, employees shall shut down all equipment, proceed quickly to the assigned assembly areas, and wait for further instructions from their supervisors.
where possible, a recognized warning signal, i.e., horn, whistle, siren, or public address system, shall be audible to all areas. Special provisions shall be made for remote work areas

Assembly Areas
Employees shall be assigned definite locations to assemble. The assembly areas shall be located at strategic places, close enough to work areas for access, but far enough away from potential disaster areas to afford protection to personnel.
Procedures shall be established for an orderly shutdown of work at the sounding of the emergency warning signal. Equipment shall be secured; burning, heating, gas systems, and other potentially hazardous devices shall be turned off. Personnel shall then proceed to designated emergency assembly areas.
When employees are assembled, supervisors shall immediately account for their crews. The names and badge numbers of any employees not accounted for shall be obtained.
Employees shall remain in the assembly areas pending instructions. Supervision shall inform employees of the type of emergency and plans for the resumption or suspension of work. If the work is to be resumed, employees who elect to leave the job shall be informed that they will receive pay only for time actually worked.

Security
means of alerting the site security force shall be established
a planned program of action for security personnel shall be clearly outlined
Announcements over a public address or paging system shall alert pre-designated supervisory personnel.

Training
It is essential that all employees are aware of the evacuation procedure. The evacuation procedure shall be discussed at safety meetings.

Upon completion of an emergency plan and procedure for the project, notices shall be posted for the information.

3.57 Environmental Response

There are a number of environmental situations that could constitute an emergency and require the activation of the Emergency Response Plan. They may include, but are not limited to:
Severe storms including Tornadoes, Lightning, Blizzards; Floods; and Toxic Spills or Gas Clouds

To activate the Emergency Response Plan:
1. Call 911 for Police, Fire Department, or Ambulance
2. Evacuate to a safe location if ordered to do so by the Police, Fire Department, Emergency Response Personnel, or if you are in danger
3. Involve the appropriate personnel (i.e. Police Department, Fire Department) and provide
   the following information:
   • Your name
   • Your present location and phone number
   • Nature of the emergency
   • Whether the people involved are staff, clients, contractors, visitors
   • The actions you have taken to this point

Follow the instructions that have been given to you by the appropriate personnel. Do not leave the safe area
you are in unless you are advised to do so or are in danger.

Severe Storm Guidelines

Before a severe storm is forecast;
   ➢ Know what forecast are you are in so that you will know if a “Weather Warning” or a “Weather
     Advisory” has been issued in your area
   ➢ Know what types storms could occur in your area and what time of year they are most likely to strike

Weather conditions, forecast, advisories, and warnings are broadcast continuously. Environment Canada
operates a VHF/FM weather station throughout the province on frequency 162.4MHz in Toronto, Ontario
and most other major centers in the province.

When a severe storm is forecast;
   ➢ Listen to the radio for weather updates and advise
   ➢ Evacuate only if directed by Police, Fire Department, your Emergency Response Personnel, or
     by an Environment Canada broadcast
   ➢ Shut off electrical devices, including computers and lights, as you evacuate
   ➢ Remain calm. You will be able to deal with emergencies more effectively

Tornadoes:

Tornadoes or ‘twisters’ are violent windstorms characterized by a twisting shaped cloud that forms a base
of a cloudbank and extends towards the ground. Tornadoes occur in conjunction with severe storms and are
often accompanied by lightning, heavy rain, and hail. Although small in size, often less than 100 meters
wide, they are nature’s most violent storms, with winds that can reach 450/km/hr, and capable of causing
severe damage over areas several hundred kilometers in length.

Tornadoes strike suddenly; their loud roaring noise will alert you that one is coming. They move rapidly,
between 50 – 70 km/hr, and normally touch ground for less than twenty minutes. They usually move form
southwest to northeast and usually occur from May to September, with June and July being the peak
months.

Before the Tornado:
   ➢ Choose a sheltered area in advance; preferably on the first floor. If the first floor is not accessible, move
to the center of the building away from perimeter windows on the side of the approaching tornado.
   ➢ Avoid large open areas; their roofs are more likely to collapse
   ➢ If a tornado catches you outdoors, take shelter immediately. As a last resort, lie flat in a ditch,
evacuation, or culvert
   ➢ If you are driving and spot a tornado in your direction, drive away from its path at a right angle. Do not
remain in your, as you may be trapped it if overturns
Lightning is an electrical discharge resulting from build-up of static electricity between clouds or between clouds and ground. During a lightning storm:

- Stay indoors and do not go outside unless it is absolutely necessary
- If you are outdoors, keep away from doors, windows, and any large metal items that could act as an electrical conductor. If the lightning storm is centered in your area do not handle the electrical appliances or telephones, turn off your personal computer and accessories
- Stay away from wire fences, metal pipes, rails, and other metallic paths that could carry lightning to your location
- Do not be the tallest object in an open area. Stay away from hilltops and trees. Never take shelter behind a tree
- If you are in a car, stay there. It will give you excellent protection from lightning. Park away from trees that may fall on the car. Stay in your car until the storm passes and it is safe to drive again
- If you are hopelessly isolated in a level field and you feel your air stand on end – indicating lightning is about to strike – drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground; if you are struck by lightning you will likely sustain greater injuries.

Flood Guidelines - Before the flood:

- Listen to the local radio or television stations for public information and instructions
- Move to a safe location before flood waters isolate you
- Do not call 911 unless you require immediate emergency assistance
- Stay out of flood areas
- Do not attempt to walk or swim across any flowing water
- Do not attempt to drive across a flooded road, as you become stranded

After the flood:

- Check with local health authorities on drinking water purity
- Local evacuation and relief centers will be established to provide emergency medical and social assistance
- Do not visit the disaster center. Your presence could hamper rescue operations
- Report broken utility lines to local authorities

Toxic Spills or Gas Clouds - During a toxic spill or gas cloud:

- Stay indoors; close and keep doors and windows shut tight
- Stay tuned to local radio or television stations for public information and instructions
- Turn off air conditioners, furnaces, water heaters, pilot lights, and gas supply valves
- Close all exterior air intakes and vents
- Do not operate any devices that are vented to the outside
- Do not operate light switches
- If outside, seek shelter in a large enclosed building
- If in a vehicle, move away from identified ‘danger areas’ as announced and follow instructions of Police, Fire Department, and Civic Authorities

EMERGENCY EVACUATION PROCEDURE - When the emergency signal, consisting of three repeated long blasts of the job whistle, is sounded, all employees shall immediately cease work, secure all equipment, and proceed directly to the designated assembly area (parking lot, change house, or other appropriate area) and remain there until further instructions are assigned by the supervisor

3.58 ENVIRONMENTAL POLICY

Rankin Construction Inc. will ensure that this policy is subject to a process of regular reviews so that account is taken of developments in legislation and technology as they affect the environment. Rankin Construction’s objective is to balance the need to achieve its business aims and to improve the quality of the environment which may be affected by its operations.
The primary responsibility for implementation lies with the Project Manager who will assist in carrying out periodic environmental audits. He is responsible for ensuring that:

- a high standard of housekeeping is maintained and, where possible, take steps to reduce odour, noise, dust, atmospheric pollution and other impacts thereby avoiding complaints arising out of operations in the workplace
- in planning the operations on the jobsite the social and environmental consequences are considered
- the site is kept in a clean and tidy manner and maintaining a high standard of appearance at the site
- all records of environmental monitoring are maintained and available for inspection in accordance with current legislation
- the workforce is regularly informed of the environmental conditions at the site and is trained to operate the equipment with proper regard for the environment and is involved in any proposed changes
- any complaints regarding work operations are dealt with fairly and promptly; and that details of the investigation and the action taken are recorded and reported back to the complainant
- there is continual improvement in environmental performance

3.59 Health and Safety Inspections

Rankin Construction Inc. will conduct monthly documented workplace inspections for the purpose of identifying and correcting unsafe conditions and behaviour. The inspections will cover premises, job sites, buildings, temporary structures, excavations, tools, equipment, machinery and work methods and practices. The sites safety inspection form is to be used as a guideline since specific sites may have unique situations and potential hazards that may not be covered by this list.

Site Health and Safety Inspections

Planned inspections will occur monthly on project sites. Supervisors representing the general contractor and/or sub-contractors and the health and safety representative will be involved in workplace inspections.

All health and safety inspection reports must be reviewed during toolbox safety talks and management meetings. All completed health and safety inspection reports will be evaluated and monitored by project management and the health and safety representative and filed with the health and safety documentation.

Procedure

1. Review previous inspection records and note any commonly reported hazards.
2. Familiarize yourself with the type of workplace and unique hazards.
3. Use your eyes, ears and other senses to identify actual or potential problems as you go about your inspection. Record the hazards on the Monthly Site Safety Inspection Form.
4. When unsafe conditions are noted requiring immediate action, correct the situation immediately.
5. Look for basic causes of sub-standard conditions, practices and procedures.
6. Keep a copy of the inspection form on the project.
7. Review items with the Health and Safety representative and during toolbox talks and management meetings.

Follow-Up Actions to Health and Safety Inspections

- Where unsafe conditions, practices or procedures are noted:
- Take action immediately to rectify the problem if possible.
- Place warning signs and barricades to keep workers away. Use verbal warnings if applicable.

Rankin Construction Inc. Our Goal – An Accident Free Operation!
- Notify management to rectify conditions, record conditions, actions taken and the date on the inspection form.
- Record and complete the site health and safety inspection form and file it with safety documentation.

When a worker is noted performing an unsafe act, advise as follows:
- Inform him/her of the unsafe situation
- Discuss the unsafe condition with him/her
- Advise on how to correct the unsafe condition
- Re-visit the area to ensure the safe practice is being followed
- Discuss with the supervisor
# Respirator Selection Guide for Common Construction Activities

<table>
<thead>
<tr>
<th>Air purifying</th>
<th>Supplied air</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall facepiece</td>
<td>Full facepiece</td>
</tr>
<tr>
<td>Filtering facepiece</td>
<td>Demand facepiece</td>
</tr>
<tr>
<td>Organic gases</td>
<td>Organic vapour</td>
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<td>Organic vapour</td>
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</table>

**Asbestos:** see Asbestos chapter in this manual.

<table>
<thead>
<tr>
<th>Lead</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application of lead-containing coatings with a brush or roller</td>
<td>Optimal</td>
</tr>
<tr>
<td>✓</td>
<td>N, R, or P</td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
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</table>

**Note:** N = Not resistant to oil  R = Oil-resistant  P = Oil-proof  OV = Organic vapour cartridge

✓ Indicates suitable protection. If oil mist is present, use R or P filters.

* Assigned protection factor: The protection factor assigned by NIOSH, the US National Institute for Occupational Safety and Health. It is a measure of the effectiveness of a type of respirator and suitable filter. Higher numbers mean greater protection. You may use a respirator with a greater protection factor than the one recommended for your task. Never use a respirator with a smaller protection factor.

These recommendations will provide adequate protection in most circumstances. Factors such as ventilation, duration of exposure, and user characteristics can affect how well a respirator protects you. If unsure about the respirator required for a task, contact the manufacturer or CSAO at 1-800-781-2726, www.csaq.org.

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Rankin Construction Inc.  **Our Goal – An Accident Free Operation!**
Respirator Selection Guide for Common Construction Activities

<table>
<thead>
<tr>
<th>Air purifying</th>
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<tr>
<td>Filtering heapec</td>
<td>Electronic heapec</td>
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<tr>
<td>Half facepiece</td>
<td>Full facepiece</td>
</tr>
<tr>
<td>Powered Air-Purifying Respirator (PAPR) - High flow rate</td>
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</tr>
<tr>
<td>Hood or Helmet - NIOSH Type A facepiece + HEPA</td>
<td></td>
</tr>
<tr>
<td>SCBA or SCBA accessories - Full facepiece and positive pressure</td>
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</table>

<table>
<thead>
<tr>
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</tbody>
</table>

**Lead cont'd**

- Removal of lead-containing coatings or materials using a power tool with a dust collection system equipped with a HEPA filter (airborne dust must be controlled to < 0.05 mg/m³)
  - Optional
  - N, R, or P

- Abrasive blasting of lead-containing coatings or materials
  - Type CE blaster, positive pressure, tight-fitting full facepiece

- Dry removal of lead-containing materials using an electric or pneumatic cutting device
  - Tight-fitting full facepiece

- Welding or high-temperature cutting of lead-containing coatings or materials indoors or in a confined space
  - Tight-fitting full facepiece

- Welding or high-temperature cutting of lead-containing coatings or materials outdoors—long-term operations or if material not pre-sheathed
  - Tight-fitting full facepiece

- Welding or high-temperature cutting of previously sheathed lead-containing coatings or materials outdoors—short term only
  - N, R, or P

- Burning of a surface containing lead
  - Tight-fitting full facepiece

- Soldering
  - Optional
  - N, R, or P

- Installation or removal of lead-containing sheet metal
  - Optional
  - N, R, or P

- Installation or removal of lead-containing plumbing, slab, or similar material
  - Optional
  - N, R, or P

*Continued on next page...

N = Not resistant to oil   R = Oil-resistant   P = Oil-proof   OV = Organic vapour cartridge
Respirator Selection Guide for Common Construction Activities

<table>
<thead>
<tr>
<th>Filter efficiency and type</th>
<th>Organic vapour</th>
<th>95% organic vapour</th>
<th>100% organic vapour</th>
<th>HEPA</th>
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<tbody>
<tr>
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</tbody>
</table>

**Lead cont'd**

- Description or cleanup of a facility where lead-containing products were manufactured
- Manual demolition of lead-containing plaster walls or building components using a dry-dust form or similar tool
- Removal of lead-containing dust using an air-mist extraction system
- Removal or repair of a ventilation system used for controlling lead exposure
- An operation that may expose a worker to lead dust, fume, or mist, that is not a Type 1, Type 2, or Type 3B operation (tight-fit respirator)

**Painting**

- Spraying latex paint
  - N, R, or P (oil-resistant)
  - N, R, or P (oil-proof)
  - R, or P (oil-proof)

- Allyls, enamels, and resins: brush and roller application indoors but not ventilated
  - R or P

- Allyls and enamels: spray painting in well-ventilated areas
  - R or P

- Allyls and enamels: painting in a confined space

- Epoxy or polyurethane spray painting

- Spraying latex paint
  - N, R, or P

- Spraying stucco
  - R or P

**Supplied air**

- Hood or Hemets
- Respirator (N95), tight-fitting
- Full-facepiece, non-pressure-demand
- Full-facepiece, positive pressure

**N** = Not resistant to oil  **R** = Oil-resistant  **P** = Oil-proof  **OV** = Organic vapour cartridge

Rankin Construction Inc.  
Our Goal – An Accident Free Operation!
Respirator Selection Guide for Common Construction Activities

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<td>10</td>
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</tr>
</tbody>
</table>

Roofing

- Resinbonded roofing materials (built-up roofing, no solvents) [R or P]
- Heat welding roofing membrane [R, R or P] [R or P]
- Adhesive wadding roofing membrane [R, R or P]
- Roofing tile and shingles [R, R or P] [R or P] [OV]

Silica

- Breaking concrete outdoors [R, R or P] [R or P]
- Crushing rock and gravel [R, R or P] [R, R or P]
- Blasting rock [R, R or P] [R, R or P]
- Abrasive blasting—other than silica [R, R or P] [R, R or P]
- Drywall sanding [R, R or P] [R, R or P]
- Machine mixing concrete or mortar [R, R or P] [R, R or P]
- Drilling holes in concrete or rock [R, R or P] [R, R or P]
- Milling of asphalt from concrete highway pavement [R, R or P] [R, R or P]
- Charging hoppers and conveyors with silica sand (sand consisting of at least 98% silica) [R, R or P] [R, R or P]
- Any other operation at a project that requires the handling of silica-containing material in a way that a worker may be exposed to airborne silica [R, R or P] [R, R or P]

Continued on next page...

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Rankin Construction Inc.  Our Goal – An Accident Free Operation!
Respirator Selection Guide for Common Construction Activities

<table>
<thead>
<tr>
<th>Filter efficiency and type</th>
<th>95</th>
<th>120</th>
<th>95</th>
<th>100</th>
<th>Organic vapour</th>
<th>Acid gas</th>
<th>100% organic vapour</th>
<th>HEPA</th>
<th>HEPA supplied air</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Welding and flame-cutting

- Any welding in confined spaces where the atmosphere is not monitored
  - ✓
- Aluminum***
  - ✓
  - ✓
- Mild steel
  - ✓
  - ✓
- Stainless steel
  - ✓
  - ✓
- Galvanized or plated metals
  - ✓
  - ✓
- Lead-painted steel, flame cutting or welding, short-term, not repeated, material stripped before work
  - ✓
  - ✓
  - ✓
- Welding or high-temperature cutting of lead-containing coatings or materials inside or in a confined space
  - ✓
  - ✓
  - ✓

Miscellaneous

- Epoxy adhesive (large-scale use)
  - ✓
- Solvents, adhesives, and epoxy (small scale)
  - ✓
  - ✓
- Coating compounds, solvent-based, large-scale use
  - ✓
  - ✓
- Form oil spraying
  - ✓
  - ✓
- Pavement
  - ✓

** Protection from ozone may be required in some circumstances. Contact the respirator manufacturer.

N = Not resistant to oil   R = Oil-resistant   P = Oil-proof   OV = Organic vapour cartridge

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Rankin Construction Inc.

*Our Goal – An Accident Free Operation!
Generic Emergency Response Plan - Supervisor Responsibilities

It is the responsibility of the Project Managers to ensure that all Rankin employees in their respective areas have been orientated to this plan. When the emergency has been identified, the job foreman or lead hand will take control of the situation and call for help (911) or appoint someone to do so. Three (3) blasts from a horn will initiate the Emergency Response Plan. Upon hearing three horn blasts all site personnel will:

- Stop Work
- Lower all Loads
- Shut down equipment, energy sources and shut off gas (if possible).
- Evacuate the site and assemble in the predetermined assembly point for name check off.
- Enough workers will be appointed to guide emergency vehicles from the public road to the site of the injury.

The accident site is to be secured as much as possible without interfering with rescue and safety of other workers.

Foreman or someone appointed by him will accompany injured worker to the hospital and make all necessary telephone calls and other arrangements as required. If applicable, they will coordinate with the local police, and Senior Management from Rankin Construction Inc. who will notify next-of-kin.

Contact Ministry of Labour if it is a critical injury. Record number called, time of day and person(s) spoken to.

Only Senior Management will talk to any media and no cameras are allowed on site unless allowed by management.

All or some of the following may investigate the accident:

- Police
- Coroner
- Ministry of Labour
- Health and Safety Committee
- Safety Representative

The work at site can continue only if the Ministry of Labour has given permission. On site, the remaining work force shall meet to discuss the incident and not resume work or leave until each worker has come to terms with accident in such a way that they can cope and go home safely.

As soon as possible, document all facts that pertain to the accident. Have names, phone numbers and addresses of all witnesses.
GENERIC FALL PROTECTION PLAN

OBJECTIVE: The objective is to use this information as a reference prior to performing activities associated with an emergency related to a fall.

POLICY: The fall protection emergency rescue plan procedures and response action will provide order during a normally confusing emergency situation. The supervisor shall have communicated the rescue plan to all workers, sub-contractors and/or visitors. If a Fall Arrest System arrests a worker and you are first on the scene, the following steps must be followed:

Conscious Worker
- Send someone to notify the Supervisor immediately
- Communicate to the worker; calm the person
- If accessible and safe to do so, place a ladder or use an Elevating Work Platform under the person to allow him/her to climb down safely.
- If qualified to do so, render first aid until help arrives
- If it is unsafe for you to easily rescue an arrested worker call 911
- Never risk your safety to rescue a worker, wait for the Fire Department.
- Send someone to guide the Emergency Services to the scene,
- Send someone to call our main office to activate our emergency response plan,
- Stay with the injured person until the supervisor once they have arrived,
- Restrict access to the accident scene, (other than Emergency personnel/MOL),
- Secure the accident area for investigation,
- Notify the Safety Representative or Joint Health and Safety Committee.

Unconscious Worker
- Call 911 immediately
- Send someone to notify the Supervisor immediately
- Try to communicate with the worker; if they become conscious, keep the worker calm and follow the procedures for a conscious worker.
- If accessible and safe to do so, place an Elevated Work Platform under the person to support and remove from their arrest system.
- If qualified to do so, render first aid until help arrives,
- If it unsafe for you to easily rescue an arrested worker wait for the Emergency Services to arrive,
- Never risk you own safety to rescue a worker, wait for Fire Department.
- Send someone to guide the Emergency Services to the scene,
- Send someone to call our main office to activate our emergency response plan,
- Stay with the injured person until a supervisor arrives or EMS arrives,
- Turn the scene over to the supervisor once they have arrived,
- Restrict access to the accident scene, (other than EMS/MOL),
- Secure the accident area for investigation,
- Notify the Safety Representative or Joint Health and Safety Committee.
GENERIC TRENCH EMERGENCY RESPONSE PLAN

OBJECTIVE: The objective is to use this information as a reference prior to performing activities associated with an emergency response related to a trench and/or cave-in emergency.

POLICY: The Trench Emergency Response plan will provide order during a normally confusing emergency situation. The supervisor shall have communicated the rescue plan to all workers, subcontractors and/or visitors. If a trench collapse or cave-in occurs the following steps must be followed.

A collapse or cave-in usually occurs because of unstable soil and inadequate shoring. Potential secondary collapse must always be considered as a constant hazard. Stability may be disturbed by digging, vibration, weight added near edge of trench, rain, or for no apparent reason, just time.

Conscious Worker
- Send someone to notify the Supervisor immediately
- Communicate to the worker; calm the person
- Create a safe zone around the worker.
- If accessible and safe to do so, rescue workers should enter the trench with ropes and wear rescue harnesses if possible.
- To get down to the casualty, use a tarpaulin, fencing, plywood or similar material that can cover the ground and will ride up over and further cave-in.
- If qualified to do so, render first aid until help arrives
- If it is unsafe for you to easily rescue an trapped worker call 911
- Never risk your safety to rescue a worker, wait for the Fire Department.
- Send someone to guide the Emergency Services to the scene,
- Send someone to call our main office to activate our emergency response plan,
- Stay with the injured person until the supervisor once they have arrived,
- Restrict access to the accident scene, (other than Emergency personnel/MOL),
- Secure the accident area for investigation,
- Notify the Safety Representative or Joint Health and Safety Committee.

Unconscious Worker
- Call 911 immediately and send someone to notify the Supervisor immediately
- Try to communicate with the worker; if they become conscious, keep the worker calm and follow the procedures for a conscious worker.
- Create a safe zone around the worker.
- If accessible and safe to do so, rescue workers should enter the trench with ropes and wear rescue harnesses if possible.
- To get down to the casualty, use a tarpaulin, fencing, plywood or similar material that can cover the ground and will ride up over and further cave-in.
- If qualified to do so, render first aid until help arrives,
- If it unsafe for you to easily rescue a trapped worker wait for the Emergency Services to arrive,
- Never risk you own safety to rescue a worker, wait for Fire Department.
- Send someone to guide the Emergency Services to the scene,
- Send someone to call our main office to activate our emergency response plan,
- Stay with the injured person until a supervisor arrives or EMS arrives,
- Turn the scene over to the supervisor once they have arrived,
- Restrict access to the accident scene, (other than EMS/MOL),
- Secure the accident area for investigation,
- Notify the Safety Representative or Joint Health and Safety Committee.
Training Orientation Guide

Title: Training Orientation Guide  Date of Issue: Nov.11, 2009
Approved by: Jon Downing  Review / Revise Date: 
Location: All Facilities

All employees, regardless of the 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
- Supply of labor employees

The following persons carry out orientation:
- Manager Safety and Human Resources
- Project Manager/Foreman

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
  - Reporting injury and illness
  - Reporting hazards
  - Emergency plan
  - Early and safe return to work
  - Occupational Health and Safety Act including Rights as a worker
  - Joint health and safety committee
  - Specific responsibilities for level of authority

Evaluation
To be conducted after three months by the employee’s manager/foreman.

Records of training
All training will be recorded on the Orientation checklist. Training records will be kept in the employee personnel file.
Employee Health and Safety Orientation Checklist

To be completed for: ____________________________

<table>
<thead>
<tr>
<th>Employee</th>
<th>Date</th>
<th>Manager/Foreman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initials</td>
<td></td>
<td>Initials</td>
</tr>
</tbody>
</table>

Discuss organizations commitment to Health and Safety.

Review the roles and expectations for Management and/or Foreman and/or employee.

Identify where the Health and Safety policy is located.

Review safe work practices and standard operating procedures (provide required equipment training).

Discuss hazards associated with worker’s job (Refer to Job Hazard Analysis).

Review the process for reporting hazards, near misses, injuries and illnesses.

Introduce new employees to the Emergency personnel for the work location.

Review emergency response procedures.

Advise Emergency personnel if employee is classified as a “Person Requiring Assistance”.

Review First Aid Kit (location/contents) and first aid procedures.

Introduce to designated first aid employee.

Review Health and Safety Bulletin Board and discuss contents.

Review and train on the following procedures:
- Visitor Safety Policy
- Emergency Plan
- Personal Protective Equipment Policy
- Employee Manual (if applicable)
- Return To Work –RTW - Program
- Material handling

Explain the workplace inspection program.

Joint Health & Safety Committee and/or health Safety Rep.

Train in the applicable personal protective equipment the employee is required to wear.

Tour facility/site review emergency procedures and other workplace requirements I.e. where PPE is required.

Date of completion: _____/_____/_____ (D/M/Y)

Signature of Worker: _______________________________________________________________

Rankin Construction Inc.  

*Our Goal – An Accident Free Operation!*
Training Record

Title of Training Program

Date of Training

Certificate Issued: Yes Or No

Instructors Name:

Location of Training:

<table>
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<tr>
<th>Print Name</th>
<th>Signature</th>
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</table>

Original copy of the training record will be kept with the Manager Safety and Human Resources in the Master Training File.

Records of training will be kept for 3 years or as required by legislation.

Master copies of any in-house program will be kept with the Manager Safety and Human Resources and will be reviewed on an annual basis or if there is a legislative change.
# Training Matrix / Needs Assessment

<table>
<thead>
<tr>
<th>Job:</th>
<th>Date of Issue:</th>
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<td>Review / Revise Date:</td>
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<th>Define the Training Requirements</th>
<th>Timeframes for Training Completion</th>
<th>Responsibility for Training Delivery</th>
<th>Evaluation of Training</th>
<th>Record of Training</th>
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<td>Injury / Incident Investigations</td>
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<td>Health &amp; Safety Committee or Health &amp; Safety Representative</td>
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**Rankin Construction Inc.**

*Our Goal – An Accident Free Operation!*
VISITOR RESPONSIBILITIES

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

Each visitor must read the visitor responsibilities and sign in at reception. It is the responsibility of the company contact to remain with the visitor at all times.

Visitor 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 facilities.
4. Smoke in designated areas only.
5. Be aware of machine and/or heavy equipment traffic while in the facility.
6. Remain in the designated pedestrian walkways.
7. Report immediately to your host, any injury, no matter how minor.
8. Not touch any company equipment or product.
9. Remain out of restricted areas.
10. Follow all posted signs and rules.
11. In the even of an emergency, follow the instructions of your host and remain in the gathering area until given further instruction.
VISITOR SIGN IN LOG
By signing this log you are acknowledging that you have read, understood and will abide by the visitor health and safety responsibilities

<table>
<thead>
<tr>
<th>DATE</th>
<th>PRINT NAME</th>
<th>PERSON VISITING</th>
<th>TIME IN</th>
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</table>

This form must be taken by the receptionist during an evacuation to ensure all visitors have been evacuated and are accounted for.

Rankin Construction Inc.  Our Goal – An Accident Free Operation!
RANKIN CONSTRUCTION INC WEEKLY SAFETY INSPECTION REPORT

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SAFE</th>
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<td>HEAD PROTECTION</td>
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<td>SAFETY POLICY POSTED</td>
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<td>FIRST AID KITS</td>
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<td>TOILETS</td>
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<td>WARNING SIGNS</td>
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<td>LADDERS</td>
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<td>SCAFFOLDS</td>
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<td>WORK AREA ACCESS</td>
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<td>TOOL BOX TALK</td>
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<td>HOUSEKEEPING</td>
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<td>Vehicles</td>
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<td>TRENCHES/EXCAVATION</td>
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<td>SIGNAL PERSON</td>
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WORK OBSERVED

- Equipment Excavation
- Manual Lifting / Moving
- Manual Excavation
- Confined Space Work
- Loading/Unloading Equipment
- Paving/Milling
- Working at Heights
- Cement Finishing
- Welding
- Using Hand Tools

FOLLOW UP

<table>
<thead>
<tr>
<th>Safety Item</th>
<th>Hazard Rating</th>
<th>Action Required</th>
<th>Date to be Completed</th>
<th>Date Done</th>
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</table>

( HIGH / LOW )

☐ NOT ALL ITEMS COMPLETED  Signature: ________________ Date: __________

☐ ALL ITEMS COMPLETED     Signature: ________________ Date: __________

TO BE POSTED ON SITE

Rankin Construction Inc.  Our Goal – An Accident Free Operation!

85
**Monthly Construction Site Inspection Checklist**  
Rankin Construction Inc.

<table>
<thead>
<tr>
<th>Areas / Location:</th>
<th>Date:</th>
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<table>
<thead>
<tr>
<th>Project:</th>
<th>Supervisor:</th>
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<tbody>
<tr>
<td>Number of Employees:</td>
<td>Date:</td>
</tr>
<tr>
<td>_______</td>
<td>____________________</td>
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</table>

**Hazard Classes**

- **Class “A” Hazards:** High risk hazard/situation and must be rectified and/or solved immediately.
- **Class “B” Hazards:** Medium risk hazard/situation and must be rectified and/or solved in a seven (7) day period.
- **Class “C” Hazards:** Low risk hazard/situation and must be rectified and/or solved in a thirty (30) day period.

<table>
<thead>
<tr>
<th>Site Access</th>
<th>Good Condition</th>
<th>Not Applicable</th>
<th>Recommendation/Comments</th>
<th>Hazard Class</th>
<th>Completion Date</th>
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</thead>
<tbody>
<tr>
<td>Clean, level ground</td>
<td>☐</td>
<td>☐</td>
<td>Recommendation/Comments</td>
<td>Hazard Class</td>
<td>Completion Date</td>
</tr>
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<td>Acceptable ramps</td>
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<td>☐</td>
<td>Recommendation/Comments</td>
<td>Hazard Class</td>
<td>Completion Date</td>
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<td>Acceptable stairs</td>
<td>☐</td>
<td>☐</td>
<td>Recommendation/Comments</td>
<td>Hazard Class</td>
<td>Completion Date</td>
</tr>
<tr>
<td>Acceptable ladders</td>
<td>☐</td>
<td>☐</td>
<td>Recommendation/Comments</td>
<td>Hazard Class</td>
<td>Completion Date</td>
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<td>Personal health and safety responsibilities</td>
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<tbody>
<tr>
<td>Adequate number of trained first aiders (min 1 person per shift per site at all times)</td>
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<td>Hard Hats Worn</td>
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</tr>
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<td>Hearing Protection</td>
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<td>Hazard Class</td>
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<td>Hazard Class</td>
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**Rankin Construction Inc.**  
*Our Goal – An Accident Free Operation!*
<table>
<thead>
<tr>
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<td>Proper handrails/landings</td>
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<th>Completion Date</th>
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<tbody>
<tr>
<td>Clear/clean walkways</td>
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<td>Clean work areas</td>
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<th>Recommendation/Comments</th>
<th>Hazard Class</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Properly worn</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Working from unprotected openings</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Scaffolds</th>
<th>Good Condition</th>
<th>Not Applicable</th>
<th>Recommendation/Comments</th>
<th>Hazard Class</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Properly erected</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secured and cleated into position</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Completely planked at working level</td>
<td></td>
<td></td>
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<tr>
<td>Proper guardrails and toe boards</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Proper access to platform (ladder extends pass 3 feet)</td>
<td></td>
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</tr>
</tbody>
</table>

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**Rankin Construction Inc.**

*Our Goal – An Accident Free Operation!*
<table>
<thead>
<tr>
<th>Power Tools/Equipment</th>
<th>Overall condition</th>
<th>Proper guards</th>
<th>Use of defective tags</th>
<th>Recommendation/Comments</th>
<th>Hazard Class</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension Cords</td>
<td>Good Condition</td>
<td>Not Applicable</td>
<td>Recommendation/Comments</td>
<td>Hazard Class</td>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Outdoor quality</td>
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<tr>
<td>General condition</td>
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</tr>
<tr>
<td>Compressed Gas Cylinders</td>
<td>Good Condition</td>
<td>Not Applicable</td>
<td>Recommendation/Comments</td>
<td>Hazard Class</td>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Safely located/stored</td>
<td></td>
<td></td>
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<tr>
<td>Properly secured</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Cranes</td>
<td>Good Condition</td>
<td>Not Applicable</td>
<td>Recommendation/Comments</td>
<td>Hazard Class</td>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Safe setup of equipment</td>
<td></td>
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<tr>
<td>Maintenance log</td>
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<tr>
<td>Competent operator</td>
<td></td>
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<tr>
<td>Condition of slings / hardware</td>
<td></td>
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</tr>
<tr>
<td>Safety clips on all hooks</td>
<td></td>
<td></td>
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<tr>
<td>Proper use of tag lines</td>
<td></td>
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<tr>
<td>Competent signaler</td>
<td></td>
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<tr>
<td>Welding</td>
<td>Good Condition</td>
<td>Not Applicable</td>
<td>Recommendation/Comments</td>
<td>Hazard Class</td>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Rods and cylinders labeled</td>
<td></td>
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<tr>
<td>Properly secured ground cables</td>
<td></td>
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<tr>
<td>Proper eye protection worn</td>
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<tr>
<td>Proper screens and exhaust</td>
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<td></td>
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<tr>
<td>Cylinders upright and secured</td>
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<tr>
<td>Fire extinguisher available</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Signs and Print Material</td>
<td>Good Condition</td>
<td>Not Applicable</td>
<td>Recommendation/Comments</td>
<td>Hazard Class</td>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Act and regulations</td>
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<td>WSIB form 82</td>
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<td>MSDS copies</td>
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<tr>
<td>Warning signs</td>
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<tr>
<td>Emergency phone list</td>
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<tr>
<td>Safety report forms</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Storage</td>
<td>Good Condition</td>
<td>Not Applicable</td>
<td>Recommendation/Comments</td>
<td>Hazard Class</td>
<td>Completion Date</td>
<td></td>
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<tr>
<td>Properly located</td>
<td></td>
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</tr>
<tr>
<td>Safely piled, stacked, bundled</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Properly moved / lifted</td>
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<tr>
<td>Properly labeled</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Trenches/evacuations</td>
<td>Good Condition</td>
<td>Not Applicable</td>
<td>Recommendation/Comments</td>
<td>Hazard Class</td>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Evacuation material properly placed</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Properly angled</td>
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<tr>
<td>Appropriate shoring</td>
<td></td>
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<tr>
<td>Proper access</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Proper storage of materials</td>
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</tr>
<tr>
<td>Formwork</td>
<td>Good Condition</td>
<td>Not Applicable</td>
<td>Recommendation/Comments</td>
<td>Hazard Class</td>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Guardrails and Fall Arrest System</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Project design drawings</td>
<td></td>
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<tr>
<td>Inspection statement engineer stamp.</td>
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<td></td>
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<tr>
<td>Hygiene</td>
<td>Good Condition</td>
<td>Not Applicable</td>
<td>Recommendation/Comments</td>
<td>Hazard Class</td>
<td>Completion Date</td>
<td></td>
</tr>
<tr>
<td>Cleanliness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments or Identified Training or Retraining Needs:
Worker(s) Contacted During Worksite Inspection:

Areas that did not receive good condition must have identified corrective actions. The health and safety representative or the joint health and safety committee will rate the hazard, and provide recommendations for corrective action.

Worker Rep Signature _______________ Site Supervisor Signature _______________

Post one copy on the health and safety board and send one copy to the Manager Safety and Human Resources

Rankin Construction Inc. Our Goal – An Accident Free Operation!
**Equipment / Process Review and or Modification Requirements Form**

Location of Equipment / Process Review and/ or Modification Requirements:
__________________________________________________________________________________
__________________________________________________________________________________

Equipment and/or Process That Requires Modifications ____________________________
__________________________________________________________________________

Date: _____________________________________________________________________

Modifications Made (as indicated on the Site Inspection Form or in the Purchase Order Process):

<table>
<thead>
<tr>
<th>Recommendations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date assigned</td>
<td></td>
</tr>
<tr>
<td>Responsibility assigned to:</td>
<td></td>
</tr>
<tr>
<td>Details of What is to be done</td>
<td></td>
</tr>
</tbody>
</table>

Who has completed it

When it was completed
<table>
<thead>
<tr>
<th>Subjects Discussed</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal safety equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard Hat &amp; Boots</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glasses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ear plugs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety belt, harness, lanyard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proper clothing, gloves, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accident reporting (equipment/injury)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nearest medical attention facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire extinguisher &amp; first aid kit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Con fined space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reversing plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic control plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drugs/alcohol forbidden</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Topic of the day:

Special concerns on this job:
Health & Safety Representative Recommendations to Management

Facility:

Dates:

RE:

Reasons for recommendation:

Requirements for implementation (supporting documentation may be attached)

Date presented to management: _____________ / ______________/ _______________ Day                          Month                            Year

(the date of this recommendation becomes the reference number)

Submitted by:               _______________________________________________________

Recommendations presented to : ____________________________________________

Expected date of response:               ________________ / _________________/ _________________ Day                          Month                            Year

Note: The Occupational Health & Safety Act (OSHA) states that an employer who received written recommendations from the worker health & safety representative shall respond in writing within 21 days.
Management Response to Health & Safety Representative Recommendations

Facility:

Dates:

RE: Response to recommendations received on

Date recommendation received by management: __________/_________/________

Day               Month              Year

Management agrees with the recommendation (circle)            Yes              No

Note: If management agrees with the recommendation, complete the next section of this form. However, if there is a disagreement with or an alternative recommendation, please provide reasons or explanation.

Implementation for recommendation (timetable, actions taken, actions to be taken etc.)

Disagreement with, alternative to, recommendations

Date recommendation returned to the Health & Safety Representative

________/_________/________

Day               Month              Year

Responding Management signature: _______________________________________

Response received by Health & Safety Representative:

________/_________/________

Day               Month              Year
**Hazard Analysis Worksheet**

A Hazard Analysis worksheet will be completed for each job / occupation / common hazards

<table>
<thead>
<tr>
<th>Worksheet – Hazard Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title / occupation / common hazard in work environment</strong></td>
</tr>
<tr>
<td>Analyzed by:</td>
</tr>
<tr>
<td>Reviewed by:</td>
</tr>
<tr>
<td>Approved by:</td>
</tr>
<tr>
<td><strong>Job Steps</strong></td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
</tr>
<tr>
<td>6.</td>
</tr>
<tr>
<td>7.</td>
</tr>
</tbody>
</table>

For all hazards rated A (Major) a Safe Operating Procedure must be developed and staff exposed to the hazard must be trained.

The original will be filed with the Manager Safety and Human Resources. A copy will be kept with the Supervisor / Foreman.

These forms are available for the JHSC during inspections.

**JOB SAFETY ANALYSIS**

The following procedure information introduces the Job Safety Analysis (JSA) which may be required by the Constructor or General Contractors on various projects. On some large projects, as well as some smaller jobs, a JSA must be completed in detail by the contractor’s Supervisor or Foreman who is directly in charge of the project/job. The JSA is task oriented. It involves planning and recognizing hazards for a specific task or procedure that is part of the project as a whole. It may be necessary to complete many JSA’s throughout a project’s lifetime.

This involves completing the JSA form to include all the known job site hazards of the work being performed and must involve all the site workers doing the work, asking for their input.
For each new phase of work, a new JSA, properly planned and reviewed must be presented to the Constructor or General Contractor before any work can comment.

This JSA does not replace the regular Site Evaluation walk through that is performed daily by the Project Manager or Foreman.

JOB SAFETY ANALYSIS EFFECTIVE USE

The major benefits of a Job Safety Analysis (JSA) come after its completion. However, benefits are also to be gained from the development work. While making JSA, supervisors learn more about the job they supervise. When employees are encouraged to participate in job safety analyses, their safety attitudes are improved and their safety knowledge is increased. As a JSA is worked out, safer and better job procedures and safer working conditions are developed.

When a JSA distributed, the supervisor’s first responsibility is to explain its contents to employees and, if necessary, to give them further individual training. The entire JSA must be reviewed with the employees concerned so that they will know how the job is to be done – without accidents. The JSA can furnish material for planned safety contacts. All steps of the JSA should be used for this purpose. The steps that present major hazards should be emphasized and reviewed again and again in subsequent safety contacts.

New employees on the job must be trained in the basic job steps. They must be taught to recognize the hazards associated with each job step and must learn the necessary precautions. There is not better guide for this training than a well-prepared JSA.

Occasionally, the supervisor should observe employees as they perform the jobs for which analyses have been developed. The purpose of these observations is to determine whether or not the employees are doing the jobs in accordance with the safe job procedures. Before making such observations, the supervisor should prepare by reviewing the JSA in question to have firmly in mind the key points to observe.

Many jobs, on a construction site, are done infrequently or on an irregular basis. The employees who do them will benefit from pre-job instruction that reminds them of the hazards and the necessary precautions. Using the JSA for the particular job, the supervisor should give this instruction at the time the job is assigned.

Whenever an accident occurs on a job covered by a JSA, the JSA should be reviewed to determine whether or not it needs revision. If the JSA is revised, all employees concerned with the job should be informed of the changes and instructed in any new procedures. When an accident results from failure to follow JSA procedures, the facts should be discussed with all those who do the job. It should be made clear that the accident would not have occurred had the JSA procedures been followed.

All supervisors are concerned with improving job methods to increase safety and health, reduce costs, and set up production. The JSA is an excellent starting point for questioning the established way of doing a job and study of the JSA may well suggest ideas for improvement of job methods.

Once the hazards are known, the proper solutions can be developed. Some solutions may be physical changes that eliminate or control the hazard, such as placing a safeguard over exposed moving machine parts. Others may be job procedures that eliminate or minimize the hazard, e.g., safe piling of
materials. These will require training and supervision. If these solutions do not completely or sufficiently control the hazard, personal protection equipment may be necessary to safely perform the job. A combination of these solutions may also provide a safe work environment.

JSA is showing or explaining or both, to each employee the safety application(s) that pertains to the job they are to do. You, as a supervisor, can help protect employees from possible injury by ensuring that each employee understands thoroughly every safety instruction given on each job or task they are to perform.

**Application**

Each job(s) should be analyzed for hazards. An analyzed job will tell you what safety measures to take. JSA is providing the safety measures.

JSA is being proactive by job planning rather than reacting to job circumstances.

The magnitude of the task determines the extent of the JSA. Some tasks will require only a few words of JSA, while others may take many minutes of explaining or other preparation to one or more people. JSA’s concept and steps of application should be included in each project’s New Employee Safety Orientation. At this time, each employee should be instructed not to begin a work task without first discussing its potential safety hazards and precautions.

**Administrative Procedures**

Before assigning an employee to any new or repetitive job, the supervisor is responsible for giving him/her a job JSA; showing and explaining the safety precautions and actions that must be taken before proceeding with the task.

---

### Examples

**Procedures/Permits Required:**
- Hot Work (Open Flame)
- Confined Space Entry
- Excavation
- Lock and Tag
- Critical Lift Plan

**Personal Protective Equipment (PPE) Required:**
- Safety Harness & Lanyard
- Eye/Face
- Respirator
- Foot/Toe
- Hand
- Full Body Clothing
- Hearing Others
HAZARD REPORTING FORM

Reported by: ____________________________________________
Name of Employee: ____________________________________________
Reported To: ____________________________________________
Working Location: ____________________________________________
Date of Report: ____________________________________________

Report of Hazard:
Location of Hazard concerns:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Please describe hazard concern:
_____________________________________________________________________________________
_____________________________________________________________________________________
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_____________________________________________________________________________________

Please describe safety issue:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Rate Hazard Class using criteria listed below:

<table>
<thead>
<tr>
<th>Hazard Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>“A” (major)</td>
<td>High risk (immediately dangerous to life and health)</td>
</tr>
<tr>
<td>“B” (moderate)</td>
<td>Medium risk (medium term potential for non-life threatening injury)</td>
</tr>
<tr>
<td>“C” (minor)</td>
<td>Low risk (long term potential for slight injury or illness)</td>
</tr>
</tbody>
</table>

Actions Taken /Responses given:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

If this is a repeat issue, whom have you reported it to before?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Original to: Manager Safety and Human Resources when all the recommendations are completed
Copies to: Owners, Project Manager, JHSC or Worker Health & Safety Representative
# CHECKLIST OF POSSIBLE HAZARDS
TO REVIEW BEFORE COMPLETING THE JOB SAFETY ANALYSIS

Lead Person: ________________________________ Date: ______________________

Work Order #: __________________ Location: __________________

<table>
<thead>
<tr>
<th>PERSONNEL</th>
<th>PPE (General)</th>
<th>PERMITS REQUIRED</th>
<th>GENERAL SAFETY</th>
<th>MATERIAL HANDLING</th>
<th>CRANES</th>
<th>OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔹 Experienced in This Task</td>
<td>🔹 Approved Eye Protection</td>
<td>🔹 Fire/Hazardous Work</td>
<td>🔹 Housekeeping</td>
<td>🔹 Qualified Equipment Operator</td>
<td>🔹 Log Book</td>
<td></td>
</tr>
<tr>
<td>🔹 Has Knowledge of Task</td>
<td>🔹 Hard Hat</td>
<td>🔹 Confined Space</td>
<td>🔹 Report All Injuries</td>
<td>🔹 Chokers in Good Condition</td>
<td>🔹 Certification Record</td>
<td></td>
</tr>
<tr>
<td>🔹 Past Work Experience</td>
<td>🔹 Proper Foot Wear</td>
<td>🔹 Excavation</td>
<td>🔹 Individual Responsibility</td>
<td>🔹 Material/Load Secured</td>
<td>🔹 Job Incoming Inspection</td>
<td></td>
</tr>
<tr>
<td>🔹 Right People for Task</td>
<td>🔹 Ear Plugs</td>
<td>🔹 Close Proximity (Electrical)</td>
<td>🔹 Tool Safety</td>
<td>🔹 Pinch Points</td>
<td>🔹 Cert. Mechanical Fitness</td>
<td></td>
</tr>
<tr>
<td>🔹 Individual Responsibility</td>
<td>🔹 Full Body Harness</td>
<td></td>
<td>🔹 Barricades/Signs</td>
<td>🔹 Obstacles/Pipe Bridges/Utilities</td>
<td>🔹 Proper Load Chart</td>
<td></td>
</tr>
<tr>
<td>🔹 Good Judgement/Thought Process</td>
<td></td>
<td></td>
<td>🔹 Adverse Weather Conditions</td>
<td>🔹 Intersections &amp; Crossings</td>
<td>🔹 Fire Extinguisher</td>
<td></td>
</tr>
</tbody>
</table>

| PPE (Specific)                                 |                                              |                                            | 🔹 Scaffold Guardrail                         | 🔹 Traffic Rules                             | Others: __________________________________________ |       |
| 🔹 Fire Retardant Clothing (FRC)                |                                              |                                            |                                            |                                             |                                                |       |
| 🔹 Aprons                                       |                                              |                                            |                                            |                                             |                                                |       |
| 🔹 Chemical Gloves                              |                                              |                                            |                                            |                                             |                                                |       |
| 🔹 Respirators                                  |                                              |                                            |                                            |                                             |                                                |       |
| 🔹 High Voltage Equipment:                     |                                              |                                            |                                            |                                             |                                                |       |
|   🔹 Hot Stick, rating                          |                                              |                                            |                                            |                                             |                                                |       |
|   🔹 High Voltage Gloves                        |                                              |                                            |                                            |                                             |                                                |       |
|   🔹 High Voltage Blankets                      |                                              |                                            |                                            |                                             |                                                |       |
|   🔹 Face Shield                                |                                              |                                            |                                            |                                             |                                                |       |
|   🔹 Goggles: burning, chemical, etc.           |                                              |                                            |                                            |                                             |                                                |       |
|   🔹 Welding Hood/hard hat                      |                                              |                                            |                                            |                                             |                                                |       |
|   🔹 Welding Gloves                             |                                              |                                            |                                            |                                             |                                                |       |
|   🔹 Face Shield                                |                                              |                                            |                                            |                                             |                                                |       |
|   🔹 Others: _____________________________      |                                              |                                            |                                            |                                             |                                                |       |

| SPECIFIC SAFETY                                 |                                              |                                            | 🔹 Guard(s) on Tools                          | 🔹 Polyethylene/PEEK                          | Others: __________________________________________ |       |
| 🔹 Lock, Tag and Try                            |                                              |                                            |                                             |                                             |                                                |       |
| 🔹 Evacuation Procedure                         |                                              |                                            |                                             |                                             |                                                |       |
| 🔹 Fire Protection                              |                                              |                                            |                                             |                                             |                                                |       |
|   🔹 Fire Extinguisher                          |                                              |                                            |                                             |                                             |                                                |       |
|   🔹 Welding Shield in Place                    |                                              |                                            |                                             |                                             |                                                |       |
|   🔹 GFI/Affirmed Grounding                     |                                              |                                            |                                             |                                             |                                                |       |
|   🔹 MSDS Location                              |                                              |                                            |                                             |                                             |                                                |       |
|   🔹 Fall Protection, 100%                      |                                              |                                            |                                             |                                             |                                                |       |
|   🔹 Floor Openings                             |                                              |                                            |                                             |                                             |                                                |       |
|   🔹 Open Sided Floors                          |                                              |                                            |                                             |                                             |                                                |       |
|   🔹 Ladder Tied Off                            |                                              |                                            |                                             |                                             |                                                |       |

| scaffold guardrail                             |                                              |                                            |                                             |                                             |                                                |       |

| OTHERS                                         |                                              |                                            |                                             |                                             |                                                |       |
|                                               |                                              |                                            |                                             |                                             |                                                |       |
## ACCIDENT INVESTIGATION REPORT

<table>
<thead>
<tr>
<th>Company Name &amp; Site / Location</th>
<th>Date of Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Incident:</td>
<td>Time:</td>
</tr>
</tbody>
</table>

### Identifying Information

<table>
<thead>
<tr>
<th>Injury or Illness</th>
<th>Property Damage</th>
<th>Other Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injured Name:</td>
<td>Property Damaged:</td>
<td>Nature of Incident:</td>
</tr>
<tr>
<td>Part of Body:</td>
<td>Days Lost:</td>
<td>Nature of Damage:</td>
</tr>
<tr>
<td>Object/Substance Inflicting Harm:</td>
<td>Object/Substance Inflicting Damage:</td>
<td>Object/Substance Related:</td>
</tr>
<tr>
<td>Occupation:</td>
<td>Time on Task:</td>
<td>Person With Most Control of Item:</td>
</tr>
</tbody>
</table>

### Risk

<table>
<thead>
<tr>
<th>Evaluation of Loss Potential if not Corrected:</th>
<th>Loss Severity Potential:</th>
<th>Probable Reoccurrence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Major</td>
<td>□ Serious</td>
<td>□ Frequent</td>
</tr>
<tr>
<td>□ Minor</td>
<td>□ Minor</td>
<td>□ Occasional</td>
</tr>
</tbody>
</table>

### Description

Describe how the incident occurred, including Assessment of Accident Scene (use photos, attach drawings if necessary)
Eyewitnesses Name(s) and Statement: ____________________________________________________

<table>
<thead>
<tr>
<th>Cause Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Immediate Causes.</strong> What substandard action or conditions caused or could have caused the event?</td>
</tr>
</tbody>
</table>

| Basic Causes. What specific personal or job factors caused or could cause this event? |

<table>
<thead>
<tr>
<th>Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>What has and/or should be done to control the causes listed? (Work order, Warning, More Training, etc.)</td>
</tr>
<tr>
<td><strong>Corrective Actions.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Investigator:</th>
<th>Date:</th>
<th>Follow-Up Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Safety Committee Review</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signature Health &amp; Safety Representative:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety Committee Members:</th>
<th>Date:</th>
</tr>
</thead>
</table>
Witness Accident / Incident Statement Form

Date of Injury / Incident:                                             Injury / Incident number:

Name of Witness: 

Date: 

Name of Interviewer: 

Details of Interview: 

Signature of witness: ____________________________________________

Signature of interviewer: ________________________________________
TRANSPORTATION OF INJURED WORKERS

POLICY

If an employee is physically incapable of using their normal form of transportation because of injury, the employer will provide transportation to a hospital, physician or worker’s home.

PROCEDURE

1) Upon becoming aware of a worker’s injury or other impairment, the supervisor shall investigate the matter as promptly as possible.

2) Where it is determined that the worker cannot continue to work and needs immediate medical attention, the worker will be provided with transportation provided by Emergency Medical Services (Ambulance) to a hospital, medical clinic or physician’s office.

3) Where it is determined that no immediate medical attention is necessary, but the worker cannot continue to perform his or her normal functions, he or she shall be provided with transportation (Taxi) home if unable to use his or her normal means of transportation.

4) Where the worker disagrees with the assessment of the supervisor that he or she is unable to continue working, either a union steward, a health & safety representative or another supervisor will be called upon to review the matter and to make an assessment of fitness to resume work.

5) Where it is determined that medical care is not immediately required, but that the worker is unable to continue working, and the worker requests use of his or her own vehicle to return home, or intends to use public transportation, the supervisor shall permit the worker to leave, after a release is signed by the worker which acknowledges his or her fitness to leave without assistance.

6) The supervisor of the injured worker is responsible for arranging transportation, if a taxi service is used it should be included in the report of the incident. A note of the cost of the transportation should be attached to the report and forwarded to the Manager Safety and Human Resources.

7) Ensure that the employee gets to the taxi.

8) The employee’s supervisor must compete and forward the Accident Investigation Report and forward it to the Manager Safety and Human Resources.
INJURED EMPLOYEE RELEASE FORM

I have been advised to leave work because my supervisor feels I am unable to remain and perform the essential duties of my job without compromising my own health and safety or the health and safety of others.

(S)he also feels that I am not able to get home/to my doctor’s office using my normal means of transportation, and has offered to arrange for transportation by taxi, at the expense of Rankin Construction Inc.

I do not wish to avail myself of this choice and release my supervisor and Rankin Construction Inc. from any liability that may arise as a result of this decision.

DATE: ______________________________________________________

SUPERVISOR/WITNESS:________________________________________

SIGNATURE OF EMPLOYEE: _________________________________
Please Read The Following Before Completing The Attached Form

Dear Doctor:

Please complete the Health Professional’s portion of the attached Functional Abilities Form indicating the employees’ readiness to return to work. At Rankin Construction Inc. we are committed to working with you and our employees to help him/her return to work in a suitable position.

Should light/modified duties (i.e. restricted lifting, bending, standing) be required, we will develop a work program specifically designed to accommodate your patient’s limitations (i.e. restricted lifting /bending assignments, sit/stand duties) until he/she is able to return to his/her regular duties.

According to the Workplace Safety and Insurance Board’s Bill 99, Section 40 (1) (2), the employer and the worker must cooperate in the employee’s safe and early return to work. If you have any questions regarding our Return to Work Program, please contact the Manager Safety and Human Resources at (905)684-1111.

Thank you for your treatment of our employee and your attention to this request.

Sincerely,

Jon Downing
Manager Safety and Human Resources
Rankin Construction Inc.
Medical Waiver Form

I, ___________________________________ was injured at work on
(EMPLOYEE NAME)

__________________________________.
(DATE)

Today’s Date __________________________________________

Please choose one of the following:

☐ I sought medical attention on the following day _____________________ (DATE)
at the following hospital or clinic _____________________________ as a result
(HOSPITAL OR CLINIC NAME)
of my workplace injury.

OR

☐ I did not seek medical attention as a result of my workplace injury. However, I agree to
inform the Safety and Human Resources Manager, if I do seek medical attention within
the next fourteen (14) days of my work related injury.

________________________                             ______________________________
(EMPLOYEE SIGNATURE)                                                                                                     (NAME)

THIS FORM MUST BE GIVEN TO THE WORKER AT TIME OF INJURY AND PROMPTLY RETURNED TO THE MANAGER SAFETY AND HUMAN RESOURCES UPON COMPLETION.
Return to Work – Contact Log

Part One – Record of Contact

<table>
<thead>
<tr>
<th>Employee’s Name:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Phone#:</td>
</tr>
<tr>
<td>RTW Date:</td>
<td>Review Date:</td>
</tr>
<tr>
<td></td>
<td>Target End Date:</td>
</tr>
<tr>
<td>Treating Physician(S):</td>
<td>Phone #(s):</td>
</tr>
<tr>
<td>WSIB Claim Number</td>
<td>Phone #”</td>
</tr>
<tr>
<td>WSIB Claims Adjudicator:</td>
<td></td>
</tr>
</tbody>
</table>

It is the supervisor’s responsibility to ensure this form is kept up-to-date and in the Claims Management file established for the injured worker.

<table>
<thead>
<tr>
<th>Date of Contact</th>
<th>Person Contacted</th>
<th>Contents of Conversation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Part Two – Modified Duties

If modified duties are required then the supervisor, in conversation with the Manager, Safety and Human Resources, injured worker and appropriate care providers must complete the following:

Description of Employees Job:
(Attach Physical Demands Report for Employees Job)

Transitional Work Plan (if required)
Pre-Injury Job: Other suitable work required: Yes □ No □
If yes, what is the other suitable work:
Pre-Injury Job with Accommodations, specify
Other suitable work, with accommodations:
(wages, hours, rotation, minimum’s/maximum’s)

Medical Precautions (Attach Functional Abilities Report, if applicable)
# Injury / Incident Corrective Action Form

Date if Injury / Incident: _______________  Injury / Incident number: ______________

Date: ______________________________

**Corrective Action Taken** (as indicated on the Accident / Investigation Form):

<table>
<thead>
<tr>
<th>Recommendations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date assigned</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsibility assigned to:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of What is to be done</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who has completed it</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When it was completed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Violence in the Workplace Checklist

## 1. Violence prevention policy and standards

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Our workplace has a written violence prevention policy developed by management and my worker's representatives and signed by senior management.</td>
</tr>
<tr>
<td></td>
<td>Our workplace has clearly established standards and expectations for violence prevention and education.</td>
</tr>
</tbody>
</table>

## 2. Risk assessment

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>We have reviewed records and reports, e.g. security reports, employee incident reports, health and safety inspection reports, first aid records or other related records.</td>
</tr>
<tr>
<td></td>
<td>We have reviewed factors at my workplace that may contribute to risk of violence, e.g. contact with public, exchange of money, working alone or at night, etc.</td>
</tr>
<tr>
<td></td>
<td>We have asked workers if they have concerns about work practices, public interactions, or any other violence-related issues.</td>
</tr>
<tr>
<td></td>
<td>I have researched the history of violence in workplaces similar to mine.</td>
</tr>
</tbody>
</table>

## 3. Control violence hazards

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>We have reviewed workplace design to minimize the risk of violence: for example, use of signs, locks, physical barriers, lighting and electronic surveillance.</td>
</tr>
<tr>
<td></td>
<td>We have considered improvements such as placing the reception area in view of other workers, improving lighting in the parking lot or using fences to control access to the workplace.</td>
</tr>
<tr>
<td></td>
<td>We have reviewed work practices such as keeping cash on hand to a minimum.</td>
</tr>
</tbody>
</table>

## 4. Inspect your workplace and review your program

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>We regularly inspect my workplace and look for signs of violence such as broken items or holes in walls.</td>
</tr>
<tr>
<td></td>
<td>We conduct an annual review of the violence prevention program and make revisions, where needed.</td>
</tr>
</tbody>
</table>

### Comments

### Location/ Jobsite:

### Date:

### Completed by; Name: [Signature]
# RANKIN CONSTRUCTION INC.
## Employee Discipline Notice

<table>
<thead>
<tr>
<th>Name of Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job No.</th>
<th>Date &amp; Time</th>
<th>No. of Warnings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>___ insubordination</td>
<td></td>
</tr>
<tr>
<td>___ safety infraction</td>
<td></td>
</tr>
<tr>
<td>___ failure to report off</td>
<td></td>
</tr>
<tr>
<td>___ poor work</td>
<td></td>
</tr>
<tr>
<td>___ absenteeism</td>
<td></td>
</tr>
<tr>
<td>___ lateness</td>
<td></td>
</tr>
<tr>
<td>___ conduct</td>
<td></td>
</tr>
<tr>
<td>___ unfit to work</td>
<td></td>
</tr>
<tr>
<td>___ other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

Was employee summoned to an enclosed office to discuss this incident?

yes ____  no ____

If yes, did he request his union steward to be present.

yes ____  no ____

Name of Steward ____________________________

<table>
<thead>
<tr>
<th>Action Taken</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>___ warning</td>
<td></td>
</tr>
<tr>
<td>___ time off without pay</td>
<td>Duration</td>
</tr>
<tr>
<td>___ dis charge</td>
<td></td>
</tr>
</tbody>
</table>

Person Initiating Discipline ____________________________

Position ____________________________  Date ________________
This “Occupational Health and Safety Policy Manual”, represents the safety rules that must be observed by all Contractors/Subcontractors and their employees to ensure a safe and healthy environment at the workplace.

Safety consciousness must be part of each worker’s thinking when on the job site. Any action or unsafe attitude by any worker jeopardizes the safety of all our employees. It is expected that each worker take every precaution to prevent unsafe acts and anticipate potential hazards. Always report any injury to your foreman/supervisor as soon as possible.

To make our approach to safety more effective and uniform throughout our organization, we are providing you with a copy of this manual. We expect you to read and understand the information herein and to fully comply with the requirements as stated.

It is expected that all our workers will work in accordance with the Occupational Health and Safety Act, its Regulations or Safety Codes for their particular province of work including the owners/project managers/site safety rules and regulations and this company’s safety policy.

Your signature below acknowledges receipt of this safety policy and your concurrence with the stated conditions.

Date Received: ____________________________

Employee’s Name: ____________________________

Signature: _________________________________

_____________________________
Supervisor or Site Manager

Failure of the Contractor/Subcontractor or their employee to follow this policy can lead to discipline up to and including discharge. Safety is everyone's responsibility, but only you can protect yourself the best.

(Please return this page to the Site Manager)