



VANMAR CONSTRUCTORS  
INCORPORATED

**OCCUPATIONAL HEALTH  
AND SAFETY PROGRAM**

March 2007

# HEALTH AND SAFETY PROGRAM

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### SECTION 1 INTRODUCTION AND CORPORATE POLICY STATEMENT

#### **1.1 INTRODUCTION**

Occupational Health and Safety on VanMar Constructors Inc. sites is not a separate function from the daily operation of our firm. Safety is a key element that must be integrated with productivity and the quality of work. This mindset will play a major factor in the Company's profitability and viability.

Safety is of greatest concern in our Company. I am therefore seeking your full cooperation in making our worksites a safe place to work. You have the full support and back up of all management and supervisory staff. In order to be successful we must all work together as a team to achieve these safe work environments.

Working safety is an attitude of mind. It is a way of life. It shows evidence of your concern for, not only your well-being, but for those of others at the worksite and at home. We strive to employ a team of safety conscious people who take pride in doing things properly.

We work in a creative industry that brings satisfaction of craft skills and problem solving, but at the same time it can become an extremely dangerous industry. The workplace environment changes frequently as the projects progress, thus requiring each and every one of us to be alert to new hazards. We must have your positive participation to achieve this.

This Occupational Health and Safety Manual is designed to assist you with practical knowledge in maintaining a safe and injury free work environment and maintaining good health.

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**Art Van Maren**



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### CORPORATE HEALTH AND SAFETY POLICY

The management of VanMar Constructors Inc. is committed to providing safe and healthy work conditions and to promoting positive attitudes toward Safety and Health within the organization. Health and Safety are everyone's responsibility, from office workers to site workers.

Management is responsible for providing a safe work site by establishing and maintaining adequate standards of maintenance of site and equipment to ensure that physical and health hazards are guarded against or eliminated, and by developing work procedures conducive to a safe and healthy workplace.

Superintendents and Foremen are responsible for ensuring that workers are properly instructed to do their work safely, for enforcing safe work procedures and regulations, and for correcting all unsafe activities.

All workers and subcontractors are required to know and follow all the rules and safe work procedures provided in our Health and Safety manual.

Everyone is expected to correct or report unsafe conditions and activities, and to work cooperatively toward the prevention of accidents.

Our program represents our company's commitment to Health & Safety and to ensuring this program is rendered and supported on the worksite.

Safety is an attitude and a frame of mind; it is not an activity in which one participates only when one is being watched or supervised. Safety is an awareness of one's environment and actions all day, every day.

Contractors, working at our worksites or anywhere on our property, must ensure they adhere to all requirements set out in this program as well as ensure that all regulations are complied with regards to other jurisdictions. Contractors will be under full obligation to ensure their workers take the initiative in promoting and maintaining a safe and healthy environment while on site.

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**Art Van Maren**

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Date Policy Signed



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### **1.2 CORPORATE PROGRAM OBJECTIVES**

Everyone employed by our firm is committed to the concept that **'zero time loss injury'** is the only acceptable performance benchmark. The key to achieving this is the involvement of management in setting a good example to all workers by showing their dedication to good health and safety practices.

VanMar Constructors Inc. believes that by implementing the following techniques, the greatest influence in achieving zero injury performance will be produced:

- a) Pre-project planning
- b) Safety orientations and training
- c) Regular worksite inspections
- d) Management and supervisor meetings
- e) Accident and/or incident investigations
- f) Progressive discipline for non-compliance

### **1.2.1 'ZERO TIME LOSS INJURY' CONCEPT BENEFITS**

VanMar believes that proper pre-task and safety planning is a positive contribution to achieving a zero injury work place. By minimizing risk exposure, the following will be achieved:

- a) Decrease in the direct and indirect costs of accidents/incidents
- b) Lower insurance premiums
- c) Lower employee turnover
- d) Most importantly, a healthier and safer work environment

Our Occupational Health & Safety Program will be accessible to all workers and will the company will promote our safety policy in the following ways:

- a) Posted in company's head office
- b) Posted on the site safety message board
- c) Provided to all workers at orientation stages
- d) Available at all safety meetings

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### **1.3 CORPORATE DUE-DILIGENCE POLICY**

Management will prove due diligence by taking all reasonable precautions, under particular circumstances, to prevent accidents or injuries at our sites. The following list of criteria are conditions as to how due diligence will be established.

1. Policies, practices and procedures with regards to Occupational Health and Safety will be set in place. Hazardous conditions and practices will be identified by workplace safety audits and necessary change will be made promptly. Information will be provided for the employees to enable them to work safely.
2. The company will provide the appropriate training and education to the employees so that they understand and carry out their work according to the established policies, practices and procedures.
3. Supervisors will be trained to ensure that they are competent persons, as defined in legislation.
4. All worksites will be monitored by Supervisors and by Management to ensure that employees are following procedures, practices and policies. Written documentation of progressive disciplining for breaches of safety rules is considered due diligence and will be enforced.
5. Workers also have responsibilities. They have a duty to take reasonable care to ensure safety of themselves and their coworkers – this includes following safe work practices and complying with regulations.
6. An accident/incident investigation and reporting system will be in place. Employees are encouraged to report “near misses” and these will be investigated too. Incorporating information from these investigations into revised, improved policies, practices and procedures will also establish that we as a company is practicing due diligence.
7. All management and supervisory levels within the company will document, in writing, all the steps listed above. This will give the company a history of how our Occupational Health and Safety Program has progressed over time. It will also provide up-to-date documentation that will be used to illustrate that our firm is fulfilling its health and safety obligations.

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### 1.4 PROJECT START-UP

#### 1.4.1 POLICY

Prior to commencement of construction activities on a site, the appointed Project Manager and Supervisor will thoroughly review the project to plan a scheme of action for future work procedures that will strive to provide a safe and healthy workplace. During project start-up, the following components will be considered, when required:

#### 1.4.2 PROJECT START-UP

Before any work starts on a new site the Site Supervisor shall ensure the following items are in place:

1. Ensure that First Aid services are on site according to the First Aid Assessment. Because construction is a Class "A" hazard, first aid is required when one or more workers are present.
2. Ensure that all site specific engineered drawings are on site for all forms that are to be used. Be sure that falsework and formwork are accurately assembled to meet the design requirements in the drawings.
3. Ensure that all safety signs are placed at each site entrance.
4. Ensure a copy of VanMar Constructors Inc.'s Health and Safety Program and the WCB Occupational Health and Safety Regulation are on site.
5. If required, ensure that an Assurance in Writing (WCB 30M33) form is on site when working around hi-voltage lines.
6. Ensure that any/all underground utilities are clearly marked on drawings and that anyone performing any excavation work is notified and their workers have been made aware.

#### 1.4.3 CONSTRUCTION SAFETY PLAN PROCEDURE

A Construction Safety Plan that follows our OH&S Program will be defined for each site before construction begins. The Project Manager and Supervisor will plan and initiate a course of action for site safety in accordance with the general list as follows:

1. Identify the area for use by construction.  
Review the interface of construction activity and the public to identify hazard potential. Locate all construction hoarding or fences; identify the materials and heights of hoarding that will be adequate to ensure safe passage of foot and vehicle traffic around the site. Construct hoarding prior to start of excavation.
2. Review the potential of overhead hazard to the public and workers. Where the construction may constitute a hazard to the public, work will not commence on construction until a covered walkway has been provided. A covered walkway shall be constructed in accordance
3. Identify the need for street or sidewalk closures.
4. Identify approximate location for material off loading hoisting and storage. Determine traffic flow for supplier's vehicles.
5. Identify approximate location for a tower crane and man hoist (if required).
6. Review and plan erection and dismantling of tower cranes and man hoists (if required).
- 7.

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8. Determine the potential hazards from high voltage electricity. Where high voltage may constitute a hazard to workers or is within 20 feet of construction activity, work shall not commence on construction until B.C. Hydro has completed shielding and/or flagging to offending hazard.
9. Determine the location of any underground services or other buried hazards.
10. Determine approximate location of waste containers and waste material chutes. Due to the potential of fire hazards, wherever possible keep the container 30 feet or more from the building under construction.
11. Locate the nearest Fire Hydrant.
12. Determine locations for Temporary Offices, First Aid Trailer, and Storage Sheds. Due to the potential of fire hazards, wherever possible keep these 30 feet or more from the building under construction.
13. Determine location of temporary Power Panel and main breakers.
14. Identify combustibles to be brought on to the construction site and determine appropriate storage facilities and location.
15. Appoint a qualified coordinator for the project (or Site Safety Officer as required by the City of Vancouver if required).

### 1.4.4 CONSTRUCTION SAFETY PLAN SIGNAGE

The communication of a Construction Safety Plan will be promoted through the use of company standard signage and a site-specific Construction Safety Plan sign. The Construction Safety Plan sign will include the following:

1. A on-site location map identifying:
  - a) Site access directions for construction and emergency traffic.
  - b) Nearest fire hydrant
  - c) Site address
  - d) Nearest Hospital
2. On the site plan identify:
  - a) The construction area perimeter
  - b) Site office
  - c) First aid room
  - d) Off loading area
  - e) Hoisting area
  - f) Temporary power panels and main breakers
  - g) Fire extinguisher station(s)
  - h) Fire fighting equipment access
3. Names and emergency phone numbers of our key people, the prime consultant, and site qualified coordinator or Construction Safety Officer
4. The site safety plan will be posted on the site safety message board at the main office on every worksite project.

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### 1.4.5 FIRE SAFETY PLAN

#### 1.4.6 POLICY

Prior to the commencement of construction activities on a site, the appointed Project Manager and Superintendent must review the Fire Safety Plan; and make all necessary site specific preparations and adjustments to implement the Fire Safety Plan; and ensure that all personnel on site that are responsible for site safety are trained in fire emergency procedures.

#### 1.4.7 REQUIREMENTS OF THE FIRE SAFETY PLAN

The Fire Safety Plan is to be implemented on every construction and demolition site in accordance with Section 8 of the National Building Code and Section 2 of the National Fire Code. Before demolition or construction begins a Fire Safety Plan is to be established as according to the procedures set out in Section 15 of this program. Other requirements are to be as follows:

1. The Site Superintendent must at all times maintain access to the site and fire hydrants for fire fighting forces and vehicles.
2. The Superintendent must ensure all workers are instructed in emergency procedures, the location and use of fire extinguishers and/or alarms, and in controlling fire hazards in and around the building.
3. The Site Safety Coordinator is required to make a minimum of two (2) daily site inspections to check for fire hazards and check that fire extinguishers are in working order and in their designated locations with proper, clear signage.  
Portable fire extinguishers are to be installed and maintained. The extinguisher type is to be ABC Dry Chemical.
4. One fire extinguisher is to be provided for every 5,380 square feet of floor area and at typical locations to be mounted in a corridor that provides access to exits. In addition, a fire extinguisher is to be located adjacent to areas where flammable liquids are stored or handled.
5. Mechanical fitters, plumbers, steel erectors, roofers, or any other workers that use open flame to perform their work activities will carry fire extinguisher with them at all times and have them readily available for use if required.
6. Flammable liquids are to be stored in proper containers and distinctly marked in accordance with WHMIS guidelines, and stored in a designated and ventilated location.

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### SECTION 2 POLICY STATEMENTS AND RESPONSIBILITIES

#### **2.1 GOOD NEIGHBOUR POLICY**

VanMar, its employees and subcontractors shall maintain cooperative relations with members of the public and neighbouring properties in order to minimize any inconveniences that may result from current construction activities.

The company shall ensure public protection through the use of barricades, fences, overhead protection signs of warning and traffic control persons for directing traffic on public roads and streets.

Open fencing or keyholes will be provided to satisfy the curiosity of the public while protecting them from the hazards of the worksite.

#### **2.2 IMPROPER CONDUCT**

VanMar Constructors Inc. will ensure that their employees and their sub-contractors conduct themselves in a mature manner while working. The following activities will not be tolerated on site:

1. Engaging in horseplay, fighting, practical joking, unnecessary running or jumping and other similar conduct is forbidden and may result in disciplinary action or complete removal from a site.
2. Knowingly or intentionally engaging in hazardous behavior is forbidden and may also result in disciplinary action.
3. In conjunction with Section 4.19 and 4.20 of the OHS Regulation, the company will not tolerate any persons impaired physically or mentally, due to the influence of alcohol, drugs or any other substance such as prescription drugs.
4. As stated in the three points above, VanMar Constructors Inc. takes improper conduct very seriously and we remind all workers that they have the '**right and responsibility**' to refuse unsafe work in any unsafe conditions. This is a requirement in conjunction with Section 3.12 of the OHS Regulation.
5. Anyone who engages in unsafe behavior will be subject to disciplinary actions at the discretion of the Site Supervisor.
6. Anyone that is found to be urinating or defecating on site other than in the toilets provided will be subject to immediate removal from the site.



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### **2.3 HARASSMENT POLICY**

VanMar Constructors Inc. is committed to providing a work environment that is supportive of the dignity and self-esteem of all employees and the public surrounding the worksites. Harassment in the workplace violates this commitment, is oppressive and will not be condoned or permitted. This policy applies to all VanMar employees, subcontractors and their employees and is extended to any person that an employee may deal with. Comments or unnecessary interaction with the public passing by or while on site will constitute an immediate removal from the site.

#### **DEFINITION**

*Prohibited grounds of discrimination identified by the B.C. Human Rights Act are race, color, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, sex, age, criminal or summary conviction unrelated to employment and sexual orientation.*

*Harassment means any conduct comment, gesture or contact, based on prohibited grounds by an employee or contractor of VanMar Constructors Inc. that cause offence to, or the intimidation or humiliation of, another or that might reasonably be perceived by another as placing a condition on his or her employment.*

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### **2.4 COMPANY RESPONSIBILITIES**

VanMar Constructors Inc. will implement and promote its company's safety policy while at all times encouraging individual initiative. The company's safety responsibilities include, but are not limited to the following:

1. Create and maintain a Safety Program manual that meets and/or exceeds the OH&S Regulation and any other governing regulatory parties.
2. Establish and maintain a Health and Safety Committee or alternative, in accordance with WCB requirements or as directed by the WCB.
3. Most importantly, establish a policy guideline for our personnel and subcontractors to work in an efficient, cooperative, safe and healthy manner, which must be adhered to at all work sites.
4. Ensure a copy of VanMar Constructors Inc.'s Health and Safety Program and the WCB Occupational Health and Safety Regulation are on site.
5. Ensure management develops and maintains emergency procedures and that workers are trained in these procedures.
6. Train supervisory personnel in all manners of site coordination and safe work procedures and ensure they provide instruction and direction to their workers on how to perform their tasks safely.
7. Ensure that management co-ordinate all safety and health practices for employees of subcontractors with those of the company.
8. Provide the tools (signage, personal protective equipment, forms, statistics, training, etc.) necessary for fulfillment of the Safety Program obligations as well as to educate and promote safety to all personnel and subcontractors.
9. Ensure that thorough planning takes place before the commencement of any job and continues on an ongoing basis.
10. Collect and maintain company accident statistics; create summary reports and make findings available to all personnel.
11. Review all accident investigation reports to ensure they are serving their intended purpose and initiate change to prevent accidents from reoccurring.
12. Hold periodic management meetings for the purpose of reviewing health and safety practices and accident trends and determining necessary courses of corrective action.
13. Ensure that management is fulfilling their safety responsibilities as outlined in the Safety Program manual.
14. Review the Safety Program annually and make adjustments therein to maintain the program's effectiveness. Take disciplinary action when required.
15. Ensure that all management understands that the use of drugs or consumption of alcohol on site may be grounds for immediate dismissal.
16. Ensure that all management understands that harassment in the work place is a serious offence and will not be tolerated.

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### **2.5 PROJECT MANAGER'S RESPONSIBILITIES**

Our Project Managers' responsibilities include, but are not limited to, the following:

1. Ensure that all of the companies' Occupational Health & Safety policies, procedures and OH&S Regulation requirements are enforced and the support and direction necessary for the effective implementation of our Safety Program are provided.
2. Where required by the OH&S Regulation, ensure a Notice of Project (WCB NOP) is completed and submitted to WCB at least 24 hours prior to workers commencing work. A copy of this notice must be readily available and posted at the construction site.
3. Where required by OH&S Regulation, designate a qualified coordinator to be responsible for project health and safety activities.
4. Check plans, specifications and construction methods to identify any special hazards in advance, using the assistance of the Safety Committee or other designate, if necessary.
5. Make sure that all of the safety equipment needed for the job is provided.
6. Arrange a pre-job planning meeting to evaluate any possible safety hazards and review the job site safety program.
7. Review subcontractor safety standards to make sure they meet the standards of our company.
8. Periodic review meetings with supervisors to ensure that all safety duties are being carried out successfully.
9. Ensure all supervisors are well informed of their safety responsibilities and are trained to perform them.
10. Ensure that the pre-construction checklist is adhered to (Refer to this Safety Program manual).
11. Ensure that the Superintendents monitor the on site coordination and that all sub contractors are complying with the company's Safety Program.
12. Ensure that the Supervisors continuously promote the company's Safety Program and have it readily available to all workers on site.
13. Ensure that employees and subcontractors are not permitted to work when their actions indicate that the work would jeopardize themselves or others.
14. Increase safety awareness by reviewing safety policies, attending meetings, and participating in other company activities provided to promote job safety.
15. Understand that the use of drugs or consumption of alcohol on site may be grounds for immediate dismissal.
16. Set a good safety example.

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### **2.6 SUPERVISOR'S RESPONSIBILITIES**

Supervisors of our company are expected to promote safety awareness in their workers and demonstrate to their workers that safe job performance is the number one priority. The Supervisor's responsibilities include, but are not limited to, ensuring the following:

1. Ensure they are knowledgeable with, promote and implement company safety policies and procedures and any applicable WCB and local government regulations.
2. Ensure workers under their direction are made aware of all known or reasonably foreseeable health and safety hazards in the area where they work.
3. Comply with their requirements, the Regulation and any applicable orders.
4. Ensure that the WCB and/or their officers are cooperated with at all times.
5. Ensure that a copy of the OH&S Regulation and the company safety program is readily available on the job site.
6. Assist in the execution of proper planning of all scope of work and ensure that workers are given adequate guidance and direction prior to commencing any scope of work.
7. Ensure that daily site inspections are completed and the results are recorded. Ensure immediate action is taken to correct any sub-standard safety condition.
8. Review safety records and take the necessary action for improving job safety.
9. Perform accident/incident investigations in coordination with the company safety personnel.
10. Consult and cooperate with the Joint Committee or other designate.
11. Ensure that all accident investigation reports are reviewed to ensure that accident causes are properly investigated and appropriate corrective action is taken.
12. Establish and maintain contact with absent workers to facilitate return to work.
13. Ensure workers are trained in the safe work procedures associated with their tasks.
14. Promote effective and useful toolbox safety talks for the workers
15. Give positive reinforcement for good safety performance.

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### **2.7 CONSTRUCTION SAFETY OFFICER/QUALIFIED COORDINATOR'S RESPONSIBILITIES**

When required to provide these services, the C.S.O/Qualified Coordinator must be familiar with all regulating authorities and ensure all persons on site comply with the governing regulations as they relate to the safety on the worksite. The Construction Safety Officer/Qualified Coordinator's duties include, but are not limited to:

1. Know, maintain and monitor the Company Safety Program and OH&S Regulation pertaining to the activities taking place throughout the workplace.
2. Give direction to workers and supervisors as to the correction of unsafe acts or conditions as regards Company safety requirements or the OH&S Regulation and Act accordingly to repeated violators.
3. Assist Supervisors and Superintendents with following all health and safety issues.
4. Ensure all unsafe conditions or unsafe acts are recognized by all and immediately corrected.
5. Ensure all necessary safety documents are kept on file on site.
6. Ensure all site workers have been given Worker Safety Orientation and that Acknowledgment Forms are signed, collected and filed.
7. Maintain a daily journal with entries pertaining to all safety related issues on site.
8. Respond and act in a positive manner to all recommendations from the Health and Safety Committee or other designate.
9. Attend any safety meeting of other Subcontractors as you see fit.
10. Ensure safety meetings are held on site at least bi-weekly.
11. Maintain Subcontractor MSDS and maintain familiarity with them.
12. Accompany WCB on all site inspections and be a liaison representing the site between the company and the WCB.
13. Ensure recommendations are given to Subcontractors as to unsafe conditions with regards their personnel and ensure these recommendations are adhered to without delay.
14. Familiarize yourself with all activities as regards the present and future at the worksite to maintain safety effectiveness on a regular basis as needed.
15. Complete Daily Site Inspections, from top to bottom and follow up on these inspections to ensure that corrective action has been followed. Inspection Forms must be filled out daily.
16. Ensure First Aid equipment and services are available during regular work hours and ensure proper coverage is available when subcontractors work after hours.
17. Ensure that safe work procedures are available for worker review and develop these procedures if the need arises.
18. Ensure all signs (i.e. "Notice To Workers", F.A.A Authority and all pertinent signs) are all posted in an obvious location as per WCB Regulation.
19. Perform Accident/Incident Investigations as required with proper documentation.
20. Ensure all WHMIS controlled materials are identified, material safety data sheets are current and kept on site for worker reference as requested. (current within 3 years) Take disciplinary action when required.



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21. Develop emergency procedures for the site and ensure workers are instructed and understand their responsibility if an emergency arises.
22. Provide leadership in the workplace to all workers.
23. Understand that the use of drugs or the consumption of alcohol on site will be grounds for immediate dismissal.
24. Set a good safety example.

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### **2.8 FIRST AID ATTENDANT'S RESPONSIBILITIES**

The Site First Aid Attendant's duties include, but are not limited to:

1. Maintain a current appropriate Occupational First Aid Certification for the worksite and promptly provide injured workers with an assessment and treatment to a level of care within the scope of the attendants training.
2. Objectively and accurately record all observed signs and symptoms of injuries/illnesses and their treatments in the First Aid Record Book including subsequent treatments.
3. Provide any information that will assist the worker's supervisor in determining any task that the injured worker can perform without aggravating their injuries.
4. Refer the injured worker to medical attention when any injuries/illnesses are recognized as being serious or beyond the scope of the attendant's training.
5. Notify the worker's supervisor when the injured worker is referred to medical aid and an accident investigation is required.
6. Complete the appropriate paperwork and Form 7A's for all injuries or illnesses that are referred to medical attention.
7. Conduct follow-ups with the injured worker as necessary, thoroughly documenting the assessments, treatments and any resulting action.
8. Clean and maintain the first aid room and the first aid supplies.
9. Inspect supplies and equipment to ensure minimum requirements are maintained according to Schedule 1 of Part 33 of the Occupational Health and Safety Regulation.
10. Collect and provide reports to the employer/safety committee monthly and year to date statistics from First Aid Record Book which include:
  - a) injuries by occupation,
  - b) number, types of injuries/illnesses, body part affected,
  - c) follow ups (assessments/treatment),
  - d) number of referrals to medical aid/time loss.



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### **2.9 WORKER'S RESPONSIBILITIES**

All workers must comply with our company Occupational Health and Safety Program and the regulation of the WCB and local government. They must report any unsafe conditions, practices or injuries to their supervisor as soon as possible. Working safely is a condition of employment with VanMar Constructors Inc.. Workers' responsibilities include, but are not limited to the following:

1. A worker with a physical or mental impairment which may affect their ability to safely perform assigned work must inform his or her supervisor of the impairment, and must not knowingly do work where the impairment may create an undue risk to the worker or anyone else.
2. Know and comply with all Safety Rules, Safety Legislation and Regulation.
3. Know and comply with all specific safe work procedures set out to you by site training provided by VanMar.
4. Maintain "good housekeeping" within the work area.
5. Immediately report unsafe conditions to your supervisor and the Site Safety Officer.
6. Promptly report all accidents and injuries, no matter how slight and obtain required medical attention.
7. Co-operate in accident investigations in order to help prevent reoccurrence.
8. Co-operate under all circumstances with the Site Safety Officer or Qualified Coordinator, Joint Committee or the worker health and safety representative for the workplace.
9. Know and follow all pertaining WHMIS Regulations.
10. Take reasonable care to protect their health and safety and that of other persons who may be affected by the worker's acts or omissions at work. Do not participate in unsafe conditions or acts (i.e. jokes, horseplay or work related conditions.)
11. Do not operate machinery unless all required guarding is in place and you have been given proper authorization.
12. Inform supervisory personnel of any medication or medical condition that may impair any abilities.
13. Report to work free from alcohol or drugs and report any knowledge of other workers under the influence.
14. Wear proper personal protective equipment and ensure it is in good condition and is worn properly.
15. Notify a supervisor if you feel that your training is inadequate or if there is any level of discomfort to perform a duty requested of you that could create for you, or any other worker, a hazard.
16. Wear appropriate clothing for duties required.
17. Offer recommendations that may help to improve unsafe conditions or work practices.
18. Understand the use of drugs or consumption of alcohol during working hours may be grounds for immediate dismissal.



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### **2.10 SUBCONTRACTOR'S RESPONSIBILITIES**

Contractors, subcontractors and their workers must comply with the company occupational health and safety program, all site-specific safety rules and WCB Regulations while performing on-site work for the company. Contractors will review VanMar Constructors Inc.'s health and safety program and sign an acknowledgement of review and understanding. Contractors' responsibilities include but are not limited to:

1. Provide VanMar Constructors Inc. with the name of a qualified person designated to be responsible for the contractor's site health and safety activities.
2. Where the work of a contractor could create a hazard to a worker or another employer the contractor shall advise the site safety representative before starting the activity.
3. Have a signed copy of their occupational health and safety policy on site.
4. Be knowledgeable with the site-specific safety requirements and work hazards.
5. Comply fully with all aspects of the VanMar occupational health and safety program and ensure their employees are aware of essential aspects of the program.
6. Comply with all WCB and Government Regulations applicable to the work site.
7. Protect the safety and health of others on site.
8. Plan safety into all work activities.
9. Discipline workers who fail to follow rules and safe work procedures.
10. Provide and enforce the use of required personal protective equipment.
11. Provide MSDS for controlled products the contractor will have on site and provide a list of these controlled products to the company.
12. Have trained all personnel in the WHMIS Program and continuously comply with WHMIS Regulations.
13. Report any injury to the site first-aid attendant.
14. Fully investigate every serious accident or serious near miss incident and advise the superintendent of VanMar Constructors Inc. immediately.
15. Perform regular safety inspections of their work area.
16. Hold safety crew talk meetings with their crews at least every two (2) weeks and keep a record of the meetings and provide one to VanMar site personnel.
17. Maintain housekeeping standards.
18. Follow the strict guidelines of fall protection procedures.
19. Foremen are to ensure that all workers are properly orientated.

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### **2.11 SUPPLIER'S RESPONSIBILITIES**

Suppliers have a responsibility to ensure that their delivery personnel are not exposed to any unsafe conditions or actions while delivering supplies to various VanMar worksites. To ensure that these goals are met, suppliers must ensure that:

1. They know, support and comply with all VanMar safety requirements as well as those of the WCB.
2. Know and comply with safety and WHMIS Regulations and procedures.
3. Ensure that any biological, chemical or physical agent supplied by the supplier is labeled in accordance with the applicable Federal and Provincial enactments.
4. Delivery personnel adhere to the wearing of proper, required Personal Protective Equipment at all times while on the worksite.
5. Any tool, equipment, machine or device, or any biological, chemical or physical agent, supplied by the supplier is safe when used in accordance with the directions provided by the supplier and complies with the Regulation.
6. Provide directions respecting the safe use of any tool, equipment, machine or device, or any biological, chemical or physical agent, that is obtained from the supplier to be used at the workplace.
7. If the supplier has a responsibility under a leasing agreement to maintain any tool, equipment, machine, device or other thing, maintain it in safe condition and in compliance with the Regulation and any applicable orders.
8. Delivery personnel adhere to instructions from the VanMar site representatives.

### **2.12 VISITOR'S RESPONSIBILITIES**

1. No entry in to the work area without proper authorization to do so. Orientations are required according to activities.
2. Compliance with VanMar Constructors Inc.'s Occupational Health & Safety Program requirements and the WCB Regulation.
3. Wear the required personal protective equipment.
4. Report all injuries to the supervisor or first aid attendant.
5. Report any unsafe conditions or practices observed as soon as possible to the supervisor.
6. Find out who the Occupational First Aid Attendant is for the site.
7. Learn where the First Aid Room and Emergency Air Horns are located.
8. Learn the Emergency Escape Route and Marshalling areas.



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### **SECTION 3 HEALTH AND SAFETY REPRESENTATIVE**

At the present time, and in the foreseeable future, our company anticipates that both the number of workers and the dispersion of our workers does not warrant establishment of a Health and Safety Committee.

Nevertheless, VanMar Constructors Inc. fully intends that both the letter and the intent of the WCB regulation be met. VanMar believes that health and safety are issues that require involvement and participation at all levels in the company. Accordingly, a worker health and safety representative is appointed.

All management and worker health and safety representatives will work in a co-operative manner to identify hazards, support safe work practices and promote safety awareness.

#### **3.1 SELECTION OF A REPRESENTATIVE**

This worker must not have managerial functions and preferably is selected by the workers who are represented.

#### **3.2 REPRESENTATIVE'S RESPONSIBILITIES**

1. Meet with management at least once each month to monitor and improve the safety and health activities.
2. Identify and advise on unsafe or unhealthy conditions
3. Consider effective means of dealing with unsafe and unhealthy conditions and make appropriate recommendations to the company.
4. Consult with workers on OH&S matters.
5. Make recommendations on promoting OH&S.
6. Advise of changes in the workplace that may affect OH&S
7. Ensure accident investigations and regular inspections are conducted.
8. Participate in accident investigations and inspections

#### **3.3 SUPPORT OF THE REPRESENTATIVE**

VanMar will support the worker health and safety representative in accordance Section 133 to 136 of the Workers' Compensation Act by:

1. Responding to written recommendations within 21 days;
2. Providing the necessary time, with pay, to conduct health and safety business;
3. Providing 8 hours of educational training per year;
4. Provide any equipment and resources necessary; and
5. Provide health and safety information necessary to function effectively.



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### **3.4 EMPLOYER RESPONSE TO RECOMMENDATIONS**

If the representative sends a written recommendation to our company requesting a response, the following protocols will be carried forth in conjunction with Section 133 of the Workers Compensation Act (WCA):

1. VanMar will respond *in writing*, to the representative within 21 days of receipt of the request.
2. This response will be carried through in one of two (2) ways:
  - a) Acceptance of the recommendation indicated, or
  - b) Reasons for the company not accepting the recommendation(s).
3. If the company chooses not to accept the representative's recommendations, the representative may report the matter to the Board and an investigation shall be made in an attempt to resolve the matter.

Note: If it is not reasonably possible to provide a response within the required 21 days, the company will provide within that time limit a written explanation for the delay, along with written indication of when the response will be provided.

4. If the representative is not satisfied with the explanation in the above note under reasonable circumstances, a co-chair of the representative may report to the Board, who may investigate and may, by order, establish a deadline for response.

Note: The above protocols must be enforced and compliance is mandatory for this part.



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### SECTION 4 EDUCATION AND TRAINING

#### **4.1 POLICY**

Education and Training are key components of our company's Occupational Health and Safety Program. Education will be instruction of a general nature (for example, learning the requirements of the WHMIS Program). Training will be job specific (for example, learning the correct way to set up and use personal protective equipment or personal fall protection). Both education and training will be provided for all employees according to their needs.

#### **4.2 NEW EMPLOYEE ORIENTATION**

All new employees will be welcomed to the company by way of an orientation, making them aware of the important things they need to know before starting work. They will be taught to know the key people, the layout of their project, a brief overview of the project objectives, the location of lunchrooms, washrooms and First Aid, VanMar Constructors Inc.'s rules and regulations, and enough about the company Occupational Health and Safety Program to start work safely.

New employees will be made aware that VanMar has a very active and successful health and safety program, and it works because everyone does their part to make it work. Health and safety is very important to the company and to every employee.

Using this program manual, new employees will gain an explanation of the following:

1. The company health and safety policy.
2. The General Safety Rules.
3. Personal protective equipment requirements.
4. General site housekeeping requirements.
5. The VanMar disciplinary policy.
6. Workers' Responsibilities.
7. Emergency evacuation procedures.
8. Accident reporting requirements and the company first aid policy.
9. WHMIS requirements.



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### **4.3 ORIENTATION PACKAGE**

Each new employee will be given the following material at the end of their orientation session:

1. A copy of the company General Safety Rules
2. A copy of Workers' Responsibilities (or Supervisors', etc.)
3. Disciplinary Procedures
4. A list of key contacts
5. Injury reporting procedures

### **4.4 SUBCONTRACTOR ORIENTATIONS**

It is the responsibility of all project superintendents to ensure that each subcontractor receives an appropriate orientation to the worksite. These orientations are to be formal and documented. The site safety coordinator will conduct this work.

Before the commencement of work, each subcontractor will receive a subcontractor's orientation session as detailed in the enclosed materials. These sessions will be conducted by the site superintendent or designated safety coordinator. The subcontractor must appoint a trainer/safety representative and must sign one copy of the "Sub-Contractors Orientation" Form before commencing work at the site.

Before the commencement of work, each subcontractor employee must receive an employee orientation session. Training records are to be maintained on-site for review by VanMar management and officers of the W.C.B if required. Employees will not be allowed to commence work on the site until they have undergone an orientation in accordance with procedures outlined above. Employees found to be working without undergoing an orientation will be removed from the site.

### **4.5 SUPERVISOR EDUCATION AND TRAINING**

VanMar Constructors Inc. will provide adequate training to the supervisors on the job or through formal classroom instruction. The training of our supervisors is a logical first step since supervisors will help train the other employees. Supervisors are key figures in the implementation and overall success of the Health and Safety Program. As a minimum, supervisors will be trained in the following areas:

1. The need to establish and maintain safe and healthy working conditions.
2. Legal requirements for Supervisors directing workers.
3. The dangers associated with a job, the potential effect on employees, and the rules, procedures and work practices for controlling of these hazards.
4. How to relate this information by example and instruction to employees, to ensure that they understand and follow safe procedures.
5. How to investigate accidents, and to take corrective and preventive action to prevent recurrence.

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6. Inspection techniques.
7. What to do in case of an emergency involving fire or personal injury.
8. WHMIS training.
9. Conducting effective crew talks
10. Disciplinary procedures and how to address them.

### **4.6 WORKER EDUCATION AND TRAINING**

Employees may create dangers through their own actions if they have not been properly trained. Hazardous situations can be avoided or made less dangerous if employees receive appropriate training instruction. Training of workers is essential to the success of our safety and management commitment, danger assessments and control, and safety planning rules and work procedures.

Every supervisor is responsible and accountable for watching the activities of the workers they direct. The supervisors will correct incorrect or unsafe behaviour and the worker will be shown the correct way of doing the task.

VanMar Constructors Inc. will ensure that all there immediate workers are trained in their duties and if not, the company will provide the means for the specific training.

VanMar will ensure all workers are capable of doing the job safely. Supervisors will explain:

1. Proper work procedures and how these procedures protect from exposure to hazards.
2. Hazard awareness.
3. Their expectations for productivity, quality and conduct.
4. Any requirements for personal protective equipment.
5. WHMIS training.

### **4.7 TOOLBOX SAFETY TALKS**

Every Supervisor is responsible for maintaining a safe work environment and in ensuring that workers under their direction are behaving in a safe manner and following safe procedures. Toolbox talks are the key tool in promoting and maintaining safety. Supervisors are required to ensure that records of toolbox talks are maintained and documented on the toolbox safety meeting form. Toolbox talks must be conducted on all sites at least on a bi-weekly basis.

#### **4.7.1 GUIDELINES**

The Supervisor will work along with the site Safety Coordinator to select a time of day that will be best for the worksite. Toolbox talks may be brief unless certain factors change this (i.e., near misses, accidents, etc.). Talks must be on a topic that relates to the work in progress. Samples of suitable topics follow this section. In toolbox talks instructors will ensure that:

1. The meeting or discussion begins on time.

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2. Topics are well planned ahead of time.
3. Recent accidents, injuries or near misses are discussed.
4. Discuss any displeasure with the general safety behavior of the crew (do not single out any individual).
5. Express positive comments about the certain safety performance.
6. Discuss the coming week's (day's) work activities and cover any hazards associated with these activities.
7. Point out any new hazards or anticipated hazards that are relative to the physical conditions and/or the work being done by others.
8. Ensure a follow up to ensure that all relevant recommendations are carried out.
9. Encourage worker participation and contributions.

### 4.7.2 SUGGESTED AGENDA FOR TOOL BOX MEETINGS

1. Highlight specific items that remain outstanding from last safety meeting.
2. Discuss new business or site concerns and discuss corrective actions for each point.
3. Review accidents of or near misses of site personnel.
4. Discuss other concerns directed from participants.
5. State time and place of next weekly tool box meeting.
6. Adjourn meeting.

### 4.7.3 CONDUCTING TOOLBOX MEETINGS

Toolbox safety talks are one of the most effective ways that supervisory personnel can exhibit their own and the company's commitment to safety. Talks should be conducted with a specific topic for discussion, such as a new safety rule or procedure or a recent hazard or accident.

1. Toolbox safety talks should be held once every week at a set time. Additional meetings should be held if necessary (i.e. after an accident).
2. All workers must attend.
3. Meetings should no be less than 15 minutes in length.
4. Examples of toolbox safety talk topics:

A recent accident or incident

Housekeeping on the job

Proper ladder use on site

Fire safety

WHMIS

Fall Protection

Hygiene

Worksite safety violations

Formwork/falsework

Electrical safety

Personal Protective Equipment

Inspection findings

Reporting injuries

Emergency procedures for the site



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The above points are only examples of topics that could be discussed at the meetings.

### 4.8 DISCIPLINARY POLICY

Compliance with Company and the WCB Regulation is necessary in maintaining a safe and healthy work environment. As with any program, corrective disciplinary measures are usually required to deal with non-compliant issues. Site contractors and VanMar employees in violation of this policy will be subject to discipline or discharge (if necessary).

Our disciplinary policy provides for progressive action to correct unacceptable behaviour. This process is designed to support the employee in changing their behaviour so that they can continue to be a valued part of our organization.

#### 4.8.1 DISCIPLINARY PROGRESSION

##### 1. Verbal Warning

Upon noticing a violation of a company or WCB requirement, the appropriate personnel (site supervisor, safety officer, etc.) will issue a verbal warning to the specific worker. Corrective instruction pertaining to the circumstance or issue must be issued at this time. This warning will be recorded on file and must be considered if the same or related violation arises. **Fall Protection** violations require an automatic written warning—**No verbal warnings!**

##### 2. First Written Warning

A 'first' written warning must be issued as a result of a violation with a previous verbal warning. The worker in violation of a company or WCB requirement must sign this warning. The worker in question will receive a copy of this warning, as well as the head office of the worker's company. The original document will be kept in the VanMar files on site.

**Note:** If a worker refuses to sign any disciplinary documentation, this will not void the written warning document. A note '**Refused to sign**' must be made on the document where the worker would normally sign.

##### 3. Second Written Warning/Suspension Notice

If a worker is in violation of the same requirement that constituted a '*first written warning*' a third time, that worker must be issued a suspension notice. The worker must be removed from the worksite for a minimum of two (2) working days. The worker must sign the suspension notice with a copy given to him/her as well as the their head office. The original document will be kept in the VanMar files on site. Before the return of the worker to the site or other VanMar sites, a meeting must take place with the site supervisor and safety personnel for further site instruction.

##### 4. Third Written Notice/Termination

If a worker is in violation of the same requirement and has received a temporary suspension, that worker will be notified of termination from employment immediately. If the worker is an employee of a subcontractor on a VanMar site, the worker is to be removed from the particular site and will not work on other VanMar worksites. If the worker is a VanMar employee, an authorized company letter will be issued from head office of the employee termination.

**Note:** The preceding disciplinary actions are only in order and numbered to indicate the options available to management when unacceptable behaviour is at issue. The list in no way represents a progression that will be followed in all cases.



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Certain behaviour will result in immediate dismissal. An employee warned of serious unacceptable behaviour with verbal corrective counseling may, on the second occasion, be suspended or terminated.

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### SECTION 5 SUPERVISION OF WORKERS

#### 5.1 POLICY

Supervisors are responsible to ensure that work procedures are followed in a manner that supports the health and safety of the workers they supervise. VanMar holds every Supervisor responsible and accountable for:

1. Informing each worker of the hazards associated with the assigned work and the control measures.
2. Ensuring that each worker carries out assigned work in accordance with established safe work procedures.
3. Inspecting the work conditions, practices and procedures within the Supervisors area of responsibility at intervals that will prevent the development of unsafe or unhealthy working conditions.
4. Immediately investigating unsafe conditions or acts that have been reported to the Supervisor.  
Without delay, ensuring that necessary action is taken to correct unsafe conditions or acts and, when unsafe conditions or acts cannot be corrected immediately, advise the Supervisor of those conditions or acts.
- 5.

Supervisors are also responsible and accountable for:

1. Ensuring worker orientations are conducted on site.
2. Ensuring inspections are done daily.
3. Ensure crew talks are conducted at least bi-weekly.
4. Enforce the wearing of proper personal protective equipment.
5. Giving specific job instruction and follow-up on training
6. Ensure accident investigations are completed and assist whenever possible.
7. Enforcing rules and procedures.

#### 5.2 MANAGEMENT MEETINGS

Supervisors will meet with their superiors on a monthly basis to discuss the progress of the work and the scheduled activities for the coming month. Project safety and health concerns will be discussed. Recent accidents and/or near miss incidents will be reviewed and safety will be planned into the coming activities.

At regular site planning meetings new work and the activities of others on site will be planned to support efficiency and safety. The work of all trades and contractors will be planned and coordinated.



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### SECTION 6 HAZARD IDENTIFICATION AND INSPECTIONS

#### 6.1 POLICY

Regular safety Inspections must be carried out in every area of the worksites to identify potential hazards so that the hazards can be eliminated or controlled with safe work procedures and training. VanMar Constructors Inc. recognizes that regular and frequent inspections, properly performed, will make significant contributions to accident prevention.

During an inspection, any observed condition or unsafe procedure or act that is a serious hazard must be acted on immediately. This may involve barricading an area, stopping a worker or group of workers, relocating workers, or putting machinery, tools or rigging out of service. When serious hazards are discovered immediate action is required and the foreman or his designate must be notified.

Inspections must be performed in a professional and disciplined manner. The objective of every inspection is to discover every hazard. The more diligent the inspectors are, the closer they will come to the objective. All inspections must be documented on the appropriate inspection forms.

#### 6.2 TYPES OF INSPECTIONS

##### 6.2.1 PLANNED GENERAL INSPECTIONS

Planned general inspections must cover the whole workplace. They require a systematic tour of the entire operation and seek to discover all hazardous conditions, unsafe work procedures, and violations of VanMar Constructors Inc.'s Health and Safety Program. The equipment, work practice and safety compliance of all people is included in general inspections. These inspections will be conducted daily and documented on the worksite inspection form.

##### 6.2.2 SPECIAL INSPECTIONS

Special inspections must be done when there has been a malfunction, structure collapse, machine failure, fall without injury, or a serious accident or near miss. They will also be done on the recommendation of the Occupational Health & Safety Representative or at the request of the site Superintendent.

##### 6.2.3 SUPERVISOR INSPECTIONS

Supervisors are required to conduct less formal daily inspections. Supervisors are inspecting for unsafe conditions and unsafe acts. In most cases, they will have the resources to immediately correct the hazard.

##### 6.2.4 EMPLOYEE INSPECTIONS

Employees are required to inspect their tools, equipment and their work areas daily. They are to correct unsafe conditions where practical (examples: move debris, pad an extruding object, flag a hazard, relocate cords or hoses). Other hazards are to be immediately reported to their supervisor.



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### **6.2.5 EQUIPMENT INSPECTIONS**

Employees are required to inspect their equipment daily. Mobile equipment will be checked before starting or putting the machine in motion. The competent inspector for the machine(s) they inspect will determine the frequency of inspections of equipment for critical parts failure or they will be determined as per the manufacturer's specifications.

### **6.3 INSPECTION PROCEDURES**

Refer to the Part 2 (Safe work practices and procedures).



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### SECTION 7 ACCIDENT INVESTIGATION AND DOCUMENTATION

#### 7.1 POLICY

VanMar Constructors Inc. requires that all accidents that cause injuries or property damage and all near miss incidents that could have caused injuries or property damage be investigated. The extent of the investigation varies with the seriousness of the accident or incident.

In all cases investigators are required to be thorough and look for all the root causes and contributory factors. Supervisors are responsible for ensuring each accident is investigated according to the seriousness category and is responsible for notifying all parties and ensuring the correct forms and reports are produced and sent to the designated parties.

All Supervisors will receive training in effective accident investigation.

#### 7.2 INVESTIGATIONS AND DOCUMENTATION

##### 7.2.1 INFORMING THE BOARD (WCB)

The WCB Prevention Division must be immediately informed of the occurrence of any accident which:

1. Resulted in a death or critical condition with a serious risk of death, or
2. Involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation, or
3. Involved the major release of a toxic or hazardous substance, or
4. Was a blasting or diving accident required to be reported by Regulation.

##### 7.2.2 ACCIDENTS TO BE INVESTIGATED

An investigation must be conducted, with the use of the Accident Investigation Form, when:

1. It is required to be reported by the WCB (as listed above),
2. The accident resulted in an injury requiring medical treatment by a registered medical practitioner, or
3. The injury resulted in lost work time to the worker.

Incidents or near misses must also be investigated and treated in connection with 7.2.1 (1). If the near miss could have resulted in an injury, it must be investigated to ensure no future accidents could be caused. If the near miss could have caused a serious injury, the investigation must be completed and reported to the WCB Prevention Division.

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### **7.2.3 INVESTIGATION GUIDELINES**

Accident investigations will be carried out by persons knowledgeable of the type of work involved and where feasible will include the participation of one worker representative and one employer representative.

Accident investigations must, as far as possible, determine the cause or causes of the accident and must identify any unsafe conditions, acts or procedures that contributed in any manner to the accident. A recommendation of corrective action to prevent similar accidents must complete the investigation process along with adequate follow up..

Where practicable, the scene of any accident reportable to the WCB will be left untouched, except for activity necessitated by rescue work, or to prevent further failures or injuries, until the accident has been investigated by an officer of the Board, or until permission to clear the scene has been granted by an officer of the Board.

### **7.2.4 MANAGEMENT REVIEW**

Senior management and superintendents will review the accident investigation and the recommended actions. Where the actions include physical changes (engineering measures), the work will be planned, scheduled and assigned. In some cases, suggested engineering measures may be impractical and in these cases management will explain the reasons for not implementing these measures. Where the actions include a revision to safe work procedures, a review of the safe work procedures will be assigned to the appropriate parties. When a need for further training is indicated, the additional training will be provided.

In some cases, disciplinary action may be required. In these cases, the action will be taken in accordance with the company disciplinary policy.

### **7.2.5 INVESTIGATION REVIEW**

The health and safety representative will review accident investigations and if further recommendations are made by the representative, they will be reviewed by management and acted upon when practical. Management and the company health & safety representative will assess the corrective actions when they are completed and determine if they have been successful.

### **7.3 INJURY REPORTING**

When an injury has occurred on site, a process of review and documentation must be conducted immediately. Injuries that require emergency services to attend must be reported to the head office immediately.



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### SECTION 8 FIRST AID SERVICES

#### **8.1 POLICY**

VanMar is committed to ensuring that appropriate first aid services are provided as quickly as possible for any injured worker. We will provide and maintain a first aid program for the purpose of minimizing the suffering related to job-related injuries and illnesses, reducing absenteeism, maintaining productivity, and meeting the OH&S Regulation.

VanMar Constructors Inc. will provide and maintain first aid services, supplies and equipment as identified by OH&S Regulation. The company will use the requirements set out in Section 33 of the Occupational Health and Safety Regulation (2003). First aid services, supplies and equipment will be made available to all employees during working hours. In situations where the provision of first aid services, supplies and equipment is not the responsibility of VanMar, we will make every effort to ensure that the responsible party makes the necessary provisions on our worksites.

Workers who sustain a job-related injury or illness, regardless of seriousness, must immediately report it to the first aid attendant on site for treatment and/or recording, and must also report it to their immediate supervisor. If medical treatment is required, employees are entitled to choose their own medical practitioner. VanMar employees must adhere to company policy with regards to our claims management policies.

First aid records and statistics must be kept for at least ten years and will be regularly reviewed by management to determine trends and recommend corrective actions. To help ensure that appropriate first aid and medical treatment is provided and that workers are assigned to work activities compatible with their health. Workers will also be instructed in how to summon first aid and report injuries.

#### **8.2 FIRST AID ATTENDANT AUTHORITY**

VanMar first aid attendants will have full authority over the safe treatment of workers on site. This authority will continue to stand until the responsibility of the injured party is turned over and accepted by a place of medical treatment, by emergency services or by an individual with a higher or equivalent first aid certification.

No person on site must overrule the treatment decisions of the first aid attendant for any reason.

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### 8.3 WORKSITE FIRST AID REQUIREMENTS

#### 8.3.1 TWENTY (20) MINUTES OR LESS FROM A HOSPITAL

Number of workers on each shift	Supplies, Equipment and facilities	Minimum Certificate required by attendant	
2-15	Level 1 kit	Level 1	
16-30	Level 2 kit & a Dressing station	Level 2	
31-300	Level 2 kit & a First aid room	Level 2	

#### 8.3.2 MORE THAT TWENTY (20) MINUTES FROM A HOSPITAL

Number of workers on each shift	Supplies, Equipment and facilities	Minimum Certificate required by attendant	Transportation required	
2-5	Level 1 kit	Level 1 with transportation endorsement		
6-10	Level 2 kit & ETV Equipment	Level 1 with transportation endorsement	ETV	
11-30	Level 3 kit Dressing station ETV Transportation	Level 3	ETV	
31-50	Level 3 kit First Aid Room ETV Transportation	Level 3	ETV	
51-200	Level 3 kit First Aid Room Industrial Ambulance Equipment	2 Level 3	Industrial Ambulance	

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### **8.4 INJURY FORMS**

#### **8.4.1 WCB FORM 7A (FIRST AID REPORT)**

When a worker is injured and is sent to medical aid for any reason, the site first aid attendant must complete a form 7A. If the injury is to a VanMar employee, a copy must be faxed to head office with a file kept in the site first aid room. If the injury is to a subcontractor employee, a copy must be faxed to that employee's company office. In both cases a copy must also be sent to the WCB (Fax: 604-233-9722) (Toll Free: 1-888-922-8803). **This document must be faxed to the WCB within three (3) working days of the injury).**

Office staff requires information from this form in order to complete their form 7. The form 7A must be faxed to head office as promptly as possible to ensure that the employer for 7 can be sent to WCB within three (3) days of injury also.

#### **8.4.2 WCB FORM 7 (EMPLOYER'S REPORT OF INJURY)**

This form is to be completed by the office administration staff-not on site. VanMar Constructors Inc. is not responsible for completing a form 7 for subcontracting employees. This form must also be faxed to the WCB within three (3) days of the injury also. (Fax: 604-233-9722)

In item 2A, the form 7 provides for VanMar Constructors Inc. to object to the claim being accepted. If the company has suspicions regarding a claim, it is imperative that the "Yes" box is checked and detailed information and data be provided to support the company's dispute.

#### **8.4.3 WCB FORM 6A (WORKER'S REPORT OF INJURY OR OCCUPATIONAL DISEASE TO EMPLOYER)**

In cases where there is an injury with lost work time to an employee (VanMar employees only), injured employees will be asked to complete this form. This form is particularly important where the injuries are serious, the injuries are an occupational disease, or the circumstances of the accident are not clear This form will be faxed to WCB along with the for 7 and kept on file at head office.

### **8.5 FIRST AID RECORD BOOK**

The first aid attendant must keep a record of all injuries and/or diseases that have been reported and/or treated on site. Workers must immediately report all injuries to the site first aid attendant.

The following information will be contained in the first aid record book, but should not be limited to:

1. Full name of the injured person.
2. Time and date of the injury or report of illness.
3. Date and time that the illness or injury was first reported.
4. Names of all witnesses to the injury.
5. Description of how the illness or injury occurred.

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6. Description of the nature of the illness or injury.
7. Description of the treatment given and any arrangements made.
8. Description of subsequent treatments given for the same injury.
9. Signature of the first aid attendant and worker if possible.

### **8.6 TRANSPORTATION OF INJURED WORKERS**

VanMar will ensure written procedures are developed for transporting injured workers, including workers requiring stretcher transport. These procedures must be completed at each specific worksite. Written procedures for each site must address:

1. Who and how to call for transportation. (Emergency and non-emergency)
2. Prearranged routes in and out of the workplace and to the hospital or other medical facility.
3. The VanMar First Aid Attendant/Site Safety Officer must complete the form "Transportation of Injured Workers."

Specific procedures, medical routes and contact points will be posted on the Safety Notice Board and must be reviewed with workers during the site orientation process.



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### SECTION 9 HAZARDOUS MATERIALS AND SUBSTANCES

#### 9.1 POLICY

It is the policy of VanMar Constructors Inc. to have current MSDS (Material Safety Data Sheets) for all controlled products at our places of work. The company will also have all available health and safety information on consumer products. This information will be used to devise safe work procedures and will determine personal protective equipment and worker training requirements. Employees will be trained in the safe use of products they use or could be exposed to. VanMar site personnel will ensure that contractors possess the same training.

Workers trained in safety responsibilities shall ensure that all controlled products entering the workplace have proper labels and identifying symbols and will be accompanied by current Material Safety Data Sheets (MSDS). Workers will be trained in identifying labels and symbols, understand and have access to MSDS information and be instructed in safe work procedures when storing or handling controlled products.

Workers must immediately notify their supervisor when any of the products they are using could expose other workers to a hazard.

#### 9.2 THREE ELEMENTS OF WHMIS

##### 9.2.1 LABELS

All controlled products on site must have a label that identifies risks and recommends precautions required for safe handling.

##### 9.2.2 MATERIAL SAFETY DATA SHEETS (MSDS)

An up-to-date material safety data sheet must accompany all controlled products used on the site. The sheets must have a date of not more than three (3) years from the current date.

VanMar Superintendents or Safety personnel will:

1. Obtain up-to-date supplier Material Safety Data Sheets from subcontractors before the use of controlled products on site.
2. Ensure that the supplier MSDS is not more than 3 years old.
3. Develop an employer MSDS if the controlled product is produced in the workplace.
4. Update the MSDS:
  - a) Within 90 days of receiving new information about product.
  - b) At least every 3 years.

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5. Make sure MSDS "readily available" to:
  - a) All workers who work "with or in proximity to " controlled products during each work shift.
  - b) Occupational safety & health representative and the first aid attendant.
6. Ensure workers are informed regarding:
  - a) Content required on MSDS.
  - b) The purpose and significance of the information.

### 9.2.3 EDUCATION AND TRAINING

All employees of VanMar that use or are exposed to controlled products will be both educated and trained. Superintendents and site safety personnel will ensure that subcontractor employees provide proper training in WHMIS when controlled products are brought for use on site. Controlled products are used on our sites daily. VanMar employees and subcontractor employees must be trained to identify:

1. The hazard symbols.
2. The hazards of the controlled products they are using.
3. The type of personal protective equipment or other safety related equipment required when using the controlled product.
4. The first aid measures in the event the worker is contaminated with the controlled product.
5. Where to obtain further information – normally the material safety data sheet or the immediate supervisor.



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### SECTION 10 WORKPLACE AND HEALTH MONITORING

#### 10.1 POLICY

VanMar Constructors Inc. will monitor when there are chemical, physical and/or biological agents potentially harmful to health present in the workplace. The workplace must be monitored to ensure the level or concentration of these agents is within acceptable guidelines.

Any employee who has a disease or disability that may be worsened by their occupation and employee who is exposed to the potentially harmful agents discussed above, shall have medical examinations and their health shall be monitored to determine if the work environment is harmful to them. This information exists for VanMar employees. Subcontractor employees will be monitored on site in coordination with their supervisors.

VanMar is aware that a few harmful agents may exist at the worksites. In such cases where this is identified, an exposure control program will be developed and implemented according to the WCB Regulation.

#### 10.2 ASBESTOS

If at any time there is reason to believe asbestos is encountered at a worksite, a qualified consultant with the applicable expertise will be retained to inspect the worksites to determine if it contains any asbestos. If asbestos is located, a qualified consultant will be hired to safely remove the asbestos before an employee will commence work in that area.

#### 10.3 NOISE LEVELS

VanMar Construction Management will ensure that employees and subcontractor employees are not exposed to noise levels above either of the exposure limits of:

1. 85 dBA Lex (1 Pa<sup>2</sup>h) daily exposure, and
2. 133 dBA peak sound level.

If noise in a certain work area exceeds either of the exposure limits an effective noise control and hearing conservation program must be developed and implemented in accordance with the OH&S regulation. The program will be in writing and must address:

- a) A measurement of noise.
- b) Education and training.
- c) Engineered noise control.
- d) Hearing protection.
- e) Posted warnings of noise hazard areas.
- f) Employee hearing tests, and an annual review of the program.



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### ***10.3 DUST AND FUMES***

There are certain activities that expose workers to a variety of dust and fumes. VanMar employees that are exposed to dust and fumes will be provided with the appropriate respiratory protection. Subcontractors are required to issue the proper protective equipment to their employees while working on our worksites. If VanMar Constructors Inc. creates the change in atmospheric conditions, the site supervisor and/or site safety personnel will ensure that other workers are not exposed without the use of protective equipment.



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### SECTION 11 RECORDS AND STATISTICS

#### 11.1 POLICY

The company will maintain records and statistics so that management and the occupational health & safety representative can “manage” this program successfully. If any area of weakness are recognized an action plan must address the problem to quickly improve the program. Records and statistics will also be used in annual safety program reviews.

#### 11.2 RECORDS TO BE MAINTAINED

##### 11.2.1 ADMINISTRATION

1. WCB monthly Claims Cost Statements.
2. Worker and subcontractor safety commitments. (i.e. new VanMar employee orientations, subcontractor contracts)
3. Records of management meetings (health and safety components), and health and safety program review records.

##### 11.2.2 NOTIFICATIONS

1. NOPs and 30M33s – kept for five years.

##### 11.2.3 HEALTH AND SAFETY REPRESENTATIVE

1. Safety meeting minutes - two years or period determined by safety representative.

##### 11.2.4 SUPERVISION

1. Supervisor training records (legal requirements, inspection and investigation procedures, etc.) - length of employment plus two years.

##### 11.2.5 EMPLOYEE/WORKER EDUCATION AND TRAINING

1. Worker orientation records - length of employment plus two years.
2. Safe work procedures - current
3. Worker training in safe work procedures and other subjects – length of employment plus two years.
4. Tool box safety talk records - 10 years.

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### 11.2.6 RULES AND SUPPLEMENTARY INSTRUCTIONS

1. Records of worker instruction in supplementary instructions - length of employment plus two years.
2. Records of rules and supplementary instructions infractions and penalties -length of employment plus two years.

### 11.2.7 INSPECTIONS

1. Inspection reports including corrective action documentation - 3 years.
2. Informal inspection reports including corrective action documentation - 3 years.
3. WCB inspection reports, compliance reports and penalty assessments - 10 years.
4. Maintenance records and mobile equipment log books - life of vehicle plus 5 years.

### 11.2.8 INCIDENT AND ACCIDENT INVESTIGATIONS

1. Incident/Accident Investigation Reports - 10 years.

### 11.2.9 FIRST AID

1. First aid training and certification records - length of employment plus 2 years.
2. First aid treatment books - 3 years following completion of book.
3. WCB Forms 7A and 7 and Form 6 - 10 years.
4. Frequency and severity rates - 10 years.

### 11.2.10 WORKPLACE MONITORING

1. Exposures and Health Contaminant Inventory forms - current.
2. Monitoring data and worker exposure records - permanent.
3. Medial surveillance records - permanent.
4. Corrective action records (control measures) - permanent.
5. Worker medical questionnaires responses

### 11.2.11 EMERGENCY PREPAREDNESS

1. Documented drills - 2 years.
2. Records of actual emergencies - 5 years.

### 11.2.12 PERIODIC SAFETY PROGRAM REVIEW

1. Health and safety program review report - 5 years.



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### ***11.3 ACTION PLAN***

Whenever company records and statistics show the way for improving the health and safety program, VanMar will plan the improvements, assign responsibilities and due dates. Those assigned these responsibilities will be provided with the time and resources to accomplish them.



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### SECTION 12 VANMAR MODIFIED RETURN TO WORK

#### **12.1 POLICY**

Our *modified return to work program* allows for the gradual improvement of our employee's physical condition and return to work. Returning to work for a shorter workday or lighter duty will mean that our employees are back sooner. This will preserve the behavioral pattern of getting up in the morning and going to work. Self-esteem should also improve with the return to some type of productivity.

The concept of our *modified return to work program* is to match the injured employee's physical abilities with either a shorter workday, less strenuous work, or both until they have recuperated sufficiently to resume normal duties. The employee will continue to be paid by VanMar Constructors Inc..

This type of claims cost management will require pre-planning. Our *modified return to work program* will in operate under the following conditions:

1. The visited physician is involved and gives consent to the proposed return to work.
2. Our employee is not placed at risk of further injury.
3. The modified duties proposed do not delay the employee's recovery.
4. The work is meaningful and productive.

#### **12.2 MODIFIED DUTIES**

Our *modified duties* will be applied where an injured employee is temporarily totally disabled from carrying out their normal work following a compensable injury but the company will offer alternative work which the claimant can do and which will reduce or avoid any loss of earnings.

Within reasonable limits, the employee must agree to the return to work.



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### **SECTION 13 ANNUAL PROGRAM REVIEW**

Once each year VanMar Constructors Inc. will undertake a formal review of the overall health and safety program. This review will be modeled after the thirteen element safety and health program review used by the Workers' Compensation Board of British Columbia. VanMar will use these documents to investigate and appraise every aspect of its safety program. A copy of the written review will be available for review to the WCB.



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### SECTION 14 SUPPLEMENTARY SAFETY INFORMATION

#### **14.1 SUBCONTRACTOR REQUIREMENTS**

Prior to starting any work on a VanMar site, each subcontractor must have its own active health and safety program and must make sure the safety program meets the requirements of the WCB.

The subcontractor will make sure there is a qualified supervisor on the site at all times who has the necessary skills and experience to run their safety program. At the beginning of a worksite, the sub-contractor will tell VanMar Constructors Inc., names of all the supervisors responsible on site. If any changes take place with regards to supervision, the subcontractor must notify the site superintendent immediately.

The sub-contractor must:

1. Ensure that a safety representative is designated for the site as required by regulation, and that the representative does everything they need to do to meet the regulation.
2. Notify the VanMar site superintendent or safety personnel right away of any accidents or near miss incidents that occur at the site; and
3. Give information of all health and safety requirements at the site, on time, to all persons working on the site.

The subcontractor will ensure that their workers and their subcontractors coming onto the site comply with:

1. The WCB Regulation.
2. The subcontractor safety program.
3. VanMar's safety program and all safety requirements for their work activities within the site.

#### **14.2 SUBCONTRACTOR RECORDS AND DOCUMENTATION**

The subcontractor will ensure that bi-weekly safety meetings are held on site and minutes from those meetings are provided immediately to the VanMar site safety personnel.

In the event of an injury requiring medical aid to a subcontractor's employee, an accident investigation must be performed according to the seriousness of the incident. The subcontractor's supervisory personnel on site will conduct this investigation and present a completed copy to VanMar site safety personnel.

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### **14.3 DEVELOPING SAFE WORK PROCEDURES**

To avoid or minimize the creation of hazardous situations, all employees will receive appropriate education and training for the safe performance of their duties. Training is essential to the success of this program and will include written safe work procedures (SWPs).

The first step in the development of the written work procedures will be to select the jobs that require them. The following considerations will be taken into when we select and determine the priority of jobs:

1. Past losses related to the job (injuries, damage, production loss, public liability, fines and assessments);
2. Probability of loss recurrence;
3. Magnitude of the potential loss; and
4. Frequency of performing the job.

The determination of the jobs that will require written work procedures will be done jointly by the company safety representative and the relevant site supervisor and safety personnel. The safe work procedure will be written using the following steps:

1. Any job selected for an safe work procedure will be broken down into a sequence of steps. The breakdown must include all the major steps that are critical to doing the job right and will exclude those that would not cause problems if they were not emphasized. Most jobs will break into fewer than 15 steps. The easiest method of identifying a job's steps will be to observe someone doing the job.
  - a) Management will select the most skilled and knowledgeable workers to assist in the work procedures development.
  - b) An explanation will be given to the worker(s) as to what the company is doing and why.
  - c) The initial breakdown will be recorded while observing the job various times.
  - d) The breakdown will then be gone over and checked by the worker(s).
  - e) All basic steps of the breakdown will be recorded. Efforts will be made to keep the steps down to at least five or six words each unless impossible.
2. Once the job has been broken down into a sequence of steps, an identification of potential losses associated with each step will be made which could affect safety, health, production or quality. (Solutions will not be a worry at this point.)
  - a) The worker will now be observed again to identify potential downgrading incidents.
  - b) Questions listed below will be taken into consideration when trying to identify loss potential:
    - i) Is the right number of people present to do the job safely?
    - ii) Is there substantial idle time that could be used more gainfully?
    - iii) What actions or conditions could cause injury or illness?

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- iv) Are company and provincial regulations being followed?
  - v) Are the tools, equipment and materials suitable and adequately located for the job?
  - vi) Would other tools be more efficient?
  - vii) Are tools and equipment in good operating condition?
  - viii) Can better, safer or less expensive materials be used?
  - ix) Is material transported in the safest and most efficient way?
  - x) Are there materials, tools, equipment or workers in the area that are unnecessary or that hinder the job?
  - xi) Is there good housekeeping in the working and storage areas?
  - xii) Should the work environment be altered to improve conditions?
- c) Once the potential hazard is noted with each step above, the worker will review and offer their input.
3. Now the job will be reviewed for efficiency and safety. The questions below will be considered to assist in identifying possible deficiencies:
- a) Why is it necessary?
  - b) What is it's purpose?
  - c) Where should it be done?
  - d) When should it be done?
  - e) Who is most qualified to do it?
  - f) What is the most efficient and safest way of doing it?
  - g) What method could help control potential problems?
4. When the above protocols have been met and the job has been broken down into it's most efficient and safest steps, the procedures can be written. The following will be kept in mind while writing the procedure:
- a) Removal of needless details.
  - b) Combination of details where possible
  - c) The re-arranging of steps to improve their sequences
  - d) Simplifying all necessary steps.
5. Finally, the safe work procedure will be written.



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### SECTION 15 WRITTEN WORK PRACTICES AND PROCEDURES

#### 15.1 POLICY

Where written practices and procedures are required or can contribute to accident prevention VanMar will produce and distribute them to all employees and subcontractors. When the results of investigations of accidents or incidents indicate that written rules or procedures should be produced or revised, this action will be promptly taken.

Individual tasks may require additional written procedures that are specific to the job. When this is the case the jobsite supervisor and safety personnel is authorized to develop these practices or procedures. Generally superintendents, safety representatives and employees experienced in the work will work together to ensure written safe work procedures are accurate and complete.

It is mandatory that all employees and subcontractor employees follow all written rules, practices and procedures. VanMar Constructors Inc. will not tolerate disregard for written rules and work procedures. Corrective action will follow when any employee fails to comply with written rules, written work procedures or the WCB Regulation. The corrective action will be commensurate with the circumstances and degree of hazard. Serious infractions (for example unauthorized removal of lock-out locks or fall protection) will result in immediate termination of employment or removal from site.

#### 15.2 GENERAL SAFETY RULES

1. Compliance with all Provincial safety Regulations and VanMar Constructors Inc. health and safety program is mandatory and will be enforced.
2. No employee shall report for work, enter or remain on the job site when under the influence of alcohol or mood altering drugs.
3. If your ability to work or perform certain jobs is affected by ill health, medications or disabling personal factors, your supervisor must be notified.
4. Accidents, injuries or "near misses", regardless of their nature, shall be promptly reported to the site first aid/safety officer.
5. All Personal Protective Equipment required on the job site shall be worn or used and must be maintained in good condition.
6. Safety footwear must be worn on all sites at all times.
7. High visibility vests must be worn on site at all times until VanMar management decides otherwise.
8. A proper fall protection system must be used at all times when working at an elevation of ten (10) feet or more.
9. Do not enter excavations deeper than 4 feet (1.2 m) unless the excavation is protected in accordance with the OHS Regulation.
10. Any unsafe conditions or acts are to be reported immediately to your immediate supervisor.
11. Any theft by an employee is cause for immediate termination.

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12. No employee shall work or act in a manner that could cause an accident or a health or safety injury to another employee.
13. Smoking is only permitted in designated areas.
14. Horseplay or fighting will not be tolerated.
15. WHMIS MSDS must accompany all controlled products brought to the site and shall have a valid revision date.
16. Maintain good housekeeping standards at all times.

### **15.3 ACCIDENT INVESTIGATIONS**

As part of our commitment to the health and safety of our employees and subcontractor employees, it is mandatory that all accidents and incidents be investigated to determine the probable cause. We will do this to ensure that we can prevent a recurrence of the accident to enable us to promote a safer workplace.

Following the report of an accident, an investigation is to be undertaken as soon as possible by the site supervisor and safety personnel. In the case of a serious accident resulting in serious injury or a fatality, head office is to be notified immediately along with the WCB.

The purpose of the investigation is not to find blame but to determine cause and eliminate or minimize the potential for recurrence. Any corrective action required will be initiated immediately. Accident investigation reports are to be completed for all incidents that require medical aid and submitted to head office for review. These reports will be used to assist in compiling of accident statistics and for topic of discussion at our future health and safety meetings.

If an accident falls under the category of notification to the WCB, the accident scene must be barricaded immediately and nothing disturbed until authorization from the Board Officer.

#### **15.3.1 CONDUCTING INVESTIGATIONS**

The person or team conducting an investigation into an accident/incident should proceed as follows:

1. Take control of the scene.
2. Ensure that any injured persons are cared for.
3. Ensure that no further injury or damage occurs to injured persons or investigation personnel.
4. Get the "big picture" of what happened.
5. Examine equipment and/or materials involved.
6. Collect and safeguard any physical evidence.
7. Take photographs of the scene.
8. Interview people involved and obtain written statements where appropriate.
9. Analyze all the available information to determine the causes.
10. Look for causes where "the system failed the worker," not only for those where the "worker failed the system."

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11. Determine what corrective action will prevent recurrence.
12. Complete the report.
13. Follow-up to ensure corrective action.

### 15.3.2 INVESTIGATION GUIDELINES

To determine the most appropriate cause, consider details of the investigation including, where possible, the worker's statement, and whether the accident was due to an **act** of a worker, a **condition** of the individual's working environment, or a **personal factor** inherent in the worker at the time of the incident or onset of illness.

#### UNSAFE ACT

Where the cause was a specific action or lack of action by the individual that would be considered **under the individual's control**. (Generally, violation of safety rules, or disregard of hazard, would be considered unsafe acts unless specific criteria indicate a personal factor to be the cause.)

#### IMPROPER ATTIRE

Failure to attire safely - did not use (or misused) safety equipment available or required for use, or was inappropriately attired for the job conditions.

#### SAFETY DEVICES MISUSED

This pertains to the improper use of devices such as lockout, testing devices altered in any manner. Safety devices altered for convenience purposes, etc.

#### IMPROPER PROCEDURE

Improper procedure could be from such things as improper use of equipment, unauthorized persons using equipment, failure to report unsafe conditions or conditions that effect the health and safety of workers, and failure to heed a hazard or follow instructions or established procedures (not involving misuse of safety equipment).

#### UNSAFE ENVIRONMENT OR CONDITION

This is where the cause was a situation or event, **not controllable by the individual**. Inadequate training or instruction should be considered a condition as opposed to a deficiency in skill or ability.

1. Inadequate safety attire prescribed, provided or available for use.
2. Inadequate safety devices (improperly or inadequately guarded or protected equipment).
3. Inadequate training for the job.
4. Inadequate supervision.
5. Faulty construction, design, layout (including lighting, ventilation, arrangement of facilities, etc.).
6. Inadequate housekeeping/maintenance/inspection.
7. Defective equipment.

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8. Unsafe act by another person.
9. Upset condition such as fire, explosion, etc., or abnormal operation.
10. Inclement weather (wind, rain, snow, ice, etc.).
11. Alleged condition where repeated exposure could lead to physical impairment (such as hearing loss from noise, pneumoconiosis from dust, vapours, etc.).

### **PERSONAL FACTOR (MENTAL OR PHYSICAL)**

Where there is evidence of a deficiency in ability, physical condition or mental attitude; an uncontrollable factor inherent in the individual at the time of the individual's injury or illness including allergy, fatigue, intoxication, temper, etc.

1. Deficiency in skill or ability.
2. Physical handicap including allergic sensitivity, crippled, poor hearing or eyesight, obesity, inadequate strength or stamina for job requirements.
3. Abnormal mental or physical state (affected by medication, alcohol, narcotics, worry, fear, etc.).
4. Fatigue from working overtime or working a second job.
5. Other personal factors.
6. Inadequate job experience.

### **15.4 BACKFILLING PRACTICES**

The following practices must be adhered to when backfilling from the top of a bank:

1. Before any backfilling activities take place an assessment of the work area(s) must be done to ensure the work can be done safely.
2. Traffic control (flag person) must be at the site entrance to direct public vehicles and/or dump trucks.  
Spotters must be appointed for operations at the lower and upper elevations if workers are present below. Both
3. spotters must know the complete backfilling activities, be responsible for ensuring the safety of workers in their areas of work and all persons in the area must wear high visibility vests at all times.
4. When trucks arrive, the spotter on the upper level will notify the spotter below. The spotter below must ensure all lower personnel are clear of the dump area.
5. The upper spotter must guide the truck to the dump area, ensuring other workers are clear of the moving truck.
6. No dumping will commence until the lower spotter has given a clear signal to do so.
7. Workers below must not enter back into the immediate dump area until the truck has completed the dump and direction has been given from the upper spotter.
8. All other WCB requirements must be adhered to regarding excavations, etc.

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### **15.5 BARRICADES**

Barricades must be installed wherever a hazard to a worker or other person exists. Barricades can be provided by one or more of the following: barrier tapes (i.e. Red "Danger - Do Not Enter" tape or Yellow "Caution" tape). Identified wooden or metal gates etc.

1. Flag person or spotter,
2. Delineators with warning tape,
3. Barrier (warning) tape securely connected to another support at each end,
4. Proper traffic control barriers,
5. Constructed wooden rails or metal gates.

If workers are to be completely removed and kept from a hazardous area, red 'Danger' tape must be used. Under no circumstances are workers to enter into this type of barricaded area.

If workers are working in an area that should be barricaded to ensure unauthorized entry is not allowed, yellow 'caution' tape may be used with workers needing authorization to enter.

Barricades or "tape" must not be removed until all hazards in the particular area have been eliminated or authorization from the person installing the barricade or tape gives authorization to do so. Regular inspections of the barricaded area(s) must be performed to ensure that the barricade means still remains effective.

### **15.6 BIOHAZARDOUS PROCEDURES**

First-Aid Attendants are to be aware of potential exposure to Bloodborne Pathogens (blood, body fluids and feces). Every person in the general population is subject to potential exposure to Blood borne Pathogens. The First-Aid Attendant as well as other professional emergency workers have occupational "reasonably anticipated exposure" to Bloodborne Pathogens. Significant exposure to blood or body fluids can happen in certain ways:

1. Puncturing of the skin with a sharp object coated with body fluids e.g. needle stick, razor, broken glass, scissors, knife, etc.;
2. Splashing blood onto mucous membrane (eyes, nose, mouth);
3. Splashing blood onto non-intact skin (e.g. abrasion, eczema, other damaged skin).

Measures must be taken to limit occupational exposure to blood, body fluids and other potentially infectious materials since exposure could result in transmission of bloodborne pathogens that could lead to disease or death.

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The following are basic requirements for our First Aid Attendants:

### 15.6.1 PERSONAL PROTECTION

#### HAND WASHING

Hand washing is the most important aspect of infection control, regardless of the appropriate use of gloves. Hands must be washed thoroughly with soap and water before putting on a pair of gloves and after all direct contact with blood or body fluids and the gloves are removed.

#### GLOVES

Gloves must be worn for all treatment given. Some attendants may have allergies to the latex material. Do not neglect the use of gloves. Vinyl gloves may be used as a safe alternative. Latex or vinyl gloves are to be worn:

- a) When handling any items soiled with blood or body fluids;
- b) When there is direct contact with blood or body fluids;
- c) When in contact with open wounds or sores.

#### RESPIRATORY PROTECTION

Disposable devices with a one-way valve mechanism should be available for mouth-to-mouth cardiopulmonary resuscitation (CPR). All First Aid Attendants should carry this device with them at all times.

### 15.6.2 WORKPLACE CLEAN-UP PROCEDURES

#### SPILLS

Floor areas, chairs, or other items that have been contaminated with blood or body fluids should be promptly cleaned with absorbent disposable paper toweling which is then disposed into plastic bags. The area should then be cleaned with water and detergent followed by disinfecting with household bleach, one part bleach to nine parts water (1:10 dilution), and allowed to air-dry. If mops have been used in the cleanup, they should be thoroughly washed in soap and water and dried before re-use.

#### SOILED CLOTHING

Clothing soiled with blood or body fluids of any sort must be removed and laundered in the usual fashion.

#### SOILED TOOLS AND INSTRUMENTS

Tools and/or their accessories that come into contact with blood or body fluids must be cleaned with paper towels, washed and decontaminated with an appropriate disinfectant.

First Aid instruments must be washed of and placed back into the disinfectant tray provided in the First Aid room.

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### CLEANING PRODUCTS

Soap (and water) is the most common and most easily accessible cleaning product. A commonly used disinfectant is household bleach solution, one part bleach to nine parts water (1:10 dilution) prepared daily. For decontamination of aluminum or electronic equipment, 70% isopropyl alcohol solution applied for 10 minutes.

### SHARPS DISPOSAL

Safe pickup procedures are to be practiced. Do not place in the regular garbage. Safe garbage handling procedures are to be practiced. A sharps disposal must be used at all times.

### 15.6.3 BLOODBORNE PATHOGEN EXPOSURE

If there is unexpected exposure of blood or body fluid to the skin, the area should be scrubbed for 10 minutes with an abrasive cleanser or cloth with copious amounts of soap and water.

If the exposure of blood or body fluid is to the eyes or mucous membranes, they should be irrigated for 15 minutes using normal saline or water.

The site superintendent should be notified for serious exposure and medical aid should be sought.

### 15.7 BOOM LIFTS

Boom lifts operated on VanMar sites must be operated in accordance with the OHS Regulation and the equipment manufacturer.

#### 15.7.1 GENERAL REQUIREMENTS

1. All persons operating a boom lift on site must have previous training performed by authorized persons.
2. Operators must read and understand the operator's manual before operation begins
3. Ensure that ground conditions are able to support the maximum load of the machine.
4. Do not raise the platform or drive from an elevated position unless the machine is on firm, level surfaces and evenly supported.
5. The use of power cables from tools in the basket must not be used in any way so as to stretch or break the cable and cause an electrical hazard of any sort.
6. Use of materials must be done in a way that does not create an unsteady machine with a risk of toppling over.
7. A personal fall protection system must be worn inside the basket and connected to the lanyard attachment on the basket **before** the basket is moved from the ground.
8. Do not sit or stand on guardrails or use guardrails to carry material.
9. Work only within the basket area. Do not lean over the guardrails to do work.
10. Do not exceed manufacturer's load capacity.
11. Ensure the boom lift is not operated near energized lines.

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12. Survey the route to be used, check for overhead obstructions, traffic, holes in the pavement, ground, or shoulder, ditches, slope of the road, etc.
13. Where traffic or moving vehicles are present, mark the work area around the aerial equipment by flags, signs, traffic cones, or other means of traffic control.
14. Inspect machine each day before use.

### **15.8 COMPRESSED GAS**

Ensure the following practices are followed when using or moving compressed gas:

1. Gas cylinders must be clearly identified. The color of the cylinder for must not be used for identification.
2. Valves and cylinders must be repaired at an authorized repair shop only. Never attempt to repair valves or cylinders.
3. All cylinders must be secured and not left to 'free-stand'. Use chains or sturdy straps if possible.
4. When cylinders are not in use, turn off the valve completely.
5. When using gas, open the valves slowly. Never open the valves fully.
6. Acetylene cylinders should not be stored on their side.
7. Cylinders must not be bled below 25 psi.
8. Valves must be closed and caps applied before moving a cylinder.
9. Safety eyewear must be worn when connecting or disconnecting cylinders.
10. Never roll or drag a cylinder.
11. Use mobile carts to move cylinders. Large cylinders must not be carried at any time.
12. Cylinders must be hoisted in an engineered approved container and secure from movement.

### **15.9 CONFINED SPACES**

A confined space is defined as an area, other than an underground working, that is enclosed or partially enclosed, is not designed or intended for continuous human occupancy, has limited or restricted means for entry or exit that may complicate the provision of first aid evacuation, rescue or other emergency response service, and is large enough and so configured that a worker could enter to perform assigned work. There are numerous confined spaces throughout our construction sites. Some examples are:

1. Service culverts.
2. Service tunnels.
3. Catch basins.
4. Foundation areas between walls and banks (atmospheric changed by certain work conditions).
5. Crawl spaces.
6. Tanks.

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7. Elevators.
8. Attics or other ceiling spaces.
9. Silos

The above list represents some of the confined spaces found on our worksites. There could be other possible hazardous spaces. Use the **Criteria for Decision Sheet** as a guideline for this purpose. VanMar employees must not enter into any potential confined space for any reason. If there is a need for workers to enter into a space for some reason, the requirements of the WCB Regulation must be strictly followed **before** any activities begin. (See Subcontractor Requirements in 'Responsibilities' section).

### 15.9.1 CRITERIA FOR DECISION INFORMATION

1. The space is intended only for activities such as:
  - a) Inspection, maintenance, repair or construction, or
  - b) The space has become unfit for occupancy.
2. Limited or restricted means may be due to:
  - a) Entry/exit ports too small to permit walk-in,
  - b) Ladders or other restricted routes to entry/exits ports,
  - c) Physical obstruction to entry/exits (e.g. Bulkheads, collapsed material, machinery).
3. Causes of poor natural ventilation include:
  - a) All sides are physically enclosed,
  - b) If all sides are not physically enclosed, some other condition such as still air or temperature inversion that traps air in the space.
  - c) Small or poorly positioned openings.
  - d) Bulkheads, other obstructions in recesses in the space,
  - e) Contaminated air currents.
4. Sources of unsafe atmospheres include:
  - a) Harmful airborne, liquid or solid residues,
  - b) Purge gases
  - c) Rusting or other condition of the structure which could contribute to an unsafe atmosphere,
  - d) Possible discharge from pipes, conduits etc. leading to the space.
5. Types of activities include:
  - a) Waste clean-up, sludge removal, etc.

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- b) Preparatory work—chipping, grinding, etc.
  - c) Painting, welding, fibre-glassing, etc.
6. Possible problem locations:
- a) Air contaminants can drift into the space from nearby sources,
  - b) The space inside an additional structure which contributes to atmospheric trapping,
  - c) The space is underground with possible accumulation of subsurface gases, e.g. methane, hydrogen sulphide or radon.
7. Causes of entrapment or engulfment:
- a) Dislodgement of material,
  - b) Dangerous design of the space,
  - c) Presence of dangerous equipment in the space.

### 15.9.2 RESPONSIBILITIES

#### MANAGEMENT

Management will be responsible to identify all potential confined spaces during the job planning stages. Meetings must be held with the appropriate Superintendents for review to ensure that proper protocols are followed (i.e., notifying Subcontractors of the requirements to provide written confined space entry procedures). Management will also be responsible to ensure that all confined space requirements (according to Part 9 of the WCB Regulation) are complied with if there is a possible need for VanMar Constructors Inc. employees to enter into any confined space for any reason.

#### SUPERVISORS

Supervisors have the primary responsibility ensure that confined spaces on their worksite are not entered by anyone without proper written procedures from a 'qualified' person (see Part 9, WCB Regulation). Supervisors must also be familiar with, comply with and understand these confined space requirements and ensure **everyone** under their supervision understands these Requirements. All Supervisors must ensure that Subcontractors are given reasonable time to have developed and present proper written procedures before work needs to be done. If a potential confined space is created or questions arise pertaining to confined spaces on site, the supervisor must contact the applicable project manager immediately.

#### EMPLOYEES

No employee shall enter a confined space or area that has a potential to be a confined space, for any reason. If there is a need for entry confined space requirements must be followed according to Part 9 of the Regulation.



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### SUBCONTRACTORS

Individuals contracted to VanMar Constructors Inc. that may be required to enter and perform work in confined spaces must comply with legislative requirements and produce specific procedures for entering before any work in a confined space proceeds.

**Any worker or contractor that enters any confined space without the proper requirements or consent to do so will receive severe discipline from VanMar Constructors Inc.. Confined spaces, even the smallest can be DEADLY even for a short duration.**

### 15.10 CRANE WORK

Cranes used on VanMar worksites must be operated in a manner that will minimize the risk of injury or death to any worker. VanMar site personnel must ensure that there is proper coordination of crane activities between VanMar, subcontractors and the contracted crane company. Other requirements include, but are not limited to:

1. Ensure proper traffic control is in place before the arrival of a crane on site to ensure safety of workers and the public.
2. Always control the travel of cranes so as to avoid collision with persons, material and equipment.
3. Avoid sudden stops when rotating the crane's turntable.
4. Ensure all outriggers are fully extended before turning or extending the boom.
5. Always use tag lines to ensure proper control of a load.
6. Ensure all loads lifted are within the crane's rated lift capacity.
7. Operators must be fully trained in the safe operation of the crane.
8. Riggers must also be trained in the safe rigging of loads.
9. Rigging must be inspected before use and defective equipment must be removed from service immediately.
10. Ensure workers do not proceed under a load at any time.
11. Signals must be sounded or given when about to lift a load over an active work area.
12. Ensure proper distanced from electrical lines are kept at all times.

### 15.11 EXCAVATIONS

1. Prior to starting the excavation, the location of all utilities must be identified. Procedures for excavating adjacent to these utilities must be developed in conjunction with the responsible authority.
2. Prior to starting a bulk excavation, specifications and procedures must be developed, provided on site and all workers involved in the bulk excavation shall be aware of the procedures involved.
3. Prior to starting the excavation, a determination must be made to determine what form of worker protection shall be provided. Excavations in excess of 4' (1.22m) in depth shall be shored, sloped to a safe angle or shall have engineering certification in place stating that conditions are such that the excavation may be entered without shoring or sloping.

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4. All procedures and documentation regarding traffic control, street closure and public disruption must be developed and in place prior to the start of any excavation.
5. All documentation for design, sloping plans and instructions, compete with information on the subsurface conditions expected to be encountered during excavation, shall be kept at the job-site available for inspection by WCB officers.
6. All workers who are required to work in excavations shall be familiar with the requirements for safe excavations (WCB Regulation 20.78 to 20.95).
7. No worker shall enter into an excavation in excess of 4 ft. (1.22m) in depth unless it is shored, sloped to an angle of at least 3/4 to 1 or is protected by other effective means.
8. All spoils and excavated materials must be kept a minimum of 2 ft. from the edge of a trench excavation and a minimum of 4 ft from the edge of other excavations.
9. Ladders for access and egress must be in place, in the excavation, in proximity to the workers in the excavation. Ladders must extend a minimum of 3 ft. above the top of the excavation.
10. Excavations must be inspected daily by the site superintendent or site safety personnel. The inspection shall include, but not be limited to:
  - a) Changes in soil consistency,
  - b) Installation and structure of the shoring,
  - c) Placement of ladders and safety devices,
  - d) Location of spoils, materials and equipment,
  - e) Public safety issues,
  - f) In addition, excavation must be inspected after each rainfall.
11. Persons working in trenches must not work in vicinity of excavating equipment or outside the area of the trench protected by shoring, sloping or other appropriate means.
12. Excavations, which present a hazard to workers, shall be covered or provided with guardrails around the exposed sides.
13. Walkways that cross excavations shall be a minimum of 20 in. (510mm) wide and, if the excavation is in excess of 4 ft. in depth, have standard guardrails on both sides.
14. All workers must wear high visibility vests while working in any excavation.

### **15.12 ELECTRICAL SAFETY**

All temporary power panels at our jobsites will have ground fault circuit interrupters (GFCI). As an alternative, due to damp conditions and problem frequency in our province, and assured grounding program may be used in accordance with the WCB requirements. (See 15.9.2)

#### **15.12.1 GENERAL ELECTRICAL SAFETY**

1. When work is being done close to energized electrical equipment, workers must be informed of the potential hazards.

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2. Passageways and working space around electrical equipment must:
  - a) Be kept clear of obstructions,
  - b) Be arranged so as to give authorized persons ready access to all parts requiring attention, and not be used for storage.
3. Flammable material must not be stored or placed close to electrical equipment.
4. Exposed and non-current carrying parts of portable electrical equipment must be effectively grounded in accordance with the Electrical Safety Act.
5. Portable electric equipment having double insulation or equivalent protection, and so marked, need not be grounded.
6. Portable electrical equipment, required to be grounded, must be effectively grounded by the use of approved cords and polarized plugs inserted into grounded polarized receptacles.
7. Approved ground fault circuit interrupters of the Class A type must be used on single phase, 15 and 20 amp circuits supplying portable electrical equipment, including temporary lighting.

### 15.12.2 ASSURED GROUNDING PROGRAM

If the choice to use an assured grounding program has been made, then strong commitment to monitor the program must take place throughout the project. During the site orientation process, subcontractors must be made aware of the responsibilities that come with using an assured grounding program. The following elements and criteria must be followed:

#### WORKER TRAINING

All workers using extension cords and power tools under an assured grounding program must be properly instructed and trained on the program.

#### INSPECTIONS

Extension cords and power tools must be checked **daily** for damage by either a designated person or by the persons who will be using them. Any damage found must be repaired before the cord or tool is used. Damaged extension cords and power cords of tools must not be spliced. The cords can either be replaced or shortened to remove the damaged portion.

#### CONTINUITY AND POLARITY TESTING (EVERY THREE (3) MONTHS)

A qualified worker will be designated and must test every extension cord and power tool for circuit continuity and correct polarity before they are used for the first time, following repairs, and during the months of January, April, July and October.

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### COLOUR CODING REQUIREMENTS

Extension cords and power tools that have been tested must be tagged with a coloured band about 4 inches from the male plug. Coloured electrical tape is suitable for this purpose. A different colour will be used for each quarter of the year. These colours are standards for all VanMar worksites and contractors using the assured grounding program. As an example, a new extension cord tested on February 8 will have a red tag at the male plug. The extension cords must be retested and marked with a white tag during April.

Colour	Duration
Red	January, February and March
White	April, May and June
Blue	July, August and September
Green	October, November and December

### 15.12.3 LOW VOLTAGE

Contact with a low voltage electrical line or electrical source can also result in fatal and serious injuries.

The severity is determined by three major factors:

- The amount of current.
- The path of the current through the body.
- The length of time the body is exposed to the current.

### ELECTRIC TOOLS

The general practices noted below must be adhered to on all VanMar worksites:

1. Inspect tools, power cords and electrical fittings for damage before each use. Repair or replace damaged equipment.
2. Disconnect the power supply before making adjustments to any tool (i.e., changing blades, etc).
3. Make sure the tools are properly grounded or are the double insulated type. The grounded tools must have a three-wire cord with a three-prong plug. The tool must be plugged into a properly grounded three-pole outlet. **Do not remove or bend the ground prong from any plug.**
4. Do not bypass the switch and operate the tools by connecting and disconnecting the power cord.
5. Protect electric cords from being driven over. Place the cord between planks.

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6. Keep power cords clear of tools during use.
7. Suspend power cords over walkways or working area to minimize tripping hazards.
8. Use power cords with sealed plugs reduce the danger of electric shock.
9. Do not clean any power tools with flammable solvents.
10. Do not operate any electrical tools in an area containing explosive vapour and/or gases.
11. Only use industrial grade cords and not medium or household grades.
12. Do not carry, lift or pull electrical tools by the cord.
13. Avoid tying knots in power cords. Loop the cords or use a twist lock plug. Knots can create breakage in the wire causing short circuits and electrical shocks.
14. When unplugging the power supply, disconnect using the plug, do not yank or pull on the cord.
15. Do not use the tools in wet areas or in wet weather without using a **ground fault interrupter**.
16. Cords that have cuts or breaks of any sort must be repaired immediately or removed from service.

### 15.12.4 HIGH VOLTAGE

Some worksite may require work around or near high voltage power lines or conductors. If this is the case, the following requirements must be met **first**:

Determine the line voltage. If uncertain a call must be made to the company controlling the system to do this. In the lower mainland this is normally BC Hydro, with the exception of New Westminster or UBC.

Ensure the following minimum distances from the power lines or conductors.

**WCB TABLE 19-1**

<b>General limits of approach for High Voltage Conductors</b>		
<b>Voltage</b>	<b>Minimum Distance</b>	
<b>Phase to Phase</b>	<b>Feet</b>	<b>Meters</b>
750 V to 75 kV	10	3
75 kV to 250 kV	15	4.5
250 kV to 550 kV	20	6

If the minimum safe distances as shown above from the energized lines cannot be achieved, contact the authority controlling the system before any work takes place around the power lines or conductors.

One of the following precautions must take place from the power company:

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- a) The lines must be de-energized, or
- b) The lines must be guarded, or
- c) The lines must be redirected around the work area.

A **form 30M33** must be completed and is available from the power authority controlling the system or the Worker's Compensation Board. Written assurance of the action taken must be available, a copy must be posted at the jobsite in the general office and the workers on site must be instructed of the action taken. This instruction must be at the site orientation process or through a safety meeting on site if the work has been completed after the start of the project.

Do not use objects to physically measure the distance from the work area to the energized power line with a regular metal tape. The distance must be estimated from the ground or elevated work location. If in doubt, contact the power authority

### ADJUSTED LIMITS OF APPROACH

Only a worker who has taken a course of instruction acceptable to the Board (usually with a power company) may work to the adjusted limits of approach outlined below when all the following conditions apply:

1. The high voltage electrical is energized to a potential of not more than 75kV.
2. The WCB has determined that rerouting, de-energizing or guarding of the equipment is not practicable for the type of work being performed.
3. The work is not being done for the owner of the power system.
4. The work is of a type that must be done regularly.
5. The worker follows written safe work procedures acceptable to the Board.

**WCB TABLE 19-2**

<b>Adjusted limits of approach</b>		
<b>Voltage</b>	<b>Minimum Distance</b>	
<b>Phase to Phase</b>	<b>Feet</b>	<b>Meters</b>
Over 750 V to 20 kV	3	0.9
Over 20 kV to 30 kV	4	1.2
Over 30 kV to 75 kV	5	1.5



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### **15.13 EMERGENCY PREPAREDNESS AND RESPONSE**

#### **15.13.1 EMERGENCY RESPONSE**

An Emergency Response Plan is required for all VanMar worksites. The plan will involve part of the Site Safety Plan. The Plan must include the following:

1. A plan of the site layout and surrounding facilities.
2. Actions to be taken during working hours.
3. VanMar personnel names (including telephone numbers) that must be contacted if an emergency occurs.
4. Local emergency response personnel contact names and numbers. The site safety personnel shall coordinate VanMar's emergency procedures with emergency response personnel before an actual emergency occurs.
5. Training required for on site personnel, including mock drills.
6. Regulatory requirements.

#### **15.13.2 EMERGENCY CONTACTS**

The public emergency response telephone number for most worksites is **911**. If a worksite is in an area where 911 is not available the alternate number must be posted in a common area that is accessed by all site employees.

Emergency contact names and numbers shall be posted in addition to the public emergency response telephone numbers. The names should include: the Project Manager, Project Superintendent and other appropriate to the worksite.

#### **15.13.3 ACCIDENT/INCIDENT REPORTING**

On the job injuries, regardless of severity must be reported to the site First Aid Attendant immediately. Further information regarding accident/incident reporting is presented in Section 8 of this manual.

#### **15.13.4 EVACUATION**

Evacuation procedures shall be developed on a site-specific basis. This must be complete before the commencement of work on a site. As sites change, procedures must be adjusted to reflect the changes.

All workers on site will be instructed on these procedures during the orientation process. VanMar site personnel shall be trained for safe evacuation from their worksites. Refresher training and mock evacuation drills must be held annually. The training will include:

1. Use of floor plans and workplace maps (site safety plan) showing the emergency routes.
2. Location of the evacuation map.
3. Use and location of stairs for emergency evacuation unless directed otherwise by emergency response personnel.
4. Where the assembly area is located.
5. Procedures for reporting to the Site Safety Officer at the safe zone.



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6. Outside response personnel communication procedures.
7. Emergency and all clear signals.

### 15.13.5 FIRE

Use the following guidelines when site-specific procedures are developed in the event of a fire at a worksite. Do not endanger yourself or others to fight a fire.

1. Sound the emergency air horn on site at the nearest location according to site emergency signal requirements.
2. Contact the site safety personnel and/or 911 depending on the seriousness of the fire.
3. Provide the following information to emergency response personnel: your name, the location of the worksite, the location of the incident and a brief summary of the type and size of the emergency.
4. Do not attempt to fight a fire unless you have been trained to use a fire extinguisher.
5. Use fire extinguisher to fight small or smoldering fires. Fire extinguishers should not be used to fight large fires but can be used as an escape tool for larger fires.

### 15.13.6 FIRE PREVENTION

The following are the best practices for fire prevention on our worksites.

1. Flammable and combustible materials shall be stored in approved containers and shall be disposed in accordance with regulatory agency requirements.
2. Open containers of flammable or combustible materials shall not be stored at any worksite. Oily rags shall be stored in closed metal container until the end of the workday then appropriately disposed.
3. Do not smoke or operate sparking or open flame equipment within 20 feet of flammables or combustible storage or where flammable vapor or liquid may be present.
4. Post the following warning signs at flammable or combustible storage area: **“No Smoking”**, **“No Open Flame or Sparking Equipment”**, **“Flammable”**, or **“Combustible”** (as applicable), and the name of the stored product.
5. Inspect fire extinguishers on a monthly basis. When extinguishers are used for any extent of time, they must be refilled. Do not place a fire extinguisher that is not fully charged back onto its bracket.
6. Designate and observe “No Smoking” areas on each site and extinguish smoking materials in a safe place.
7. Obtain hot work permits from contractors before any hot work begins. Place a fire extinguisher of appropriate size and type near the hot work area. Remove combustible materials from the area or assign a fire watch person to observe the hot work activities if combustible material cannot be removed.
8. Practice good housekeeping.

### 15.13.7 NATURAL EMERGENCIES

Natural emergencies include those caused by storms, floods and earthquakes. The following sections present recommendations for response to emergencies resulting from natural phenomenon.

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### SEVERE STORMS

Severe storms include high winds, heavy rain, hail and/or electrical storms. The recommended emergency practices for severe storms are presented below.

### HIGH WINDS

1. In the event of extreme heavy winds that create danger to workers on site, workers must seek shelter inside a suitable sized building or vehicle.
2. No worker must remain on a roof of any building or any place where fall protection is required.
3. Windows and/or doors must be kept closed.
4. Ensure material is such that it cannot be blown away and cause injury to persons or damage to property.
5. Ensure cranes do not operate when there is a danger of lifted material swinging and creating a hazard to workers on site. (WCB Regulation must be followed)
6. If possible, avoid driving high profile vehicles.

### HEAVY RAIN OR HAIL

1. In the event of extremely heavy rain or hail, workers are admonished to seek shelter inside a building or vehicle.
2. Vehicles and/or other mobile equipment should not be driven during these times for stability and visibility reasons unless attempting to leave a low area that is or has a potential for flooding.
3. Running to and from an area should be prevented so as to eliminate a slipping hazard.

### ELECTRICAL STORMS

1. In the event of an electrical storm, workers should seek shelter inside a building.
2. Do not stand near or under trees, mobile equipment masts or other high objects.
3. All crane operations must stop during an active electrical storm.
4. Metal handled tools should not be used during the storm.

### EARTHQUAKES

If an earthquake occurs while you are inside a building or structure:

1. If close to an exit to a completely open area outside, immediately get away from the building far enough from power lines, tree, wall or building collapse.
2. **If indoors, stay there!** Protect yourself by taking cover under a main doorway. If possible, predetermine a safe location to take cover in an earthquake.
3. If possible, turn off gas and electrical supplies and all other ignition sources. (Be aware of the potential for downed electrical lines to be live).

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4. **If inside an office on site, ensure the telephone handset is on the hook or that the telephone cord is not disconnected. Do not use the telephone except for emergency calls.**
5. Stay away from large areas of glass and areas where metal, rock or other potential projectile materials are stored. Do not stand under light fixtures, near stacked materials, hanging plumbing, etc.
6. Do not use elevators or stairwells.
7. Do not leave cover until instructed to do so from Emergency Personnel only. Aftershocks are possible.

### **After the shaking stops:**

1. Check worksite for injuries. Report injured workers immediately to First Aid personnel or Emergency Services personnel (if on site). **Do not** move injured workers unless they are in immediate danger and **you** are safe to do so.
2. After a major shock, evacuate the building as in a fire. REMEMBER additional shocks or tremors may occur.
3. It is very important to keep as calm as possible. Calm persons in an emergency hold so much value to others Do not run outdoors. Watch for falling debris or electrical wires when leaving the building.
4. Proceed to the designated evacuation assembly area as stated on the site emergency evacuation procedures.

### **If an earthquake occurs while you are outside:**

1. Avoid getting close to buildings, trees, power lines, large areas of glass and areas where metal, rock or other stacked materials are stored.
2. Avoid downed powerlines.
3. If operating motorized equipment or a vehicle, stop immediately but stay in the equipment/vehicle until the tremors have stopped.

### **15.13.8 SPILLS**

The following practices must be implemented in the event that a spill occurs.

1. Spill response procedures must only be performed if the worker(s) performing them do not endanger themselves or others.
2. If the spill is a content that is classed as a controlled product, ensure the cleanup is in accordance with the product MSDS.
3. If the spilled substance is considered hazardous or potentially hazardous, use the appropriate PPE. Remove contaminated clothing and wash exposed skin. (According to MSDS)
4. Minimize the flow by shutting off a valve, repairing a leak, righting an overturned container or whatever other safe action is necessary.
5. Contact the local emergency response personnel if appropriate.
6. Contain and clean up the spill using absorbent materials and barriers, as appropriate.
7. Place the spilled substance, PPE, cleanup materials and other material in a container for appropriate disposal as necessary.



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### SPILL PREVENTION

The following guidelines should be followed to limit the potential for a spill:

1. Workers must be trained regarding preventative maintenance.
2. Inspect stored materials and transfer as per MSDS. Check container condition as well as leaks or stains that may indicate a potential container failure. Correct deficiencies as soon as possible.
3. Check that stored materials are compatible with other containers and material.
4. Store potentially hazardous materials in excess of five (5) gallons within a secondary spill containment system.
5. Liquid transfers should occur within a secondary containment or over a catch basin.
6. Refer to product MSDS for further management of the product(s).

### 15.14 FALLING OBJECTS

The following practices must be in place on all VanMar sites to ensure the potential of injury or damage is not present from falling objects.

1. Always pre-plan items such as guardrail placement and replacement as well as site cleanup.
2. Ensure that all guardrails, mid-rails and **toe boards** are in place as required at all building, or mezzanine edges. This is extremely important where workers are working below.
3. Ensure that all entrances to the worksite, where workers are required to work or travel under overhead hazards, are adequately covered.
4. Ensure that procedures for slab stripping near the edge include methods of preventing materials from falling to the ground when workers are present.
5. All workers on the job must be made aware of overhead hazards on the site **before** the hazard is created.
6. Ensure there is a safe means of movement of material over areas where workers are situated and that the means include the audible warning of workers that a load is moving overhead in proximity to them.
7. Ensure that the site inspection procedure includes the review of all guardrail and toe-board systems, overhead movement of materials as well as cleanup and housekeeping with reference to falling objects.
8. All materials transported or stored above grade level must be properly secured during transportation and shall be adequately secured in storage so as to prevent movement. REMEMBER, plywood, gyproc, Q-deck, etc. can be lifted and moved by the wind.
9. Loose materials must not be left on scaffolds, swing stages or any elevated work area. Always ensure that elevated work areas have adequate guardrails and toe boards as required.



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10. Whenever you are required to work at or near the edge of an unprotected elevated work area, always ensure that you use a proper fall protection system. **You** can also become a falling object on the worksite if the proper precaution is not taken.

### 15.15 FALL PROTECTION

VanMar rates fall protection high on the worksite hazard list. All worksites must ensure that the standards set out in the OHS Regulation, Section 4 and 11 are met. In some instances a higher level of standard must be met in order to ensure the safety of all workers on our worksites. Fall protection issues are of serious nature and must be met with **zero tolerance**.

All workers on site must be guarded from a fall when working in **any** area where a fall of 10 (ten) feet or more may occur—**No exceptions!** Workers who fail to adhere to this requirement will be given one warning to correct a circumstance or attitude. If reasonable efforts are not made to do so, the worker must be removed from the site as per disciplinary procedures in Section 4.8 of this manual.

If workers are working in an area that may be below 10 feet and a fall could create an unusual risk of injury (i.e., a curb on the lower surface to fall on, a railing, water, rebar, etc.) they must also be protected from the hazard of falling.

Below is an informal list of possible areas where fall protection issues present themselves:

- Roof edges
- Elevator Shafts
- Stairwells (handrails)
- Scaffolds
- Ladders above 10 feet (if unable to maintain 3- point contact **at all times**)
- Balconies
- Window and/or door openings
- Leading edge work at framing stages
- Boom lifts

This list above mentions some of the areas on our projects where fall protection will be needed and in no way gives any worker authorization to eliminate protection from falling in other areas.

#### 15.15.1 GENERAL REQUIREMENTS

1. All workers on site are required to ensure they are protected from a fall of 10 (ten) feet or more at all times. The Regulation does not allow time limits for non-use of fall protection.
2. If working at a height of less than 10 (ten) feet and a worker could sustain more serious injury if a fall were to occur, the worker must also be protected from falling.
3. Fall protection systems must be used in accordance with manufacturer's requirements for the equipment used.
4. No worker has a right to refuse the use of a proper fall protection system that is provided at VanMar worksites unless a hazard analysis proves the system to be impracticable.

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### 15.15.2 FALL PROTECTION SYSTEMS

1. The first and foremost choice of fall prevention on our worksites must be guardrails or similar means of fall restraint. **Section 15.20** of this manual outlines the requirements for jobsite guardrails. Yellow 'caution' tape, red 'danger' tape, rope or other flexible materials are **not** acceptable means of guardrails. Wire rope systems must be systems that are engineered and accepted by the WCB first.
2. If it is not practicable to use a guardrail system, another fall restraint system must be used.
3. If both the above systems are not practicable, a fall arrest system must be used.
4. If a fall arrest system is not practicable, or the system creates a greater hazard than if it was not used, work procedures must be developed that minimize the risk of injury from a fall to a worker. These procedures must be acceptable to the WCB.

### 15.15.3 SITE SPECIFIC FALL PROTECTION PLANS

A written fall protection plan must be completed before all work above 25 feet begins. VanMar Constructors Inc. will ensure that a written plan is available on site. All subcontractors on site doing work above 25 feet where a risk of falling exists is required to present a written fall protection plan to the site superintendent and/or site safety officer. The plan must be completed according to Section 11 of the OHS Regulation.

### 15.15.4 WORKER INSTRUCTION AND TRAINING

Workers must be trained in the proper use of fall protection in order to identify fall hazards, proper equipment used for the particular application and the proper use of the equipment components used.

**Before** any worker is allowed to work in an area where a risk of falling exists, the worker must be instructed in the fall protection system for that particular area and the procedures that must be followed.

All workers on site will be given an overview of the fall hazards currently on site during the orientation process. Discussion must also take place during site safety meetings and pre-planning meetings when required.

## 15.16 FUELING OPERATIONS

### 15.16.1 GAS/DIESEL

The following procedures must be adhered to when refueling machinery on VanMar worksites.

1. Turn off the engine to the machine.
2. Smoking is prohibited. Extinguish all sources of open flame.
3. Never place an object to block open the nozzle and walk away from the vehicle. Overfilling may result.
4. Stand upwind of the nozzle while refueling and try not to breathe the fumes.
5. Do not top off the tank. Even little drips that fall onto the pavement can contaminate soil, groundwater or surface water or create a fire hazard.

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6. Do not fill containers while in the bed of a pick-up truck that is protected by any type of bed liner. To eliminate any chance of explosion caused by static electricity, containers must be put on the ground.
7. Never attempt to start a siphon by mouth.
8. Store fuel in approved containers only. These containers are usually color coded and marked for a particular type of fuel. For instance, gasoline storage containers are usually red and marked "gasoline." Kerosene containers are blue.
9. Dispose of waste fuel properly. Never pour fuel onto the ground, or into storm drains, septic tanks, or sewers.

### **15.17 FLAMMABLE LIQUIDS**

1. All flammable liquids on site must be properly identified by labels and monitored.
2. Flammable liquid must not be stored or placed within 20 (twenty) feet of a source of ignition. If impracticable to do so, the source must be controlled at all times.
3. Metallic or conductive containers used to transfer flammable liquids must be electrically bonded to each other or electrical grounded while their contents are being transferred from one container to the other.
4. If glass, plastic or other non-conductive container with a capacity of 23 litres (5 imp gal) or more is used to transfer a flammable liquid, the accumulation of electrostatic charge near the surface of the liquid must be eliminated or controlled (see WCB Regulation).

### **15.18 FORMWORK AND FALSEWORK**

Contractors working on all VanMar worksites must provide written procedures for doing certain aspects of formwork and falsework. The following are guidelines that must be followed while on site:

1. Formwork and falsework drawings and supplementary instructions must be available on the project during erection and use of the formwork and falsework where required by WCB Regulation. Work must not begin until this requirement has been satisfied.
2. Formwork and falsework must be formed of materials and in the manner specified by the plans. Changes to the original plans must be authorized in writing by a Professional Engineer before formwork or falsework is used.
3. Manufactured formwork pieces must be used and maintained in the manner specified by the manufacturer.
4. Foundation load-bearing capacity must be protected from potential deterioration resulting from weather or other causes. When this becomes evident a test must be taken from a soils engineer.
5. All guardrails should be installed in areas where required. Guardrails must be constructed as required in Section 4 of the OHS Regulation and of Section 15.20 of this manual.
6. Immediately prior to the pour, a professional engineer must inspect the formwork and falsework for the pour. The engineer must certify in writing that the specifications have been met.
7. Workers underneath formwork during a pour must only be under those areas where concrete has not been placed.

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8. Pouring of concrete or placing of other loads must stop when any weakness, undue settlement or distortion of the framework occurs and should restart only after the formwork has been repaired or strengthened in a manner specified by a Professional Engineer.
9. Only specified loads must be placed on ensured concrete structures.
10. Directions specified in the plans should be followed when dismantling formwork. Written procedures must be developed for removal of formwork under slabs.
11. Good housekeeping requirements should be met when stacking dismantled formwork.
12. Clear and simple communication between all those in the area of the activity involving formwork and falsework must be used in order to prevent accidents.

### 15.19 FRAMING

Framing contractors are required to submit written procedures for various framing activities when working on VanMar worksites. Some activities where written procedures are required, but not limited to,

- Wall framing/standing
- Floor joist installation
- Landing/installing trusses

The list above only represents a few instances where written procedures are required. Subcontractors are to ensure that all written procedures for activities on site are forwarded to the site superintendent and/or site safety officer **before** work begins. Below are some general requirements for framing that must be adhered to along with the written procedures:

1. Workers must try to minimize or even eliminate walking the top plates of framed walls. Scaffolds or other forms of work platforms must be set in place as per OHS Regulation **20.2** (Safe access).
2. Fall protection must be used at all elevations of 10 (ten) feet or more.
3. Job constructed scaffolding must be equipped with work platforms of 20 (twenty) inches in width or greater. If standard planks are used, they must be doubled both side-by-side and up-and-down. Only manufactured scaffold planks are the required minimum 2 inches thick.
4. All stairways must be completed with handrails, and stairway landings, ramps and walkways 4 (four) feet in height or more must have proper guardrails. (See next section for guardrail specifications).
5. All floor and roof openings greater than 4 inches square must be securely covered and marked. If openings are larger than 3 (three) feet square, guardrails may be used or secure covers with supports underside the cover to strengthen the support.

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6. Roofs with a slope of more than 4:12 requires the use of **at least** fall restraint. Slopes of 8:12 or more require fall restraint **and** toeboards.
7. All walls that are stood require kickers, especially the exterior walls.
8. All guardrails must be built according to OHS Regulation **4.58**.

### 15.20 GUARDRAILS

VanMar Constructors Inc. requires guardrails to be the **first** choice of fall restraint when working at an elevation of 10 (ten) feet or more on all worksites. **Only** if this system is absolutely impracticable, will another choice for fall protection be used.

#### 15.20.1 GENERAL REQUIREMENTS

With guardrails being quite a simple process, there are only a few requirements that need to be kept in mind. Most of the requirements pertain to the components themselves. The other important requirements are in the event of temporary removal. They are as follows:

1. Personal fall protection must be worn when installing guardrails, when removing guardrails and when working in an area where guardrails have been removed for a work process even for short duration.
2. Guardrails must be replaced when leaving an area unattended during a work process.
3. Where a guardrail is temporarily removed, warning signs or warning tape should be used to mark the hazard area off.
4. Guardrails shall be installed on raised floors, work platforms, ramps, walkways, when these are raised a minimum of four (4) feet or more above a grade level or another floor surface.
5. All walkways shall have guardrails where a walkway exists near hazards if a worker fell in, or on, or any areas where a worker may pass over machinery or other work areas.
6. Guardrails shall be installed around any open container, open vat, tank or pit where a fall of four (4) feet or more could take place.
7. If any worker is working in an area where they may be elevated from the work surface (i.e., standing on a ladder or other raise platform) the guardrail shall be added to, or another fall protection system will be used.
8. Guardrails shall be installed at area where required and will be able to withstand a maximum of 125 lb. force when applied from any direction.
9. Guardrails must not be built using reversed components for the purpose of exterior framed walls.

#### 15.20.2 GUARDRAIL COMPONENT REQUIREMENTS

1. Wire rope or fibre rope shall not be used as a guardrail system unless prior permission from the WCB has been given.
2. Guardrail vertical support posts shall not be placed in excess of 8'-0". Scaffolding vertical supports must not exceed a maximum of 10'-0" apart.

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3. If the horizontal materials used on a guardrail are of wood material, the top rail must be a minimum of 2 x 4 material for a maximum of an 8'-0" span. If the span is greater than 8'-0" to a maximum of 10'-0", the minimum material must be no less than 2 x 6.
4. The top rail of a temporary guardrail must be no less than a minimum of 40" above a work surface and must not exceed 44" above the work surface.
5. The mid-rail must be no less than 1 x 6 material when used with an 8'-0" span, and when exceeding an 8'-0" span to a maximum of 10'-0", a minimum of 2 x 4 material must be used.
6. Horizontal rails on a guardrail must be secured to the top of the vertical supports or the **inner side** (working side) of the supports.
7. Vertical supports on a wooden guardrail system must be of a minimum 2 x 4 material and the narrow dimension facing the open edge.
8. "Snow Fence" or mesh may be used in place of a mid-rail only provided that it has been adequately secured and does not replace the top or toe-board rails.
9. Toe-boards must be used if there is a danger of any tools or materials falling off the work surface or a danger of slipping off the work surface due to the environment or the work practices being performed.

### 15.21 HANDRAILS

All stairways must have properly installed handrails **before** they can be used for access to any portion of the building. Other requirements include, but are not only limited to:

1. Handrails must be installed for any stair having more than four risers and/or when stair is open on all sides.
2. Install handrails to one side of a stair up to 44 inches wide and to both sides of a stair over 44 inches wide.
3. The handrail must be 30 to 36 inches above the stair tread measured at the nosing.
4. Handrails on open stairs shall have a mid-rail.

### 15.22 HAND TOOLS

1. Be aware that the most common hand tool accidents can be prevented by:
  - a) Using the right tool.
  - b) Using the tool correctly.
  - c) Keeping edged tools sharp.
  - d) Repairing or replacing defective tools.
  - e) Storing tools safely.
2. Use the right tool to complete a job safely, quickly, and efficiently.
3. Wear safety glasses whenever you hammer or cut when working with surfaces that chip or splinter.

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4. Do not use a screwdriver as a chisel. The tool can slip and cause a deep puncture wound.
5. Do not use a screwdriver as a chisel. The tool can slip and cause a deep puncture wound.
6. Do not use a knife as a screwdriver. The blade can snap and injure an eye.
7. Never carry a screwdriver or chisel in your pocket. If you fall, the tool could cause a serious injury. Instead, use a tool belt holder
8. Use the proper wrench to tighten or loosen nuts.
9. When using a chisel, always chip or cut away from yourself. Do not use impact tools, such as chisels, wedges, or drift pins, if their heads are mushroom shaped. The heads may shatter upon impact.
10. Direct saw blades, knives, and other tools away from aisle areas and other employees.
11. Keep chisels and blades sharp. Dull tools are more dangerous than sharp tools.
12. Iron or steel tools may cause sparks and be hazardous around flammable substances. Use spark-resistant tools made from brass, plastic, aluminum, or wood when working around flammable hazards
  
13. Improper tool storage is responsible for many shop accidents. Follow these guidelines for proper tool storage:
  - a) Have a specific place for each tool.
  - b) Do not place unguarded cutting tools in a drawer. Rummaging through drawers that contain a jumbled assortment of sharp-edged tools causes many hand injuries.
  - c) Hang tools with the blades away from someone's reach.
  - d) Provide sturdy hooks to hang most tools on.

### **15.23 HAND TRUCKS AND DOLLIES**

1. Always make sure the load is secure and doesn't obstruct your vision.
2. Keep the center of gravity of the load as low as possible by putting the heavier object below the lighter ones.
3. Secure bulky, irregular or fragile items to the truck.
4. Position the load over the truck's axles so that the truck, not the handles, carries the weight.
5. Keep your feet clear of the wheels and maintain good balance when moving the hand truck.
6. When going down stairs or an incline, keep the hand truck ahead: when going up, keep it behind.
7. Pay special attention to your surroundings to avoid jamming hands between the hand truck and doorjambes or other objects.
8. Store hand trucks in a designated area where they won't become an obstruction or tripping hazard.



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### **15.24 HOUSEKEEPING**

VanMar worksites must be kept in clean order at all times. Work areas must not accumulate debris so as to cause injury to workers.

1. Every employee must contribute to maintaining an uncluttered jobsite and clean-up as work progresses.
2. All public and non-public roadways, pathways, ramps, aisles, stairways and non storage areas must be kept free of supplies, tools, equipment, material or debris.
3. Clean up spills immediately (handle according to material safety data sheet if product is a controlled product).
4. Correct or report any unsafe housekeeping condition. When possible immediately correct a tripping, slipping or overhead hazard. If this cannot be done find a means to provide warning to others until corrective action can be taken.
5. Any materials with protruding nails or screws are to be promptly piled out of the way and the nails withdrawn or bent over.
6. Dispose of any trash and scrap in the proper containers.
7. Always return tools and equipment to the proper storage places.
8. To prevent sliding, falling, or collapse, all material should be properly stacked and secured. Round items that are stacked require blocking to prevent rolling.
9. Chemical agents or substances, which might react to create a hazardous condition, shall be stored and disposed of separately.
10. Remove any excess parts to disposal or proper storage following replacement or maintenance.
11. Route hoses, electrical cords, ropes or slings in safe locations (preferably raised locations) and flag any hazard locations. Access areas must be free of debris or materials of any sort for emergency transport reasons.
12. Lunch box waste must be disposed of in designated waste containers to prevent fire hazards and invitation to rodents and pests.

### **15.25 JACKHAMMERS**

1. Operate jackhammers only if you are trained and authorized to do so.
2. Before use, check the site for potential underground hazards including electrical conduits, waterlines, gas lines, etc.
3. Always wear proper protective equipment including safety glasses or shield, hardhat, hearing protection, and safety shoes/foot guards.
4. Check all bits to see that they are sharp. If not, sharpen according to the manufacturer's recommendations. Always use eye protection when operating a grinder.
5. Always disconnect the electric power or air supply before inserting or removing tools.
6. Be sure all tools are properly locked into the unit before operating.

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7. Keep all bystanders out of the work area.
8. Prevent back injuries by using your leg muscles to lift the machine into operating position.
9. Allow the tool to do the work by using a grip light enough to maintain control.
10. If stopping work for a short period of time or for the day, unplug the electricity or stop the compressor.

### **15.26 LADDERS**

Falls from portable ladders are a major source of serious injury. All workers on VanMar worksites shall be aware of the hazards and take proper precautions to prevent falling. This section covers safe practices in ladder selection and use.

#### **15.26.1 GENERAL REQUIREMENTS**

1. Inspect ladders before and after each use. Ladders must not be painted.
2. Defective ladders must be tagged and removed from service. Faulty ladders must be removed from VanMar worksites immediately.
3. All ladders on site must be of a heavy-duty industrial type and must be approved by CSA (Canadian Standards Association).
4. More than one worker should carry longer ladders to avoid unnecessary injury.
5. Ladders must be kept away from electrical wires.
6. Ladders must be secured from dislodgement. Ladders must be secured at the top and should be secured at the bottom to prevent slipping.
7. Before mounting a ladder, clean the boot soles if they are muddy or slippery. Avoid climbing with wet soles. Ensure that footwear is in good condition.
8. Set up barricades and warning signs when using a ladder in a doorway or passageway.
9. Face the ladder when going up or down and when working from it.
10. Keep the centre of your body within the side rails.
11. Stepladders must not be used as lean-to or single ladders.
12. Do not use a ladder in a horizontal position as a scaffold plank or runway.
13. Do not work from top three rungs. The higher a person goes on a ladder, the greater the possibility that the ladder will slip out at the base.
14. Do not carry objects in your hands while on a ladder. Hoist materials or attach tools to a belt.

#### **15.26.2 LADDER LENGTHS**

Stepladders shall not exceed a length of 20 (twenty) feet.

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### SINGLE LADDERS

Ladder Grade	Maximum Ladder Length	
	Metres	Feet
1	9	30
2	7.3	24
3	5	16

### EXTENSION LADDERS

Ladder Grade	Number of Sections	Maximum Ladder Length	
		Metres	Feet
1	2	18	60
	3	22	72
2	2	15	48
	3	18	60
3	2	9.5	32

#### 15.26.3 LADDER SET-UP

1. All ladders must be set up with a 1 to 4 ratio. For every 4 feet of working length from the ground to the upper support, the bottom of the ladder should be set 1 foot away from the lower support or structure.
2. Ladders must extend no less than 3 (three) feet above the landing platform.
3. Place the ladder on a firm, level footing. Use a ladder with slip-resistant feet or secure blocking, or have someone hold the ladder.
4. Rest both side rails on the top support and secure ladder to prevent slipping.

#### 15.26.4 PROPER LADDER USE



**3 Point Contact**

1. Check for overhead electrical wires before setting up a ladder.
2. Clear area around base and top of the ladder of debris, tools and other objects.
3. Maintain three-point contact by keeping two hands and one foot, or two feet and one hand on the ladder at all times.
4. A personal fall restraint system must be used when working 10 ft. or more above the ladder grade if continuous 3-point contact cannot be maintained.

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5. Ensure that only one person is on a single-width ladder. Only one person is allowed on each side of a double-width ladder.
6. Grasp the rungs when climbing a ladder, not the side rails. If your foot slips on a ladder, holding onto rungs is easier than holding onto the side rails.
7. Wear protective footwear with slip-resistant soles and heels.
8. Ensure that all electrical equipment used during ladder work is in good condition and properly grounded.
9. Rest frequently to avoid arm fatigue and disorientation when the work requires you to look up and reach above your head.

### **15.27 LIFTING**

VanMar is committed to ensuring that all workers on site learn ways to minimize the risk of injury to the body by improper lifting of material. The following points will assist in minimizing or even eliminating strains due to poor lifting practices.

1. Assess the item to be lifted.
2. Ensure the access to and from the item is clear to avoid a tripping hazard. Also ensure that the area where the item is to be placed is clear of obstacles.
3. Stand as close as possible to the item and have feet comfortably spaced approximately shoulder width apart.
4. Bend your knees keeping your back straight, **DO NOT BEND YOUR BACK!!**
5. Test the lift. Grasp the item firmly and attempt to lift it. If the item cannot be lifted without causing discomfort, place item down and get help.
6. If you can safely perform the lift, straighten your legs, keeping your back as straight as possible.
7. If you have to turn with the load, move your feet. Do not twist while holding the item.
8. Short steps are better for walking the item. Ensure that your load is small enough so it will not obscure your visibility while transporting.
9. Set your item down, ensuring you bend your knees while lowering, keeping your back as straight as possible. Be sure not to leave your hands under item when placing it down.
10. It is easier to lift an item when it is sitting at waist height. If the item to be lifted can be raised mechanically to waist height, do so. (i.e. raising pallet up with forks)
11. Some items may be in awkward positions and these particular procedures cannot be followed. Ensure that you minimize the amount of back strains it takes to maneuver these items to a position of easier lifting.

### **15.28 LIGHTING**

VanMar personnel will ensure that all access areas and active work areas have adequate lighting at all worksites. Hazards must not be created in any area where workers are present due to the lack of sufficient light. Areas must be inspected regularly to ensure quick replacement of bulbs if needed.

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If certain areas do not require worker access, barricades must be installed to ensure that no worker access the area.

### **15.29 LOCKOUT**

Power sources must be locked out when maintaining or repairing power equipment on VanMar worksites. Lockout procedures must be completed in accordance with the OHS Regulation. Ensure that the following general procedures are followed:

1. Prior to commencing work on any equipment or machinery, the supervisor or worker conducting the work must identify all energy sources and effectively lock out to protect workers and others during the work process.
2. After locking out, test the system to ensure lock out was successful and all stored energy is dissipated. In general, the sequence for lockout is:
  - a) Assess the requirements.
  - b) Disconnect from power.
  - c) Isolate energy sources.
  - d) Test the lockout.
  - e) Do the work.
  - f) Remove the lockout.
  - g) Re-energize.

In any case where there are several complex steps required to effectively lockout machinery or equipment, specific detailed written lockout procedures will be developed.

Power tools that may just have one electrical cord must have the cord disconnected from the electrical outlet and secured so as to ensure that another worker cannot energize the tool in any way. Once the maintenance or repair is complete, the tool can be re-energized.

### **15.30 MOBILE EQUIPMENT**

VanMar personnel must ensure that the following general practices are followed on all worksite that require the use of any mobile equipment.

1. No worker must work or be present in proximity to mobile equipment on site without the use of high visibility apparel.
2. Workers must not operate mobile equipment unless they have been adequately instructed in the use of the equipment and have demonstrated to a foreman or supervisor that they are competent to operate the equipment. This rule does not apply when a trainee is operating the equipment under the supervision of an authorized instructor.
3. Every worker required to operate mobile equipment must read the safety rules and manufacturer specifications applicable for its safe operation.

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4. No worker should operate mobile equipment of any sort while impaired by alcohol, fatigue, sickness or drugs.
5. Operators are encouraged to use running lamps or illuminated headlamps during daytime hours.
6. When an operator has reason to believe that the equipment or the load is hazardous, they must stop the operation and immediately report the hazard to their immediate supervisor.
7. All applicable rules, regulations, laws, signage and procedures are to be followed at all times.
8. Mobile equipment must not be operated while using a music/radio-playing device, cellular phones or other devices than will distract total focus.
9. Do not exceed load and capacity ratings.
10. Ensure all loads are stable and use load restraints.
11. Before starting any mobile equipment, inspect the equipment and make sure all guards and safety features are in place and working properly.
12. Always walk around mobile equipment before starting or putting the equipment in motion.
13. Seat belts must be installed and worn at all times while the equipment is in operation.
14. Operators must operate with due care and attention at all times. Particular attention must be exercised to prevent injury to other personnel.
15. Operators must be aware of the location and movement of other mobile equipment and sound appropriate warnings.
16. Extreme caution must be exercised when in the vicinity of electric wires.
17. Sound warnings when entering or leaving buildings, passing through doors, at blind corners and when traveling in reverse. Audible backup signals must be installed and used.
18. Do not operate mobile equipment beyond its limitations with respect to road surface, terrain, or steepness of grade.
19. Do not expose yourself or other workers to moving parts.
20. No worker must be put into a position of working under a load. Operators must ensure that loads are not lifted above workers at any time.
21. Do not operate when any person is in the "bight". Firmly tell others if they are seen to approach or enter the bight.
22. If there is an accident or even a near miss, all equipment operations must cease and the incident must immediately be reported to the immediate supervisor.
23. Respect weather and slippery conditions.
24. Shut off mobile equipment when leaving equipment unattended except where otherwise permitted. Make sure there will be no unintentional movement, set the parking brake and use chocks.
25. Ensure the equipment is at a dead stop before getting on or off.
26. Do not carry passengers unless authorized and equipped for passengers.

## HEALTH AND SAFETY PROGRAM

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### **15.31 PERSONAL PROTECTIVE EQUIPMENT**

VanMar Constructors Inc. is committed to ensuring that all workers on the worksite wear appropriate personal protective equipment (PPE) that will reduce or eliminate the risk of injury or illness. All work areas must be monitored on an ongoing basis to ensure this takes place.

#### **15.31.1 SAFETY HEADGEAR**

1. All workers on VanMar worksites must wear CSA approved safety headgear at all times. The VanMar site supervisor and/or site safety officer will conduct a hazard assessment of potential areas where safety headgear may be removed.
2. Safety headgear is not only used for workplace hazards overhead. Consideration must be given to hazards from other workers horizontally also.
3. Safety headgear must be worn in all access areas at all times and while working around workers carrying materials if a provision is made for a designated no-safety headgear area.
4. Safety headgear must fit properly for effectiveness. Baseball type hats must not be worn under any safety headgear.
5. The shell and suspension of safety headgear must be inspected regularly for cracks, deep scratches or other defects.
6. The replacement of headgear every 5 years and headgear suspension every year is highly recommended.
7. Replace a defective hardhat immediately.

#### **15.31.2 SAFETY FOOTWEAR**

1. All workers working on VanMar worksites must wear CSA certified Grade 1 footwear. This footwear bears a green triangular patch stamped with the CSA trademark on the outside and rectangular green label on the inside.
2. The VanMar site supervisor and/or site safety officer will conduct a hazard assessment of potential areas where safety footwear may be replaced by softer, less durable footwear (i.e., carpeted suites, etc.).
3. Safety footwear must be worn in all access areas at all times and when leaving any building to go outside.
4. Safety footwear must always be worn with the laces tied up at the top and the footwear properly fitting.
5. Do not wear safety footwear that is cracked or has cuts through the leather. Always make sure the footwear has good slip resistant sole material that is not excessively worn. If the protective toe of the boot is excessively exposed, the safety footwear must be replaced.

#### **15.31.3 SKIN PROTECTION**

All workers on site must ensure that their skin is protected from cuts, scrapes, chemical spills, burns from work processes, burns caused from natural elements (sunburns) and all other conditions that could cause an abnormal condition to the skin. To ensure that this takes place on the worksite all workers must ensure that the following requirements are met at all times:



## HEALTH AND SAFETY PROGRAM

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1. Long pants must be worn at all times on site with the bottom of the pant worn no shorter than the top of the safety footwear. Shorts and cut-off pants are absolutely prohibited on VanMar sites.
2. Clothes should be made of material that will protect workers from heat sources and will not melt (i.e., polyester) if exposed to open flame.
2. Shirts must be worn at all times on site. Shirts must cover the complete stomach area and completely cover both shoulders. Muscle type shirts with exposed shoulders are not an acceptable type of shirt on VanMar worksites.
3. Long sleeved shirts must be worn when working with materials that may burn, cut or scratch the arm area (i.e., roofers with hot tar or torches).
4. Appropriate hand protection (gloves) should be worn when workers are exposed to cuts, burns harmful physical or chemical agents that are encountered and capable of causing injury or impairments. Never wear gloves where they could become entangled in moving machinery.

### 15.31.4 EYE PROTECTION

1. Where the possibility of injury to the eyes exists, workers shall wear appropriate eye protection. As a basic requirement, workers are advised to always wear safety glasses.
2. Workers engaged in the operation of sanders and grinders must wear safety glasses with side shields as well as face shields.
3. Workers using chemical products, which may splash into the eyes shall wear safety goggles or chemical splash goggles dependent upon the requirements of the Material Safety Data Sheet for the product.

### 15.31.5 HEARING PROTECTION

1. All workers on site are required to have an annual hearing test and are required to carry a current hearing test card.
2. Workers engaged in activities, which generate noise, or who are exposed to noise from tools and equipment shall wear CSA approved hearing protection.
3. Prolonged exposure to noise levels in excess of 90db is harmful.
4. Hearing protection must be kept clean to avoid irritation to the ear and ear canal.

### 15.31.6 RESPIRATORY PROTECTION

All workers working on VanMar worksites must protect themselves from harmful airborne particles at all times. Workers conducting simple activities such as sweeping must protect themselves from airborne dust particles by using simple disposable dust masks. Other requirements for more hazardous conditions are:

1. Before using any respiratory protective equipment, make sure you have received training from an authorized trainer in the selection, use, cleaning and maintenance of the respiratory equipment.
2. Respirator training and certification is specific for each different make and model of respirator. Make sure you receive additional training before using any respirator for which you have not been trained and fit tested.

## HEALTH AND SAFETY PROGRAM

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3. Prior to the issuance and use of a respirator and at least annually thereafter, make sure you are given a qualitative fit test to insure that a proper fit has been achieved.
4. The determination of the appropriate respiratory protection must be based on the nature and level of the airborne contaminant(s) in the employee's work area. The protection must be in accordance with the product MSDS.
5. Always request assistance from safety personnel whenever you are not sure if your respiratory protection is appropriate for the work you are doing.
6. Always make sure to obtain a gas-tight seal between your facial skin and the respirator. This means that workers who have a beard, mustache or are not clean-shaven may not be issued or wear a respirator.
7. A negative and positive pressure test must be conducted before each use of a respirator.
8. Respirators must always be inspected for defects before each use. Never wear a faulty respirator under any circumstances.
9. If you smell or taste the airborne contaminant that the respirator is designed to remove, leave the work area, re-inspect the respirator and conduct another positive and negative test. If there is a gas-tight seal and the smell/taste returns, install new cartridge filters.
10. If breathing through the respirator becomes difficult, the filter cartridges or pre-filters may need to be replaced. Do not continue to use respirator until cartridge is replaced.
11. Routinely clean respirators in accordance with the manufacturer's instruction.
12. Respirators should always be stored in an airtight bag when not in use.

### **15.31.7 OTHER PERSONAL PROTECTION REQUIREMENTS**

1. Loose or frayed clothing, long hair, rings, etc. must not be worn near machinery and other sources of entanglement.
2. Personal protective equipment (PPE) should be cleaned regularly or disposed of after use. Always keep PPE in good repair.
3. Store personal protective equipment in clean, dry areas when not in use.

### **15.32 POWDER-ACTUATED TOOLS**

1. Powder-actuated tools must only be operated by qualified workers who carry a valid operator's card.
2. Appropriate eye and hearing protection must be worn when operating or assisting in the use of the tool.
3. Prior to use, inspect the tool to determine that it is in proper working condition.
4. Make sure any tool found not to be in working condition is immediately removed from service, tagged "Defective" and not used until it has been repaired.

## HEALTH AND SAFETY PROGRAM

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5. Use only fasteners and power loads recommended by the tool manufacturer for a particular tool.
6. Do not load tools until just prior to firing. If the work is interrupted after loading, unload the tool immediately.
7. Never point a loaded or unloaded tool at any person.
8. Always keep hands and feet clear of the open barrel end.
9. Hold the tool perpendicular to the work surface when fastening into any material, except for specific applications recommended by the tool manufacturer.
10. In the event of a misfire, hold the tool firmly against the work surface for a period of 30 seconds and then follow the instructions set forth in the manufacturer's instructions.
11. Store all powder-actuated tools in a lockable container labeled "Powder-Actuated Tool".
12. Never leave a loaded tool unattended. Never use it in an explosive or flammable atmosphere.
13. Never drive fasteners into very hard or brittle materials including, but not limited to, cast iron, glazed tile, hardened steel, glass block, natural rock, hollow tile or most brick.
14. Never drive fasteners into easily penetrated or thin materials or materials of questionable resistance unless backed by a material that will prevent the fastener from passing through the other side.
15. Never drive fasteners closer than 1/2-inch (13 mm) from the edge of steel except for specific applications recommended by the tool manufacturer.
16. Never drive fasteners closer than 3-inches (76 mm) from the unsupported edge of masonry materials except for specific applications recommended by the tool manufacturer.
17. Never drive fasteners into concrete unless material thickness is at least three times the fastener shank penetration.
18. Do not leave shot strip casings around. Some misfires might contain powder and fire when exposed to possible heat. Always pick up refuse immediately.

### **15.33 POWER TOOLS**

#### **15.33.1 GENERAL PRACTICES**

1. Personal protective equipment (safety glasses) must be worn when using drills, grinding equipment; saws, wire brushes, or similar equipment even if just one cut is required.
2. Workers using power tools must have prior instruction and training in the proper use, handling and maintenance of the specific tool.
3. Power tools used on VanMar worksites must be used in accordance with the manufacturer of that tools instruction.
4. Check all working materials carefully before proceeding. Make sure there are no nails, bolts or flaws before material is run through saws or other power tools.
5. Always ensure that tools are switched off before connecting them to a power supply.

## HEALTH AND SAFETY PROGRAM

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6. All guards must be in place prior to using power tools. Guards must not be wedged open or removed.
7. When power tools are left unattended, turn off the source of power.
8. Do not bypass the switch and operate the tools by connecting and disconnecting the power cord.
9. Disconnect the power cord before making adjustments.
10. Inspect saws to see that the blade is sharp, free of cracks, and properly adjusted. Do not use power saws with dull or “burned” blades.
11. Keep work areas clean of all scraps that might touch the saw blade and be thrown back. Never use your hands to remove debris from saw table. Use a brush.
12. Do not cut material unless it is properly supported. Do not support it with your hand or arm and not against your knee or foot. Do not cut any material next to your body.
13. Do not force material through saws. Allow the blade to do the cutting.
14. Long hair must be confined so that it will not get caught in moving parts.
15. Portable electrical required to be grounded must grounded by using an approved cord, polarized plug and grounded, polarized receptacle.
16. Portable electrical equipment having double insulation or equivalent protection, and so marked need not be grounded.
17. When used outdoors or in a wet or damp location, portable electric equipment must be protected by an approved Ground Fault Circuit Interrupters (GFCI) class A type or another approved acceptable means of protection (such as an Assured Grounding Program).
18. Maintain tools carefully. Keep them clean and dry, and store them properly after each use.

### **15.34 SCAFFOLDS**

All scaffolds used on VanMar worksites must be erected, used and dismantled in accordance with the manufacturer's instructions and the requirements set out in the OHS Regulation Section 13.

#### **15.34.1 GENERAL REQUIREMENTS**

1. All scaffolding on site must be erected, inspected and dismantled by a qualified person.
2. Scaffolds used by VanMar personnel or by contractors on site must be in a safe condition and must be able to withstand the load, regardless of who erected it.
3. Major components of scaffolds on site must be used in accordance with instruction from the manufacturer or in writing by a professional engineer. Information required should show the rated load, erection procedures and must comply with OHS Regulation 13.2.

## HEALTH AND SAFETY PROGRAM

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4. All information from requirement #3 must be available at the worksite at all times.
5. All connected components of scaffolds must be secure.
6. Fall protection must be used when erecting, using or dismantling scaffolds on site at a height of 10 (ten) feet or more.
7. Cross braces must not be used as a source of fall protection nor must they be used to climb or stand on for any reason.
8. Scaffolds must be erected 12 inches or less from a structure.

### **15.34.2 WORK PLATFORMS**

1. All work platforms for scaffolds must be a minimum width of 20 inches. Work platforms on a ladder jack, pump jacks or similar system may be 12 inches minimum.
2. Work platforms on all scaffold systems must not have openings of more than 10 inches in width.
3. If work platforms are not completely level, efforts must be made to ensure that adequate footing is provided for workers.
4. Guardrails must have a toeboard if workers are working below and there is a risk of material or tools sliding off.
5. Guardrails are not required on the inside of the scaffold providing the work platform is no more than 12 inches away from the structure.

### **15.35 SCISSOR LIFTS**

All workers working under the direction of VanMar Constructors Inc. must adhere to the instructions of the manufacturers and that of the WCB Regulation when fulfilling duties pertaining to scissor lifts. The following recommendations must be adhered to at all times;

1. All scissor lifts must be inspected prior to use each day. Inspections must be recorded.
2. All operators shall be trained in the safe operation of these devices and understand their limitations.
3. Workers are not required to wear a personal fall protection system when using a scissor lift provided that the guardrails are appropriate, the access chain is connected in the closed position and the worker remains on the platform level at all times.
4. Workers are not permitted to use the guardrails as a step to reach a higher elevation.
5. Scissor lifts must not be overloaded with materials creating a possible tip over.
6. Do not release the levelers or outriggers while the platform is elevated if the equipment provides outriggers.

## HEALTH AND SAFETY PROGRAM

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7. Survey the route to be used, check for overhead obstructions, traffic, holes in the pavement, ground, or shoulder, ditches, slope of the road, etc.

### **15.36 TRAFFIC CONTROL**

Effective traffic control must be provided and used whenever the uncontrolled movement of vehicle traffic could be hazardous to workers or to the public. These traffic control procedures must meet the requirements of the latest edition of the *Traffic Control Manual for Work on Roadways ("Traffic Control Manual")* issued by the Ministry of Transportation of Highways (MOTH).

1. Traffic control persons are required on VanMar Constructors Inc. sites when any of the following conditions prevail:
  - a) Traffic is required to pass a worker, equipment or other obstruction that may block all or part of the traveled roadway.
  - b) Workers or equipment are employed on the traveled way over the brow of a hill, around a sharp curve, or at any other location where sight distance is not adequate for oncoming traffic to have adequate warning of their presence.
  - c) It is necessary to institute a one-way traffic system through a construction zone where traffic volumes are heavy, approach speeds are high, and a traffic signal system is not used.
  - d) Construction vehicle traffic is not coordinated with an existing traffic control system, or an existing traffic signal light system is not adequate to regulate traffic, or the work encroaches into an intersection so as to interfere with regular traffic movement.
  - e) Traffic speed or volume is a hazard to workers while setting up or removing other traffic control devices.
  - f) Other traffic control devices are not available for emergency protection.
  - g) Other traffic control devices do not adequately protect workers.
2. Traffic control devices must be put in place before commencing operations and must be removed when they are no longer required.
3. During traffic control operations a competent person must be designated to be responsible for ensuring that:
  - a) Effective traffic control devices are in place,
  - b) Each member of the traffic control crew wears the required personal protective clothing and equipment.
  - c) Traffic control persons are positioned in a safe location clear of potential hazards.
  - d) Traffic control persons perform traffic control duties competently and safely,
  - e) If 2 or more traffic control persons are required to work as a team at the worksite, responsibility for coordination of changes in traffic flow is assigned and radio communications are available when required.

## HEALTH AND SAFETY PROGRAM

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4. A traffic control person must be a responsible person who has been instructed in, and has demonstrated an adequate knowledge of this regulation and relevant procedures from the *Traffic Control Manual*. Employers of traffic control persons must train and instruct those workers in a course acceptable to the Board.
5. During traffic control operations a traffic control person must remain on duty at the assigned station until relieved and must be paying attention at all times.
6. A traffic control person must stand in a safe position, preferably on the drivers side of the lane under the flag persons control, be clearly visible and have an unobstructed view of approaching traffic, and be positioned at least 25 m (80 feet) away from the work area unless circumstances or space requirements such as working at or near an intersection dictate otherwise.
7. Signs advising of a traffic control person ahead must be placed in advance of each traffic control persons station and removed promptly when traffic control persons are no longer on duty at that station.
8. Appropriate traffic control paddles must be used and reflective clothing worn by all traffic control persons. Safety headgear of a high visibility colour with a strip of retro-reflective tape about the crown.
9. A traffic control person must make all traffic control motions and signals precisely and deliberately so that the meaning of signals can be clearly understood.
10. Where traffic is diverted onto dusty surfaces, VanMar site personnel must maintain good visibility by the periodic application of water or other acceptable material to grade surface to suppress dust.



## ACCIDENT INVESTIGATION FORM

**PROJECT NAME:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**ACCIDENT DATE:** \_\_\_\_\_ **ACCIDENT TIME:** \_\_\_\_\_

**DATE REPORTED:** \_\_\_\_\_ **REPORTED TO:** \_\_\_\_\_

**WERE INJURIES SUSTAINED IN THIS ACCIDENT?**     YES     NO    (IF YES, CALL COMPANY SAFETY CONSULTANT)

**INJURED EMPLOYEE:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

**NAME OF SUPERVISOR:** \_\_\_\_\_ **WORKER EXPERIENCE:** \_\_\_\_\_

**WAS THE SUPERVISOR PRESENT ON THE WORKSITE?**     YES     NO

**IF NO, WHERE WAS THE SUPERVISOR?** \_\_\_\_\_

**IF THE SUPERVISOR WAS ABSENT FROM THE WORKSITE, WHO WAS LEFT IN CHARGE?**

**NAME:** \_\_\_\_\_

**WAS THE EMPLOYEE CARRYING OUT THEIR REGULAR DUTIES?**     Yes     NO

**IF NOT, WHAT INSTRUCTIONS WERE PROVIDED PRIOR TO THE EMPLOYEE COMMENCING THEIR ASSIGNMENT?**

**CONDITIONS AT THE TIME OF THE ACCIDENT?** (E.G., POOR HOUSEKEEPING, WEATHER, ETC.)

**WERE CORRECT PROCEDURES BEING FOLLOWED?**     Yes     NO

**IF NO, EXPLAIN WHY NOT:** \_\_\_\_\_

**WITNESSES?**     Yes     NO    (IF YES, GIVE NAMES BELOW AND INCLUDE A WITNESS STATEMENT)




**DESCRIBE THE INCIDENT** (DETAIL ALL EVENTS, EQUIPMENT, CONDITION OF TOOLS, OBJECTS AND CIRCUMSTANCES, LEADING TO THE INCIDENT. WAS THERE ANY PROPERTY DAMAGE CAUSED. EXPLAIN.

**WHAT HAS BEEN FOUND TO BE THE IMMEDIATE CAUSE OF THIS ACCIDENT?**

**WHAT CONTRIBUTING FACTORS HAVE BEEN FOUND?**

**WHAT RECOMMENDATIONS TO PREVENT RECURRENCE?**

**WHAT RECOMMENDATIONS FOR CORRECTIVE ACTION?**

**WHO IS RESPONSIBLE FOR THE CORRECTIVE ACTION?**

NAME	ACTION	COMPLETED BY

INVESTIGATION BY (PRINT NAME): \_\_\_\_\_

Signature: \_\_\_\_\_





**VANMAR**  
CONSTRUCTORS INC.

## ACCIDENT/INCIDENT PICTURES

ACCIDENT DATE: \_\_\_\_\_

WORKSITE: \_\_\_\_\_



### SUPERVISORY AI/INCIDENT REPORT

VanMar Employees Only

EMPLOYEE: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE OF OCCURRENCE: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

ACCIDENT  INCIDENT  INJURY  EQUIPMENT/PROPERTY DAMAGE  LOSS TIME/MEDICAL AID

DESCRIBE THE WORKER'S ACTIVITY:

WERE SAFE WORK PROCEDURES REVIEWED? YES  NO

WERE THEY DISCUSSED IN CREW TALKS? YES  NO  IF YES, WHAT DATE? \_\_\_\_\_

WAS AN ACCIDENT OR INCIDENT REPORT COMPLETED CORRECTLY? YES

IF NO, STATE WHY?

ARE LIGHT DUTIES AVAILABLE TO THIS WORKER? YES  NO

HAVE THEY BEEN OFFERED? YES  NO

WERE DISCIPLINARY PROCEDURES EXERCISED? NO  YES  WHAT TYPE? \_\_\_\_\_

DOES THIS WORKER REQUIRE FURTHER TRAINING? NO  YES  IF YES, WHAT TYPE? \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_





## TRANSPORTATION OF INJURED WORKERS

THIS FORM MUST BE COMPLETED AT THE START OF EVERY JOB

PROJECT NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ START DATE: \_\_\_\_\_

FIRST AID PERSONNEL: _____	LEVEL: _____
_____	LEVEL: _____
_____	LEVEL: _____
_____	LEVEL: _____

FIRST AID LOCATION: \_\_\_\_\_

PRINCIPLE CONTRACTOR: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

ENTER NEAREST TOWN/CITY FOR NON-EMERGENCY PLACES AND NUMBERS

EMERGENCY AMBULANCE—FIRE—POLICE: 911

NEAREST HOSPITAL: \_\_\_\_\_ PHONE: \_\_\_\_\_

NEAREST AMBULANCE: \_\_\_\_\_ PHONE: \_\_\_\_\_

NEAREST R.C.M.P.: \_\_\_\_\_ PHONE: \_\_\_\_\_

WCB: Client Services \_\_\_\_\_ PHONE: (604) 276-3100

MIKE BENZ: Office (604) 594-2306 \_\_\_\_\_ PHONE: (604) 807-1488 (cell)

ADDITIONAL EMERGENCY INFORMATION AND PROCEDURES

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_





## EMPLOYEE SAFETY ACKNOWLEDGEMENT

**NAME:** \_\_\_\_\_  
(PRINT NAME)

**YEARS EXPERIENCE:** \_\_\_\_\_

**JOB POSITION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

I HAVE BEEN PROVIDED WITH A COPY OF HEALTH AND SAFETY MATERIALS AND HAVE RECEIVED INSTRUCTION REGARDING ACCEPTABLE WORK STANDARDS THAT I AM REQUIRED TO FOLLOW. I UNDERSTAND MY RESPONSIBILITIES AND AN AGREE TO FOLLOW ALL POLICIES AND PROCEDURES OF VANMAR CONSTRUCTORS INC. AND ALL THE REGULATION OF THE WORKERS' COMPENSATION BOARD THAT PERTAIN TO MY EMPLOYMENT ACTIVITIES.

I HAVE BEEN PROPERLY INSTRUCTED IN THE SAFE PERFORMANCE OF MY DUTIES AND I HAVE ALSO BEEN ADVISED THAT FAILURE TO FOLLOW SAFETY PROCEDURES, DISCIPLINARY ACTION UP AND INCLUDING DISMISSAL IN ACCORDANCE WITH THE COMPANY SAFETY POLICY MAY BE EXERCISED.

I UNDESTAND THAT IF, AT ANY TIME, I AM UNABLE TO UNDERSTAND A CERTAIN ACTIVITY WITH REGARDS TO HEALTH AND SAFETY MATTERS I CAN GET HELP AND INSTRUCTION FROM MY SUPERVISOR OR OTHER COMPANY REPRESENTATIVE.

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_



## TOOLBOX MEETING FORM

**COMPANY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**JOB NAME/ADDRESS:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**TOPICS DISCUSSED:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> RESPONSIBILITIES              | <input type="checkbox"/> NEAR MISS INCIDENTS     | <input type="checkbox"/> ELECTRICAL SAFETY         |
| <input type="checkbox"/> FALL PROTECTION REQUIREMENTS  | <input type="checkbox"/> EXCAVATION REQUIREMENTS | <input type="checkbox"/> SAFE MATERIAL STORAGE     |
| <input type="checkbox"/> SWING STAGES                  | <input type="checkbox"/> POWER TOOL USE          | <input type="checkbox"/> ACCESS/EGRESS             |
| <input type="checkbox"/> LADDER USE                    | <input type="checkbox"/> TRAFFIC CONTROL         | <input type="checkbox"/> COMPANY/SITE SAFETY RULES |
| <input type="checkbox"/> GUARDRAIL REQUIREMENTS        | <input type="checkbox"/> FLOOR/ROOF OPENINGS     | <input type="checkbox"/> EMERGENCY PROCEDURES      |
| <input type="checkbox"/> SCAFFOLDS                     | <input type="checkbox"/> ACCIDENT INVESTIGATIONS | <input type="checkbox"/> DISCIPLINARY PROCEDURES   |
| <input type="checkbox"/> PERSONAL PROTECTIVE EQUIPMENT | <input type="checkbox"/> BOOM LIFTS              | <input type="checkbox"/> HARASSMENT POLICY         |
| <input type="checkbox"/> WHMIS REQUIREMENTS            | <input type="checkbox"/> SCISSOR LIFTS           | <input type="checkbox"/> TASK PLANNING             |

**SAFETY ISSUES:** \_\_\_\_\_

**ACTION TO BE TAKEN:** \_\_\_\_\_

**ADDITIONAL REMARKS:** \_\_\_\_\_

PRINT NAME	SIGNATURE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

PRINT NAME	SIGNATURE
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

TRAINER'S SIGNATURE

MANAGEMENT REPRESENTATIVE SIGNATURE



**MONTHLY SITE MEETING FORM**

**JOB NAME/ADDRESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**PREVIOUS TOPICS DISCUSSED:** \_\_\_\_\_

**CURRENT ISSUES:** \_\_\_\_\_

**ACTION TO BE TAKEN:** \_\_\_\_\_

**INJURIES/INCIDENTS:** \_\_\_\_\_

**PRINT NAME**                      **SIGNATURE**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**PRINT NAME**                      **SIGNATURE**

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

**MEETING CHAIRPERSON'S SIGNATURE**







## EMPLOYEE WRITTEN WARNING

**VANMAR EMPLOYEES ONLY**

OUR COMPANY HAS A LEGAL RESPONSIBILITY TO ENSURE THAT ALL WORKERS EMPLOYED BY US COMPLY WITH THE PROVINCIAL SAFETY REQUIREMENTS. OUR COMPANY NOT ONLY PROVIDES THE TOOLS TO ENSURE THIS HAPPENS, WE ALSO PROVIDE CONTINUOUS FOLLOWUP TO ENSURE THAT OUR EMPLOYEES RECEIVE A PROPER UNDERSTANDING OF THEIR REQUIREMENTS. YOU HAVE RECEIVED INSTRUCTION AND A PREVIOUS WARNING ABOUT THE FOLLOWING NON-COMPLIANCE ISSUE (S). THEREFORE, THIS NOTICE SERVES AS YOUR FIRST AN ONLY WRITTEN WARNING. ANY FURTHER VIOLATIONS RELATED TO THIS ISSUE WILL RESULT IN A SUSPENSION OR TERMINATION OF EMPLOYMENT, DEPENDING ON THE INFRACTION. A COPY WILL BE KEPT ON FILE FOR FURTHER REFERENCE.

**EMPLOYEE NAME:** \_\_\_\_\_

**INCIDENT DATE:** \_\_\_\_\_

**INCIDENT TIME:** \_\_\_\_\_

**COMPLIANCE REG. OR COMPANY POLICY NUMBER (S)** \_\_\_\_\_

**DESCRIPTION OF NON-COMPLIANCE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CORRECTIVE COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORKER SIGNATURE:** \_\_\_\_\_

**SUPERVISOR NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**SAFETY COORDINATOR:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_



## WORKER SUSPENSION NOTICE

### SUBCONTRACTOR ONLY

OUR COMPANY HAS A LEGAL RESPONSIBILITY TO ENSURE THAT ALL WORKERS EMPLOYED BY US COMPLY WITH THE PROVINCIAL SAFETY REQUIREMENTS WHILE WORKING ON OUR WORKSITES. OUR COMPANY NOT ONLY PROVIDES THE TOOLS TO ENSURE THIS HAPPENS, WE ALSO PROVIDE CONTINUOUS FOLLOWUP TO ENSURE THAT OUR WORKERS RECEIVE A PROPER UNDERSTANDING OF THEIR REQUIREMENTS. YOU HAVE RECEIVED INSTRUCTION AND WARNINGS ABOUT THE FOLLOWING NON-COMPLIANCE ISSUE (S) ON MORE THAN ONE OCCASION. THEREFORE, YOU ARE REQUIRED, AS PART OF THE COMPANY'S DUE DILIGENCE, TO SERVE A TWO (2) DAY SUSPENSION FOR CONTINUED NON-COMPLIANCE. UPON RETURN, A MEETING WILL BE SET UP WITH THE SUPERVISORY PERSONNEL. A COPY WILL BE KEPT ON FILE FOR FURTHER REFERENCE.

**WORKER NAME:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**INCIDENT DATE:** \_\_\_\_\_

**INCIDENT TIME:** \_\_\_\_\_

**COMPLIANCE REG. OR COMPANY POLICY NUMBER (S)** \_\_\_\_\_

**DESCRIPTION OF NON-COMPLIANCE:** \_\_\_\_\_


**CORRECTIVE COMMENTS:** \_\_\_\_\_


**RETURN DATE:** \_\_\_\_\_

**WORKER SIGNATURE:** \_\_\_\_\_

**SUPERVISOR NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SAFETY COORDINATOR:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



**EMPLOYEE SUSPENSION NOTICE**

**VANMAR EMPLOYEES ONLY**

OUR COMPANY HAS A LEGAL RESPONSIBILITY TO ENSURE THAT ALL WORKERS EMPLOYED BY US COMPLY WITH THE PROVINCIAL SAFETY REQUIREMENTS. OUR COMPANY NOT ONLY PROVIDES THE TOOLS TO ENSURE THIS HAPPENS, WE ALSO PROVIDE CONTINUOUS FOLLOWUP TO ENSURE THAT OUR WORKERS RECEIVE A PROPER UNDERSTANDING OF THEIR REQUIREMENTS. YOU HAVE RECEIVED INSTRUCTION AND WARNINGS ABOUT THE FOLLOWING NON-COMPLIANCE ISSUE (S) ON MORE THAN ONE OCCASION. THEREFORE, YOU ARE REQUIRED, AS PART OF THE COMPANY'S DUE DILIGENCE, TO SERVE A TWO (2) DAY SUSPENSION FOR CONTINUED NON-COMPLIANCE. UPON RETURN, A MEETING WILL BE SET UP WITH THE SUPERVISORY PERSONNEL. A COPY WILL BE KEPT ON FILE FOR FURTHER REFERENCE.

**WORKER NAME:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**INCIDENT DATE:** \_\_\_\_\_

**INCIDENT TIME:** \_\_\_\_\_

**COMPLIANCE REG. OR COMPANY POLICY NUMBER (S)** \_\_\_\_\_

**DESCRIPTION OF NON-COMPLIANCE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CORRECTIVE COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORKER SIGNATURE:** \_\_\_\_\_

**RETURN DATE:** \_\_\_\_\_

**SUPERVISOR NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**SAFETY COORDINATOR:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



<b>DATE:</b>		<b>SITE:</b>		
INSPECTION ITEMS		INSPECTION #1 TIME		INSPECTION #2 TIME
FIRST AID/SAFETY SUPPLIES READY AVAILABLE & MEET ALL REQUIREMENTS				
SITE ORIENTATIONS ARE COMPLETED FOR NEW WORKERS				
ALL PUBLIC AREAS ARE FREE OF HAZARDS, CLEAN AND CLEAR				
TRAFFIC CONTROL IS ADEQUATE WHERE REQUIRED ON STREETS				
HOARDING IS ADEQUATE OVER SIDEWALKS WHERE REQUIRED				
ALL EXCAVATION REQUIREMENTS ARE MET AS PER WCB REGULATION.				
POWERLINES ARE GUARDED AND PROPER DISTANCES ARE KEPT				
ALL SHORING IS INSTALLED ADEQUATELY AND SAFELY IF REQUIRED				
ACCESS/EGRESS AND STAIRS, ETC ARE FREE OF DEBRIS OR OBSTRUCTION				
LIGHTING IS ADEQUATE IN ALL AREAS WHERE REQUIRED				
BUILDING PERIMETER IS SAFE FROM FALLING DEBRIS				
SCAFFOLDS USED AND BUILT TO MEET WCB REQUIREMENTS				
FALL PROTECTION USE USED AND ADEQUATE WHERE REQUIRED				
FALL PROTECTION PLANS ARE AVAILABLE FOR WORK ABOVE 25 FEET				
CRANE AND RIGGING ACTIVITIES ARE AS PER WCB REQUIREMENTS				
ALL ELECTRICAL REQUIREMENTS ARE MET				
POWER TOOLS ARE IN GOOD CONDITION AND PROPERLY USED				
MOBILE EQUIPMENT IS IN PROPER USE AND IN GOOD CONDITION				
LADDERS ARE ADEQUATE FOR ACTIVITIES AND PROPERLY MAINTANED				
WORK AREAS ARE FREE OF DEBRIS AND OBSTRUCTION				
DUST AND OTHER AIRBORNE MATERIALS ARE CONTAINED				
WHMIS MEETS LEGISLATIVE REQUIREMENTS				
HAZARDS ARE BARRICADED/PROTECTED				
SITE AND POWER SUPPLY AREAS ARE LOCKED UP AT DAYS END				
HAZARD OR INFRACTION	COMPANY	CORRECTIVE ACTION	BY WHOM	COMPLETE
<b>SAFETY OFFICER SIGNATURE:</b>		<b>SUPERINTENDENT:</b>		



## NEW SITE WORKER ORIENTATION

**EMPLOYEE NAME:** \_\_\_\_\_

**DATE STARTED:** \_\_\_\_\_

### TOPICS REVIEWED

#### SAFETY PROGRAM

- VANMAR COMPANY POLICY
- WORKER'S RESPONSIBILITIES
- REPORTING UNSAFE ACTS
- PROGRESSIVE DISCIPLINARY POLICY
- GENERAL SITE SAFETY RULES
- REPORTING ACCIDENTS/INCIDENTS
- RIGHT TO REFUSE UNSAFE WORK (Sec. 3.12)
- SITE EMERGENCY PROCEDURES/NUMBERS
- FIRE EQUIPMENT
- SAFETY MEETINGS/TOOLBOX TALKS
- REFUSE DUMPING AREA/BIN LOCATION (S)
- LOCATION OF WASHROOMS & LUNCHROOMS
- DESIGNATED SMOKING AREA (S)
- WORKSITE HARASSMENT POLICY
- MATERIAL STORAGE (NON-CONTROLLED)
- STORING/USE OF COMPRESSED GASES
- FOOD, GARBAGE, ETC.

#### PERSONAL PROTECTIVE EQUIPMENT

- GLOVES
- SAFETY FOOTWEAR
- HARDHATS
- HEARING PROTECTION
- EYE PROTECTION
- PROPER CLOTHING
- HI VISIBILITY VESTS
- RESPIRATORS

#### SAFE WORK PROCEDURES

- ELECTRICAL REQUIREMENTS (GFI, ETC.)
- FALL PROTECTION REQUIREMENTS
- MOBILE EQUIPMENT
- POWER TOOLS (LOCKOUT, ETC)
- LADDER AND/SCAFFOLD SAFETY
- HOUSEKEEPING REQUIREMENTS
- WHMIS/MSDS
- HOT WORKS
- CONFINED SPACE ENTRY REQUIREMENTS
- DANGER/CAUTION TAPE AREAS
- EXCAVATION REQUIREMENTS

**PLEASE STATE ANY CERTIFICATES YOU HAVE RECEIVED AND THE DATE OF TRAINING**

CERTIFICATE	DATE

**PLEASE STATE ANY ALLERGIES/ILLNESS**


**EMERGENCY CONTACT**

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**WORKER SIGNATURE:** \_\_\_\_\_

**INSTRUCTOR NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



## JOB HAZARD ANALYSIS FORM

**JOB ANALYZED:**

**DATE:**

<b>STEP 1</b>	<b>THE SEVERITY OF THE POTENTIAL INJURY WOULD BE ASSESSED AT:</b>		
	<b>FATAL</b>	10	
	<b>MAJOR</b> —(NORMALLY IRREVERSIBLE) PERMANENT DISABILITY, LOSS OF SIGHT, LIMB AMPUTATION, RESPIRATORY DAMAGE, ETC.	9	
	<b>SERIOUS</b> —(NORMALLY REVERSIBLE) LOSS OF CONSCIOUSNESS, BURNS, BREAKS, ETC.	3	
	<b>MINOR</b> —BRUISING, CUTS, LIGHT ABRASIONS, ETC	1	
<b>STEP 2</b>	<b>THE FREQUENCY OF EXPOSURE TO THE HAZARD CAN BE CLASSED AS:</b>		
	<b>FREQUENT</b> —SEVERAL TIMES A DAY	4	
	<b>OCCASIONAL</b> —DAILY	2	
	<b>SELDOM</b> —WEEKLY OR LESS	1	
<b>STEP 3</b>	<b>THE PROBABILITY OF INJURY IF THE WORKER IS EXPOSED TO THE HAZARD CAN BE CLASSED AS:</b>		
	<b>UNLIKELY</b>	1	
	<b>POSSIBLE</b>	2	
	<b>PROBABLE</b>	3	
	<b>CERTAIN</b>	6	
<b>STEP 4</b>	<b>OTHER FACTORS</b> FOR EACH ADDITIONAL PERSON EXPOSED TO THE HAZARD AT THE SAME TIME ADDITIONAL	1	
	<b>TOTAL</b>		

**TOTAL RISK CHART**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----



## RESPIRATOR FIT-TEST & TRAINING RECORD

### (A) EMPLOYEE INFORMATION

NAME		DATE	
COMPANY	PROJECT		TRADE
CONTACT LENSES	<input type="checkbox"/> YES	<input type="checkbox"/> NO	EYEGGLASSES <input type="checkbox"/> YES <input type="checkbox"/> NO
DENTURES	<input type="checkbox"/> YES	<input type="checkbox"/> NO	FACIAL HAIR <input type="checkbox"/> YES <input type="checkbox"/> NO
COMMENTS			

### (B) RESPIRATOR

MAKE	MODEL	SIZE
TEST AGENT USED		TESTED BY

### (C) PROCEDURE

1. Have employee position respirator on face and adjust strap positions.
2. Have employee demonstrate a positive and negative pressure fit-test.
3. Perform Challenge test.
4. Comment on any test difficulties: \_\_\_\_\_

### (D) TRAINING

1. Explain the nature, extent and effects of respiratory hazards.  
Hazards employee is exposed to: \_\_\_\_\_
2. Explain the operation, limitations and capabilities of the selected respirator.
3. Instruct in the procedures for:
 

<input type="checkbox"/> putting on	<input type="checkbox"/> checking seals
<input type="checkbox"/> taking off	<input type="checkbox"/> positive pressure test
<input type="checkbox"/> wearing	<input type="checkbox"/> negative pressure test
4. Instruct in the procedures for inspecting:
 

<input type="checkbox"/> general conditions	<input type="checkbox"/> valves
<input type="checkbox"/> seals	<input type="checkbox"/> straps
5. Explain cartridge limitations, expiry dating, and criteria for changing.
4. Explain the procedure for cleaning, maintenance and storage of the respirator.

### (E) DECLARATION

The signatures below confirm that this employee has satisfactorily been fitted with the above noted respirator and has been instructed in the procedures for its use and care.

EMPLOYEE'S SIGNATURE	INSTRUCTOR'S SIGNATURE	DATE



## WORKPLACE EVACUATION

### SITE:

In the event that this project becomes unsafe as such that the conditions pose an immediate and uncontrollable danger to the workers, an evacuation will be initiated.

1. **ONE (1) LONG BLAST** MUST BE GIVEN WITH THE EMERGENCY AIR HORN TO INITIATE THE EVACUATION.
2. EMERGENCY SERVICES MUST BE NOTIFIED UPON THIS COMMENCEMENT.
3. ALL EQUIPMENT ON SITE MUST BE TURNED OFF.
4. ALL WORKERS MUST STOP ALL WORK ACTIVITIES IMMEDIATELY AND BEGIN IN A SAFE AND ORDERLY MANNER TO THE MARSHALLING POINT LOCATED AT \_\_\_\_\_ (SEE SITE PLAN)
5. ASSISTANCE MUST BE GIVEN TO POSSIBLE INJURED EMPLOYEES.
6. A HEAD COUNT WILL BE CONDUCTED BY ALL CONTRACTING SUPERVISORS AT THE MARSHALLING AREA.
7. THE NAMES AND LOCATIONS OF ANY TRAPPED EMPLOYEES OR MISSING EMPLOYEES WILL BE TRANSMITTED TO THE FIRE DEPARTMENT AT THIS TIME.
8. DO NOT LEAVE THE MARSHALING POINT UNTIL DIRECTED TO DO SO BY EMERGENCY SERVICES OR BY THE VANMAR CONSTRUCTOR'S SUPERVISORY PERSONNEL.



## AMBULANCE SUMMONING

**SITE:**

Upon the determination that an ambulance is required, the first aid attendant shall:

1. DESIGNATE AN INDIVIDUAL TO TELEPHONE AN AMBULANCE BY DIALING 911 STATING:
  - A) “WE HAVE AN INDUSTRIAL ACCIDENT.”
  - B) STATE WHAT THE INJURIES CONSIST OF AND THE NATURE OF THE ACCIDENT (I.E., BROKEN LEG, ON SCAFFOLD, ROOF, ETC).
  - C) “WE ARE LOCATED AT \_\_\_\_\_
  - D) THE PROJECT’S PHONE NUMBER HERE IS \_\_\_\_\_
2. THE PERSON CALLING WILL REPORT BACK TO THE FIRST AID ATTENDANT TO NOTIFY THAT EMERGENCY SERVICES ARE ON THEIR WAY.
3. THE INDIVIDUAL THAT MADE THE CALL WILL IMMEDIATELY GO TO THE “\_\_\_\_\_” AND WAIT TO DIRECT THE AMBULANCE TO THE INJURED WORKER.

## EMERGENCY FIRST AID

**SITE:**

In the event of an accident or injury:

1. ENSURE THAT THE ACCIDENT SCENE IS SAFE SO THAT THERE IS NO FURTHER DANGER TO AN INJURED WORKER OR TO ASSISTING PERSONNEL.
2. DO NOT MOVE THE INJURED WORKER IF INJURIES APPEAR TO BE LIFE THREATENING OR IF MOVEMENT COULD INCREASE THE EXTENT OF INJURIES.
3. CONTACT THE FIRST AID ATTENDANT ON SITE IMMEDIATELY AND REPORT THE EXACT LOCATION OF THE INJURED WORKER AND THE NATURE OF THE INJURIES.

TO CALL FIRST AID:

- A) **NOTIFY YOUR SUPERVISOR.**
  - B) **BLOW EMERGENCY AIR HORN THREE (3) SHORT TIMES**
4. BE PREPARED TO ASSIST WHEN DIRECTED TO DO SO BY THE FIRST AID ATTENDANT.



**TO SUMMON FIRST AID PERSONNEL:**

**3 SHORT BLASTS**

ON EMERGENCY AIR HORN

**TO EVACUATE THIS WORKSITE:**

**1 LONG BLAST**

ON EMERGENCY AIR HORN



**FALL PROTECTION  
MUST BE USED  
BEYOND THIS POINT!!!**

**SITE SUPERVISOR**