Health and Safety Policy

v.1.20

February 12, 2020

ROJO
CONSTRUCTION MANAGEMENT

2-1368 Greely Lane
Greely, Ontario
K4P 1A1

Statement of Health and Safety Policy

RoJo Construction has every desire to provide for its employees and sub-trades, a safe working environment consistent or exceeding the minimum standards of the Occupational Health and Safety Act and related Regulations. To accomplish this, management will provide all reasonable safeguards to ensure safe working conditions.

No job is more important or urgent than taking time to perform our work safely and recognize good safety principles and standards. All employees have the RIGHT to work in a safe and healthy environment.

Employees are expected to use the safety equipment and training provided to protect themselves from workplace hazards.

Rules of conduct and safety shall be observed at all times and safety equipment must not be destroyed, abused or removed. Reporting unsafe conditions, practices or equipment to your safety committee representative or your foreperson is not only a requirement of our policy but is an essential requirement in order to maintain a safe workplace.

The “joint cooperation” between employees and management in the observance of this policy will ensure safe working conditions and accident free performance to the mutual advantage of all. The reason for this policy is to make your job and the job of your fellow workers, safe. It lists safety rules which have been developed over many years of experience in conjunction with several governing legislations.

Every rule is important; they have been carefully reviewed and are based on common sense, good judgment and experience. Although it is not intended to cover every job situation, you are expected to have a personal feeling of responsibility for your own safety.

Study the rules, ask questions and understand why they are necessary. By putting the rules into the practice, you will be doing your part toward preventing injuries to yourself and others.

Commitment to health and safety is a frame of mind and our way of doing business.

POLICY COMMITMENT

Copies of this policy must be posted and explained to all workers. Compliance with this policy will be regularly reviewed at all levels and violations will be recorded. Repeated disregard of willful violations of this policy may be considered cause for discipline in accordance with the existing laws.

SIGNATURE

February 12, 2020

DATE

Nicolas E. Rooney
President

Emergency Contacts

		Non Emergency
Ambulance	**911**	613.580.4771
Police	**911**	613.236.1222
Fire Department	**911**	
City of Ottawa	**311**	613.580.2400
Hydro Ottawa		613.738.6400
Hydro One		1.888.664.9376
Occupational Health & Safety		1.800.668.4284
Ontario One Call		1.800.400.2255

President
Nicolas E. Rooney 613.447.4197

Please contact us if you have any…
Health and Safety concerns or inquiries,
or require additional documentation or forms.

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Emergency Procedures

1. TAKE COMMAND

Assign the following duties to specific personnel.

2. PROVIDE PROTECTION

Protect the accident scene from continuing and for further hazards - for instance, traffic, operating machinery, fire or live wires.

3. GIVE FIRST AID

Give first aid to the injured as soon as possible.

4. CALL AN AMBULANCE

Call an ambulance and any other emergency services required. In some locales, dialing 911 puts you in touch with all emergency services.

5. GUIDE THE AMBULANCE

Meet and direct the ambulance to the accident scene.

6. GET HOSPITAL NAME

For follow-up, find out where the injured is being taken.

7. ADVISE MANAGEMENT

Inform senior management. They can then contact relatives, notify authorities, and start procedures for reporting and investigating the accident.

8. ISOLATE THE ACCIDENT SCENE

Barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed their investigation.

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Definitions

Employer / Management: a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

Supervisor: a person who has charge of a workplace or authority over a worker.

Superintendent: a person who assumes the roles as a Supervisor on behalf of the constructor and/or general contractor. This person is responsible for the overall site regarding all aspects of the work or tasks being performed.

Health & Safety Coordinator: an administrative person to assist with paperwork for health and safety related issues. When a coordinator is not feasible, these tasks will remain the responsibility of the Superintendent. The responsibility for inspections will always be that of the Superintendent. The Health and Safety Rep. should be consulted when available and on site while conducting a Health and Safety review or inspection.

Competent person: a person who,

a) is qualified because of knowledge, training and experience to organize the work and its performance,
b) is familiar with this Act and the regulations that apply to the work, and
c) has knowledge of any potential or actual danger to health or safety in the workplace.

Worker: a person who performs work or supplies services for monetary compensation.

Responsibilities

Senior Management

- Provide a safe and healthy workplace
- Establish and maintain a Health and Safety program
- Ensure that workers are properly trained
- Report accidents and injuries to authorities as required by law
- Provide medical/first aid facilities
- Provide workers with health and safety information
- Inspect projects and meet regularly with supervisors to monitor the program and take corrective action
- Provide the motivation and resources necessary to make the program work
- Ensure that operations comply with both the law and the program
- Demonstrate commitment to accident prevention
- Consider accident prevention and safety performance when evaluating employees, especially Supervisors

Superintendent, Foreperson

- Maintain a safe and healthy workplace
- Be responsible for on-site accident prevention
- Make sure that the program is carried out at the work level
- Consult with the health and safety representative
- Acquaint the new worker with hazards and safe work procedures
- Ensure that protective equipment, safety materials and first aid supplies are provided
- Instruct forepersons in the work practices required by law and by the program and ensure that they are followed
- Monitor the health and safety performance of subcontractors

- Ensure that injuries are treated and reported to authorities/ senior management as required by the program and regulations
- Investigate accidents and take action to prevent recurrence
- Monitor safety behavior and performance of crews and subcontractors
- Issue violation orders

Workers

- Work in accordance with the Safety Program
- Work in a manner that will not endanger anyone
- Report unsafe situations
- Comply with the Occupational Health and Safety Act and all relevant Regulations
- Report injury or illness immediately
- Help new employees recognize job hazards and follow proper procedures
- In some cases, participate in joint health and safety committees

Subcontractors

- Adhere to the general contractors/constructors' program requirements
- Monitor site conditions in their area and take corrective action
- Report lost-time injuries immediately to the constructor
- Request help in dealing with hazards created by another employer's workforce

Constructor

(RoJo Construction Management Inc.)

- Monitor subcontractors for compliance with the Occupational Health and Safety Act and Regulation for Construction Projects

- Ensure that subcontractors are obliged by contract to comply with the Constructor's safety program
- Monitor safety performance and take corrective action
- Conduct Pre-Project Hazard Assessment* before project starts
  *(See Appendix A)

Health and Safety Coordinator

- Inspect the workplace
- Identify situations that may be a source of danger
- Make recommendations to the employer
- Investigate and help deal with work refusals
- Assist in accident investigations

Joint Health and Safety Committee

- Inspect the workplace
- Review health and safety reports
- Make recommendations to the employer
- Assist in accident investigations
- Identify situations that may be a source of danger
- Assist in resolving work refusals and reports of "dangerous circumstances"

New Employees

All new employees to Construction will be assigned to a Supervisor or Foreman for their initial job orientation.

Upon commencing employment, a new employee will be briefed on the following:

- The contents of and the need to be familiar with the contents of this manual
- *RoJo Construction Management Inc*.'s commitment tosafety and emphasis on working with a safety-first attitude

- Workplace specific hazardous materials or substances and proper handling procedures. Will have taken the W.H.M.I.S. course
- The name of the Health and Safety representative(s)
- Special emphasis on accident prevention, procedures in case of accident and *RoJo Construction Management Inc*.'s modified work program
- In the event that a new employee is hired who has limited construction exposure, a job shadowing program with a foreperson or qualified employee will occur for appropriate training
- The contents of and the need to be familiar with the contents of their Employee Handbook

Before you Start

- Review the Project Manager's Pre-Project Hazard Assessment* before a project starts. This form will be completed by the Project Manager. A thorough review of this form will be conducted with the job Supervisor. This meeting should form the basis of the Job Safety Analysis. *(See Appendix A)

- Once provided a Pre-Project Hazard Assessment, the Site Supervisor is to complete a Safety Talks Form. This form is an organized analysis of a specific job in a specific location. By completing this form, you ensure that you have properly planned the work and that workers can do it safely.

- The Job Site orientation is to be developed by the Site Supervisor in coordination with the Job Safety Analysis and updated continually as the project progresses to reflect real-time Health and Safety concerns.

Safety Violations

- Any person on site can monitor and detect violations
- If a violation is detected, the Site Supervisor is to notify the employee, their Supervisor and Project Manager via email
- Project Manager is contacted to initiate a written notice and check for past violations
- Project Manager initiates Corrective Actions with employee or Subcontractor

Penalties for Construction Employees

1st violation	a recorded verbal warning
2nd violation	written notice and one day loss of work and pay
3rd violation	permanent dismissal from employment

Penalties for Subcontractor Employees

1st violation	recorded verbal warning
2nd violation	written notice to employee and employer; temporary removal from site
3rd violation	permanent removal from site

Enforcement

Distribution of safety directives shall be as follows:

- Copy to the Project Superintendent
- Copy to the Subcontractor's Head Office
- Copy to Project Manager
- Copy to RoJo Construction Management Inc.: *field@rojoconstruction.com*

Employees of construction including sub-contractor employees working on sites will be held accountable for their actions and any violations of this safety policy.

- Copy to the Supervisor in charge of the subcontract work

Visitors

Architects, owners, suppliers, sales personnel and public visitors must abide by this Health and Safety policy. In the event that an infraction occurs and the situation demands the Site Superintendent, he/she may discuss the infraction and report to the Project Manager.

Health and Safety Rules

Dress Code

For personal protection in the workplace (jobsite), workers must avoid wearing loose, greasy, oily, torn or ragged clothing, rings, neck chains or other jewelry that may become entangled with equipment. You are required to wear long pants and t-shirts with 4" sleeves at all times.

No shorts or muscle shirts permitted. At the Supervisor's discretion, a one-time allowance may be granted to finish the workday.

Eye Protection

Face shields, goggles or glasses must be worn by workers and must be of a design to afford suitable eye and face protection when:

- Welding, burning or cutting with torches
- Using abrasive wheels, portable grinders or files
- Chipping concrete, stone or metal
- Working with materials
- Drilling or working under dusty conditions
- Sand or water blasting
- Waterproofing
- Working on energized switchboards

- Using explosive actuated fastenings or nailing tools
- Working with compressed air or other gases
- When working near any of the operations listed above

Hearing Protection

Each worker is responsible for their own hearing protection at the workplace since continuous exposure to excessive noise from certain workplace activities can lead to hearing loss. As it is impossible to predict exactly when loud noises may occur, each employee shall have hearing protection readily available at all times.

Heavy Lifting

Always seek assistance or use mechanical lifting devices when attempting to lift heavy material. Avoid awkward positions and always lift with your legs, not your back. Your back is very susceptible to injury in a bent position.

1. Before doing any heavy lifting – warm up. Marching in place, arm circles and simple stretching will help prevent back injuries.
2. Size up the load. If you think you need help, ask for it.
3. Get a good footing.
4. Bend your knees and get a good grip on the object to be lifted.
5. Keep your back straight, lift with your legs, and keep the object being lifted close to your body.
6. Keep your balance and do not twist or turn as you lift.
7. To put the object down again, do not bend from the waist. Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position.

Horseplay

Do not engage in any prank, contest, feat of strength, unnecessary running or boisterous conduct.

Impairment

RoJo Construction Management Inc. is accountable to create a safe environment for employees, clients, contractors and members of the public. This duty includes addressing any issue that may impair an employee's ability to perform their work functions responsibly.

All individuals working at *RoJo Construction Management Inc.* are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to use or after-effects of alcohol, illicit drugs, non-prescription drugs, prescribed medications, or any other substance situation, or issue that may impair judgment or performance. *RoJo Construction Management Inc.* takes the position that the presence of illicit drugs, recreational drugs and/or alcohol on the worksite is not permitted.

Any individual failing to adhere to this policy will be subject to discipline up to and including dismissal.

Managers and supervisors are to identify and handle all situations promptly where there are concerns about an individual's ability to perform his or her job safely.

- Employees who are assessed and suspected to be impaired while at work will be sent home immediately; transportation will be arranged
- The supervisor is responsible for documenting any incidence of suspected impairment

- Employees are encouraged to inform their supervisor or another named person(s) about any situation that may compromise their safety or the safety of others, or impair their performance
- Employees shall advise their supervisor whenever they have any concerns about their colleagues' fitness or duties

Relevant Legislation: Occupational Health and Safety Act; Human Rights Act

Lunch Breaks

You are required to take a ½ hour unpaid lunch break for every 5 hours of work. You are also permitted to take a 15 minute paid break for every four hours worked. There are times when job sites become extremely busy and deadlines are trying to be met, in these cases workers must rotate through breaks and lunches to ensure that everyone is kept nourished and in a good condition to work.

Music

At any point that music or podcasts are found to be distracting they will not be tolerated at any time. This is both distracting and annoying to those working around you and must be of mutual acceptance.

Other Personal Protective Equipment

Other equipment such as reflective vests and floatation vests must be worn when required by the Act or Regulations and your Foreman.

Industry recognized reflective clothing is required when working around heavy equipment.

Placement of Tools and Materials

Never place tools or materials near edges to openings or levels, as these items may fall onto someone below. Keep all tools and materials at least six feet back from edges and openings.

Reporting Injuries and Accidents/Incidents

All injuries and accidents/incidents, no matter how minor, must be reported immediately to your Supervisor. The Supervisor will conduct his/her investigation and report it to management.

Reporting Unsafe Practices and Conditions

If you should notice any unsafe practice or condition on the job, you are obligated by law and by this company to report the situation immediately to your Supervisor so that corrective action can be taken. To report any unsafe condition, please use Appendix G.

Respiratory Protection

Respirators must be worn when working with hazardous materials. Refer to SDS for specific details.

Site Mobility

When working on a construction site you are expected to maneuver throughout the site is a safe manner to eliminate slips trips or falls. No person shall jump from one level to another and anyone discovered maneuvering in a dangerous fashion such as running, jumping or any other unsafe manner will be reprimanded and subject to disciplinary measures. Use proper means for access and egress.

Skin Protection

Appropriate work clothing must be worn when handling and using tools and materials which may cause injuries to your skin.

The sun can be very damaging to the skin; when working outdoors sunscreen should be worn at all times. Re-applying throughout the day maintains the protectiveness of sunscreen.

Smoking

Effective June 6, 2019, the province of Ontario banned smoking including but not limited to tobacco products, e-cigarettes, vaping, (il)legal drugs in workplaces. As such, smoking in the offices, job sites, or vehicles of *RoJo Construction Management Inc.* is not permitted at any time.

Smoking off *RoJo Construction Management Inc.* property is to be kept to scheduled lunch and break times. Smoking while working is prohibited.

Theft/Vandalism

No theft or vandalism will be tolerated at the workplace; any findings of either of these will result in termination. If you spot this taking place at the workplace you are obligated by this company to report these matters to senior management.

Working Outdoors in Heat or Cold

In extreme weather conditions the worker has the right to refuse work if they feel it is a personal safety issue. This must be reported to the superintendent as it is a potential hazard for other workers as well.

Workplace Violence and Harassment

Workplace violence means:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- A statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

Workplace harassment means:

- Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome
- Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating

offensive pictures or materials, or offensive or intimidating phone calls.

Should this be an issue to any of *RoJo Construction Management Inc.'s* employees or subcontractors please contact Senior Management immediately so that the issue can be dealt with*. RoJo Construction Management Inc.* has no tolerance for workplace violence or harassment of any sort.

RoJo Construction Management Inc. is committed to providing a professional workplace and job site environment in which everyone has the right to be treated with respect, and no-one is subject to discrimination. It is the duty of management and staff to provide a harassment-free environment to benefit both employees and clients.

Employees are expected to represent the company appropriately. This means friendly, courteous, professional and helpful behaviour to our clients, coworkers and the general public. To this end, *RoJo Construction Management Inc* provides a comprehensive Harassment Policy.

Cell Phones

Rules for Drivers

When you are on duty or driving a company vehicle, it is your responsibility to know and follow the rules of your driver's license.

Personal Calls

Use of cell phones during work hours are not permitted with the exception of company business. All personal calls, texts

and emails should be done on your personal time either during lunch, breaks or after hours. For emergencies, please provide your Supervisor's name and telephone number to your family members or have them contact the main office.

Safe Practices and Procedures

Workers shall conduct a Personal Protective Equipment Inspection Analysis* before project starts. *(See Appendix K)

Fire Hydrants

All fire hydrants, public and private, will be operational with adequate water supply and water pressure to meet standard Fire and Building codes at the "project site" prior to the start of any projects. Any interruption of fire hydrants, water supply or water pressure coming to the knowledge of the constructor will be immediately reported to RoJo Head Office.

Foot Protection

All workers shall wear CSA certified ("Green Triangle Patch") footwear at all times when on a construction project. Work boots of 6-8" shall be properly laced and tied. Boots shall be replaced when badly worn or deteriorated.

Head Protection

Workers including those visiting the site shall wear, at all times on the construction job site a CSA Certified safety hat. Workers shall not paint or drill holes in the safety hat and shall replace defective hats immediately. All CSA approved safety hats

should be inspected as a minimum at the beginning of each shift.

Hard hats should be brought back to the office and exchanged for a new one when required.

Company Vehicles

All employees who operate *RoJo Construction Management Inc.*'s vehicles must hold a valid driver's license as well as valid vehicle insurance applicable to the type of vehicle being operated as a condition of employment.

DO

- Do a circle check on the vehicle each time you operate it
- Check vehicle fluid levels, running gear and electrical components prior to use
- Operate at or below posted speed limits and at a speed that is appropriate for road conditions
- Back into your parking space at ALL times
- Walk around the vehicle prior to reversing
- Ensure that all loads are covered and properly secured
- Ensure that the vehicle is kept clean
- Treat the public in a courteous manner at all times
- Always wear your seat-belt when the unit is in motion

DO NOT

- Use company vehicles for personal business at any time
- Operate a defective vehicle. Report any problems to a mechanic and have it repaired prior to use
- Allow passengers to ride in the back of a pick-up or any unit that is not equipped with approved seats and restraining devices
- Leave the vehicle running and unattended

Serious violations of the Highway Traffic Act, such as careless driving, may result in termination. Operators are responsible for any fines that are levied by an officer.

Working at Heights

The Construction Regulation (O.Reg.213/91) requires that:

- Employers ensure that workers using a fall protection system are trained in its use and given adequate oral and written instructions
- Training and instruction records are kept, including training and instruction dates and workers' names
- Employers make training and instruction records available to inspectors on request
- Supervisors verify that appropriate fall protection systems are in place on a project

All new site personnel must currently possess or receive Working at Heights training. The training will be based on IHSA's Working at Heights—Fundamentals of Fall Prevention. All personnel must bring their fall arrest equipment to the training.

Upon completion of training it is the expectation that all employees will have the knowledge to:

- Know how to use the fall arrest equipment properly
- Recognize hazards
- Determine if other controls can be put in place to limit the need for fall arrest (e.g. guardrails)

Supervisors will assist in developing a written "Rescue Procedure", as per the Construction Regulation.

Each jobsite Superintendent is to develop a written plan for the jobsite and:

- Post it in the trailer, and
- Provide copies to applicable subcontractors

It is the Superintendent's responsibility to ask the subcontractors' foremen on site if the worker using fall protection has been trained.

Fall protection systems must be in place if any worker is exposed to any of the following conditions:

- Falling more than 3 meters
- Falling more than 1.2 meters, if the work area is used as a path for a wheelbarrow or similar equipment
- Falling into operating machinery
- Falling into water or another liquid
- Falling into or onto a hazardous substance or object
- Falling through an opening on a work surface

To ensure that appropriate fall protection systems are in place for each contractor, supervisors are to use this Fall Protection standard and revise it as often as is necessary.

Fall Protection - Equipment

Fall Arrest Protection – Definition

Consists of a lanyard or lifeline/lanyard set-up where the wearer is allowed some movement at an exposed edge to perform his/her work and if he should trip or lose his/her balance he/she could possibly fall over the edge.

The fall arrest system shall be arranged so that a worker cannot hit the ground or an object of level below the work.

This fall protection system must be adjusted to limit the wearer's fall to within 1.5 meters from where he/she stands or sits and only harnesses complying with the occupation health and safety act and regulations are permitted.

Fall restraint systems must be inspected annually. This inspection must include review of all hardware, webbing, stitching, ropes, and labels as a minimum. To document this inspection, you complete Fall Protection Equipment Inspection*. *(See Appendix L)

Equipment Standards and Set-Up

1. All safety belts, full body harnesses and lanyards must be C.S.A. certified and carry a C.S.A. label.
2. Safety harnesses and belts are to be snug-fitting and worn with all hardware and straps intact and properly fastened.
3. Lanyards are to be 5/8" (16mm) diameter nylon or equivalent.
4. The lanyard or lifeline and lanyard combination must be secured to a rigid support capable of resisting the peak arrest forces greater than 8 kilonewtons. For fall arrest protection purposes its length should be adjusted so that the wearer will be prevented from falling no greater that of 1.5 meters from where he/she stands.
5. When the lifeline consists of wire rope, or the connecting lanyard consists of nylon webbing, a shock-absorbing lanyard shall be used, capable of supporting a static force of at least 6 kilonewtons.

Lifelines and their Set-Up

All lifelines shall be:

- 16 millimeters (5/8") diameter polypropylene or equivalent
- Used only by one worker at a time
- Free of any cuts, abrasions, other defects and protected against chafing

- Long enough to reach the ground or be knotted at the end to prevent the lanyard from running off the lifeline and secured to a solid object
- Connected at right angles to the worker's position
- Provided with a rope grab (cam lever) device for lanyard attachment that is CSA-certified.

WARNING!

No worker shall be exposed to heights greater than three meters when near an unguarded edge to a floor, roof, platform, opening or on a ladder without first providing travel restraint, fall arrest or guardrail protection.

Any person found doing so shall be subjected to disciplinary action.

Fall Protection is also required if a worker may fall into operating machinery, into water or other liquids, into or onto hazardous substances or objects regardless of the minimum three meter ruling.

Elevating Work Platforms

1. In accordance with the current Regulations for Construction Projects, a worker who operates an elevating work platform shall, before using it for the first time, be given oral and written instruction on the operation of the elevating device. An elevating work platform shall only be operated by a worker who has been trained in:
   a) operating the machine;
   b) the daily inspections and maintenance required by the manufacturer;
   c) the types of working surface on which the machine is designed to be used;
   d) the maximum rated working load;
   e) special conditions or limitations of the machine;
   f) the significance of alarms; and
   g) the location of emergency controls.
2. An elevating work platform shall only be used if a professional engineer has certified in writing that it complies with the National Standards of Canada. An EWP which is not working properly or which has sustained damage to critical components must not be used until repaired by a qualified mechanic.
3. All equipment is to have working alarms and emergency controls.
4. An EWP shall not be driven in the raised position.
5. In the raised position, an elevating work platform shall only be used on surfaces specified by the manufacturer.
6. An elevating work platform must not be driven in a raised position close to holes, depressions, trenches or similar hazards.
7. An elevating work platform must not bear more than its rated working load and, where possible, the loads shall be distributed over the platform.

8. When elevating work platforms are used to lift materials, care must be taken to ensure that the materials are firmly secured to the platform.
9. Do not place makeshift platforms, such as boxes, or proper access equipment, such as ladders and scaffolds, on an elevating work platform to gain access to areas above.
10. Overhanging loads must not be lifted on an elevating work platform.
11. An elevating work platform or any other part of an EWP device must not be moved closer than 3 meters (10 feet) to overhead power lines, unless the device is equipped for live electrical line work and the workers on the platform are qualified for such work.
12. An elevating work platform must not be used for pulling, pushing or dragging materials.
13. The platform of an elevating work platform must not be extended by using cantilevered planks or similar platform materials. Only manufacturers' platform extension devices shall be used.
14. Planks or similar platform materials must not be used to bridge a gap between an elevating work platform and other work areas.
15. Workers must always maintain 3-point contact (one hand and two feet or two hands and one foot) when getting on or off the platform of an elevating work platform and wear a harness and lanyard at all times.
16. For all types of off-slab devices, the terrain on which the device is placed or over which it will travel must be firm enough to support the device and its rated working load.
17. An elevating work platform must not be used under high wind conditions. This is especially important for smaller scissor lifts and boom-type devices.

18. When the elevating work platform is not being used, turn off the power system to prevent exhaust fumes from accumulating in an enclosed work area.
19. Elevating work platforms used on ramps or on sloping or uneven surfaces must be designed for such use and properly secured against horizontal and vertical movement.

Forklifts

Properly operated forklifts make material-handling effortless. However, when the forklift or operator limitations are exceeded, they can be very dangerous. All forklift operators must be formally trained in the use and operation by a recognized training body and possess a certificate of training.

Adhering to the following general operating rules can greatly reduce the risk of personal injury and property damage:

1. Operate only if you have been trained.
2. Know the manufacturer's manual. Never exceed the manufacturer's load rating.
3. Seat belts must be worn at all times whilst operating a forklift.
4. Inspect all components prior to use.
5. Keep forks and speed low at all times.
6. When parked, always place forks flat on the ground.
7. Drive in reverse when moving bulky items to avoid blind spots.
8. Ensure forks are fully seated and square when lifting pallets.
9. Do not move damaged or improperly loaded pallets.
10. Do not carry passengers.
11. Never leave a machine unattended with an elevated load.

Ladders

1. If work must be carried out at height, a work platform should be used. Ladders should be used to work at heights only as a last resort – when location restrictions prevent the use of a work platform.
2. All portable ladders must be equipped with non-slip bases.
3. Ladders must be set up on a firm level surface. If the base is to rest on soft, un-compacted or rough soil, a mud sill shall be used.
4. Straight ladders will be tied off or otherwise secured to prevent movement. If this is not possible, one worker will hold the base of the ladder while it is being used.
5. When a task must be done while standing on an extension ladder, the length of the ladder must be such that the worker stands on a rung no higher than the fourth from the top. Maintain knee contact for balance.
6. Use fall-arrest equipment such as ladder-climbing devices or lifelines when working from long ladders or when climbing vertical fixed ladders.
7. When climbing up or down, workers must always face the ladder. Do not carry tools or material in your hands; use a hoist rope instead.
8. Keep boots clean of mud, grease or any slippery materials which could cause loss of footing.
9. Unless suitable barricades have been erected, or other adequate protection provided, ladders must not be set up in passageways, doorways, driveways or other locations where they can be struck or bumped by persons or vehicles.
10. Ladders must not be erected on boxes, carts, tables, scaffold platforms, elevating work platforms or on vehicles.
11. Straight ladders must be set up at an angle such that the horizontal distance between the top support and the base is not less than one-quarter or greater than one third of

the vertical distance between these points. Set straight or extension ladders one foot out for every 3 or 4 feet up, depending on length of ladder.

12. Metal ladders or ladders with wire reinforcing must not be used in the proximity of energized electrical conductors.
13. Wooden ladders must be unpainted or finished with a clear non-conductive wood preservative.
14. All ladders erected between levels must be securely fastened top and bottom, extend at least 90 centimeters (3 feet) above the top landing and afford clear access at top and bottom.
15. Ladders must not be used horizontally as substitutes for scaffold planks, runways or any other service for which they have not been designed.
16. Workers on a ladder must not straddle the space between the ladder and another object.
17. Do not splice short ladders together to make a long ladder – the side rails will not be strong enough for the extra loads.
18. Do not use ladders for bracing – they are not designed for this type of loading.
19. Never rest a ladder on its rungs. Ladders must rest on their side rails.
20. To erect long, awkward, or heavy ladders, get help to avoid injury from overexertion.
21. Before erecting, using, or working from ladders, always check for electrical hazards. Never use aluminum ladders near live electrical equipment or wires.

Inspection and Maintenance

1. Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-

slip bases, or otherwise defective must not be used and must be tagged and removed from the worksite.

a) Inspect ladders for structural rigidity.
b) Inspect non-skid feet for wear, imbedded material and proper pivot action on swivel feet.
c) Replace frayed or worn ropes on extension ladders with type and size equal to manufacturer's original rope.
d) Check aluminum ladder for dents and bends in side rails, steps and rungs. Do not use metal pipe to replace a rung.
e) Check wooden ladders for cracks, splits and rot.
f) Check all ladders for grease, oil, caulking, imbedded stone and metal or other materials that could make them unsafe.

***** Three points of contact must always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands). *****

Step Ladders

1. As with all ladders, make sure that the step ladder is in good condition, and is right for the job to be done. Step ladders are to be used only on clean and even surfaces.
2. No work is to be done from the top two rungs of a step ladder, counting the top platform as a rung.
3. The step ladder is only to be used in the fully opened position with the spreader bars locked.
4. Tops of step ladders are not to be used as support for scaffolds.
5. Don’t overreach while on the ladder. Climb down and move the ladder over to a new position.
6. Only CSA-approved ladders will be used.

Portable Ladders

Before using any ladder, make sure that it is in good condition and is right for the job to be done.

1. When setting up a ladder, secure the base and “walk” the ladder into place.
2. The ladder should be set at the proper angle of one foot out at the base for every four feet of height.
3. Before using a ladder, make sure it is secured in place.
4. When in position, the ladder should protrude one meter above the intended landing point.
5. Workers shall not work from the top two rungs of a ladder.
6. Don’t overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.
7. Always face the ladder when using it. Grip it firmly and use the three-point contact method when moving up or down.
8. The minimum overlap on an extension ladder should be one meter unless the manufacturer specifies the overlap.
9. Keep both metal and wood ladders, away from electrical sources.

Scaffolding

1. The erection and dismantling of scaffolds must be carried out under the supervision of a competent worker who is knowledgeable and experienced in such operations.
2. Workers erecting and dismantling a scaffold more than 2.4 meters (8 feet) high must be tied off with a full body harness and lanyard equipped with a shock absorber.
3. Scaffolds must be erected with all braces, pins, screw jacks, base plates, and other fittings installed, as required by the manufacturer.

4. Scaffolds must be adequately braced horizontally and vertically.
5. Scaffolds must be equipped with guardrails consisting of a top rail, mid-rail and toe board.
6. Scaffold platforms must be at least 45 centimeters (18 inches) wide and if they are over 2.4 meters (8 feet) high, they must be planked across their full width.
7. Scaffolds must be tied into a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
8. Where scaffolds cannot be tied into a building, guylines adequately secured should be used to provide stability.
9. Scaffold frames must be properly pinned together where scaffolds are two frames or more in height or where they are used as rolling scaffold towers.
10. Scaffolds must be erected, used and maintained in a reasonably plumb condition.
11. Scaffold planks must be securely fastened to prevent them from sliding.
12. Scaffold planks must be installed so that they overhang by at least 15 centimeters (6 inches) but no more than 30 centimeters (12 inches).
13. Scaffold planks must be:
    - of good quality
    - free of defects, such as loose knots, splits or rot
    - rough sawn, measuring 48mm X 248mm (1 7/8“ X 9-3/4”) in cross section, and
    - no. 1 spruce or better
14. Scaffolds must be equipped with a proper ladder for access. Vertical ladders must be equipped with 15 centimeter (6 inch) stand-off brackets and a ladder climbing fall protection device or safety cage when they are more than 3 meters (10 feet) high.

15. Frame scaffolds over 15 meters (50 feet) high and tube-and- clamp scaffolds over 10 meters (30 feet) high must be designed by a professional engineer and constructed in accordance with the design.
16. Remove ice, snow, oil, grease and other slippery material from the platform, and apply sand to the surface.
17. Wheels or casters on rolling scaffolds must be equipped with braking devices and securely pinned to the scaffold frame.

Wood Scaffolds

RoJo Construction Management Inc. does not permit any sort of wood scaffolding on its jobsites.

Guardrails

Falls from heights are a leading cause of injury and death on construction sites. You don't have to fall far to be injured or killed. If a worker can fall 3 meters or more or where a fall from a lesser height involves an unusual risk of injury, fall protection must be put in place. Guardrails are often the best and most convenient means of fall protection.

1. Workers installing or removing guardrails above 3 meters will be tied off to prevent falls.
2. Install guardrails no more than 30 cm from an open edge.
3. Ensure guardrail material is free of damage and defect.
4. Support posts should be no more than 2.4 meters (8 ft) apart and securely anchored.
5. All guardrails must be complete:
   - top rail 1 meter above platform;
   - mid rail halfway between top rail and toe board; and
   - toeboard 100 mm high and secured to inner side of posts.

6. Posts and rails must be capable of withstanding a force of at least 675 N lateral to top rail, 450 N vertical to top rail, lateral/vertical to intermediate rail and 225 N lateral to toe board.
7. No work begins in the area until guardrails have been inspected by crew foreman.

Temporary Removal of Guardrails at a Building's Perimeter

1. A Travel Restraint System must be used prior to removing the guardrails, during the receiving of material, and until the guardrails are replaced and secure.
2. Cordon off the area where guardrails will be removed using rope, chain or yellow caution tape.
3. Attach rope, chain or tape to the top of the perimeter guardrails, approximately 6 ft. from where guardrails will be removed. Then attach to the first section of columns inside the building. The cordoned off area must extend a minimum of 8 ft. from the edge. If there are no columns, use 4ft.-high rubber cones.
4. Set-up danger/warning signs outside the cordoned area.
5. Verbally warn workers in the vicinity about the upcoming work.
6. Workers inside the cordoned area must wear and use travel restraint system at all times. (Workers must be trained on set- up and use of travel restraint system.)
7. Anchor points must be pre-selected by a competent person.
8. Remove guardrails at the perimeter.
9. Move hoisted material into the building.
10. Replace guardrails.
11. Remove rope, chain or tape and the danger/warning sign.

Rigging

Rigging looks like an easy operation that requires no particular skill or experience. However, many workers have lost fingers, hands or suffered more serious injuries because they thought, “anybody can do that”.

Here are some dos and don’ts to remember:

- Workers must be trained by a qualified professional with proof of training
- Workers will ensure that the maximum load rating of rigging components as recommended by the manufacturer are not exceeded
- All rigging, hooks and components will be checked for excessive wear and damage prior to use
- One member of the crew will act as the designated signalperson and will wear the appropriate distinctive vest, armlets, etc
- The signalperson will review the signals to be used with the crane operator
- The signalperson is the only one to signal for a lift and must be careful not to order a move until he has received the “all ready” signal from each member of the crew
- Be sure you are in the clear before you give an “all ready” to the signalperson
- Be sure your hand is clear of pinch points
- Watch out for the roll or swing of the load. Anticipate the direction of the swing or roll and work away from it
- Never place yourself between material, equipment or any stationary object and the load swing
- Stay away from stacked material that may be knocked over by a swinging load
- Never stand under the load, and keep from under the boom as much as possible

- Look over the location where the load is to be set. Remove unnecessary blocks or other objects that might fly up if struck by the load
- When lowering or setting the load, be sure your feet and all other parts of your body are out from under the load
- Set the load down easily and slowly so that if it rolls on the blocking, it will be a slow shift that you can get away from
- Use tag lines to control the loads
- Damaged rigging must be clearly tagged “Out of Service”, removed from the work area and either repaired or replaced

Lifting Practices (Hoisting)

Evaluating the Load

Determine the weight of the object or load prior to a lift to ensure the lifting equipment operates within its capabilities.

Balance Loads

Estimate the center of gravity or point of balance. The lifting device should be positioned immediately above the determined center of gravity.

Landing the Load

Prepare a place to land the load. Lower the load gently and make sure it is stable before slackening the sling or chain.

1. Select only appropriate slings for the task and NEVER exceed the working load limits.
2. Make sure the hoist or crane is directly over the load.
3. Use slings of proper reach. Never shorten a line by twisting or knotting.
4. With chain slings, never use bolts or nuts.
5. Never permit anyone to ride the lifting hook or the load.

6. Make sure all personnel stand clear from the load being lifted.
7. Never work under a suspended load, unless the load is properly supported.
8. Never leave a load suspended when the hoist or crane is unattended.
9. Inspect all slings thoroughly at specified intervals and maintain them in good condition.
10. Inspect each chain or sling for cuts, nicks, bent links, bent hooks, etc., before each use. If in doubt, don't use it.
11. Ensure that safety latches on hooks are in good working condition.
12. Ensure that the signaller is properly identified and understands techniques of proper signalling.
13. Make sure a tagline is used to control the load.

Equipment

Mobile Equipment

Field workers must always be aware of mobile equipment operating in the area. Use the following guidelines to reduce the risk of personal injury.

DO

- Wear a florescent traffic vest at all times
- Ensure that the operator sees you

DO NOT

- Walk beside, in front of, or behind mobile equipment that is operating
- Position yourself between the swing radius of articulating machinery and other stationary objects
- Assume an operator can always see you

- Use the bucket as a work platform or as a means of personnel transport

Starting Equipment

1. The mechanic/operator will check all appropriate fluid levels in equipment.
2. The mechanic/operator will do a visual inspection of equipment pertaining to leaks, belts, etc.
3. The mechanic/operator will do a walk around the equipment to make certain the equipment is safe to start.
4. The mechanic/operator will climb on equipment using the three-point contact method and check for any danger, such as “Do Not Operate” tags.
5. If there are no such tags on the equipment, then the mechanic/ operator must check to make sure the equipment gears are in neutral and that the park and emergency brakes are activated.
6. The mechanic/operator proceeds to start the machine.
7. Once engine is running at an idle, the mechanic/operator will check again all park and emergency brakes and drop all hydraulic accessories such as blades, hoes, buckets, etc.
8. The mechanic/operator will dismount using 3-point contact.

Mount/Dismount Heavy Equipment

1. Ensure that the machine is equipped with side grab rails and steps.
2. Clean mud off boots before climbing onto the machine.
3. Face the machine and step onto the first step.
4. Maintain 3-point contact at all times. (2 hands and 1 foot or 2 feet and 1 hand.)

5. Climb into cab or other areas provided with non-slip surfaces.
6. To get off the machine, make sure the machine is parked and further movement prevented. Shut off the machine if necessary.
7. Step out of the cab onto the ladder and while facing the machine descend using 3-point-method.

Moving Vehicles and Equipment

This practice is intended to ensure the safe movement and use of vehicles, machines and equipment in accordance with the *Regulations for Construction Projects*.

1. The Site Superintendent shall ensure that all workers, contractors and sub-contractors will be informed of this procedure before moving or using vehicles, machines and equipment.
2. All workers, contractors, and sub-contractors will use this procedure when moving or using vehicles, machines and equipment.
3. When using vehicles, machines or equipment near energized overhead electrical conductors, no part shall be brought closer than minimum distance listed in the following table:

Nominal phase-to-phase voltage rating	**Minimum distance**
750 volts, up to 150,000 volts	3 meters
more than 150,000 volts, up to 250,000 volts	4.5 meters
more than 250,000 volts	6 meters

4. Operators of vehicles, machines and equipment shall be assisted by signallers if the operator's view of the intended path of travel is obstructed and/or a person could be endangered by the vehicle, machine or equipment and its load.

5. A competent worker shall be designated as a signaller. Both the operator and signaller shall jointly establish the procedures by which the signaller assists the operator and both will follow those procedures. A loud signalling device, such as a whistle should be used to indicate either “STOP” or “GO”.
6. The signaller should be walking with the vehicle, machine, or equipment in a manner that gives the signaller an unobstructed view of the intended path of travel and in full view of the operator.
7. The signaller shall station themselves in such a position that they have a clear view of the equipment and the electrical conductor and be in full view of the operator. The signaller shall warn the operator by the agreed method if any part of the equipment or its load may approach the minimum distance as listed in Table 1.
8. If it is possible that a part of the equipment or its load may encroach upon the minimum distance listed in Table 1, a legible sign that is visible to the operator and warns of the potential electrical hazard shall be posted at the operator’s station.

Excavate Right-of-Ways

1. Obtain necessary excavation permit from the jurisdictional authority.
2. Ensure Traffic Plan is in place.
3. Examine the nature of the traffic at the work site to fully understand the consequences of the proposed interruption.
4. Review time restrictions for closing or diverting traffic.
5. Taking into consideration weather conditions and hours of work, place appropriate signs, cones, flashers, and barricades. (See handbook for details.)

6. Review the set-up to ensure a safe movement of vehicular traffic and pedestrians.
7. Assign flag persons to their duties.
8. Bring in equipment and manpower as necessary.

Traffic Control (Temporary Signage)

Working on road construction projects, safety precautions must be in place to protect workers and the general public. In order to install temporary traffic control devices, workers should follow this safe work practice:

1. Complete or review the project hazard assessment and communicate the findings to co-workers.
2. Ensure the vehicle is equipped with directional control signage.
3. Ensure the vehicle is inspected prior to use.
4. Ensure signs, poles, and other traffic control devices are secure before proceeding to the work site.
5. Ensure appropriate personal protective equipment is available, in good condition and used (vest, hardhat, foot protection, etc.).
6. Do not ride in the back of the vehicle.
7. Use approved lifting devices and proper lifting techniques.
8. Be aware of pinch points.
9. Always attempt to work facing traffic flow.

Traffic Control Procedures

1. Stop the first lane of traffic (closest to the curb) as per previous procedure.

2. Walk to a point where you can be seen by traffic in the second lane but not directly into the path of oncoming traffic.
3. Display the “Stop” sign and your raised free hand while maintaining eye contact.
4. When the first vehicle is stopped, walk to a position where you can be seen by traffic coming up behind the stopped vehicles.
5. Keep the “Stop” sign held high, maintain eye contact and keep your free hand raised with the palm facing traffic.
6. Allow construction activity to proceed after it is safe to do so while maintaining a safe distance from the equipment.
7. When it is safe for traffic to proceed, walk in a straight line back to the side of the road.
8. If there is more than one lane stopped, release one lane at a time as you move toward the curb.
9. Turn the paddle to display the “Slow” sign to the stationary vehicles and with your free arm wave the traffic through.
10. Do not wave the stop/slow paddle.
11. For complete information, refer to your flagperson handbook.

Hazards

Access and Egress

1. Areas of access and egress must be adequately lit.
2. If material may fall on a worker, overhead protection shall be provided.
3. Access to and egress from a work area located above or below ground level shall be by stairs, runway, ramp or ladder.
4. Areas of access and egress shall be kept clear of obstructions.

5. Areas of access and egress shall be kept clear of snow, ice, or other slippery material.
6. Areas of access and egress shall be treated with sand or similar material when necessary to ensure a firm footing.
7. Every shaft shall have a means of access and egress by stairway, ladder, or ladderway for its full depth during construction and when it is completed.
8. A cage or car on a hoist used for transporting workers in a shaft,
   - Shall be at least 1.8 metres high;
   - Shall be solidly enclosed, except for openings for access and egress;
   - Shall have a maximum of two openings for access and egress;
   - Shall have a gate at each opening for access and egress; and
   - Shall have a protective cover suitable to protect passengers from falling objects.

Trenches and Excavations

DO

- Remove all watches, rings, neck chains or other current-conducting jewelry
- Wear electric shock resistant footwear
- Wear safety glasses with side shields

1. All earth trenches more than 1.2 meters (4 feet) deep that a worker is required to enter, must be shored with timbers or a pre-fabricated trench box or supported by an approved support system in accordance with the current *Regulations for Construction Projects*, or be cut with embankment slopes of 1 to 1 (45 degrees).

2. The Constructor is to give initial notice to the nearest Ministry office to the project, when the project has a value greaterthan $50,000.00 or the trench will be greater than 300m or greater than 1.2m deep and greater than 30m long.
3. Ladders must be used for getting into or out of a shored trench and be placed so that a worker is protected at all times when using the ladder.
4. Work must not be performed in a trench unless another worker is working above ground in close proximity to the trench or to the means of access to it.
5. Buried services such as gas lines, water lines, sewers and electrical services must be located and marked before excavation starts.
6. When timber shoring is used, it must be installed progressively as the trench is being excavated.
7. Excavations which workers are required to enter must be kept reasonably free of water.
8. Tools, equipment and excavated soil must be kept at least 1 meter (3 feet) from the edge of the excavation or trench.

Confined Space Responsibilities

"Confined Space" means a fully or partially enclosed space

a) that is not both designed and constructed for continuous human occupancy, and
b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it."

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

It is the policy of *RoJo Construction Management Inc.* that confined spaces are **NOT** entered into by any of its employees. Should this be required at a jobsite; *RoJo Construction Management Inc.* will subcontract this work out to qualified personnel.

Restricted Space Responsibilities

Restricted Spaces are not addressed under the Ontario Regulation for Confined Spaces (O.Reg. 632/05).

Permits are not required for entry, as atmospheric hazards are not present. However, access to, or egress from the space may be limited and movement inside the space may be awkward or difficult. Given these limitations, specific procedures must be established and followed to ensure the safety of those who enter and work in Restricted Spaces.

A Restricted Space: is one which is fully or partially enclosed, that is not both designed and constructed for continuous human occupancy, but in which atmospheric hazards are neither present nor likely to occur.

Scope

This Standard applies to all Restricted Spaces on *RoJo Construction Management Inc*'s construction work sites and to any worker who performs or supervises work in these spaces.

Responsibilities

Supervisors shall:

- Control access to and authorize work in these spaces
- Provide specific entry, work and emergency procedures for these spaces

- Ensure that workers are aware of and follow these procedures

Workers shall:

- Work in accordance with the entry, work and emergency procedures for the Restricted Spaces in which they perform work

Working in restricted spaces

The following items must be included in the procedures for entry and work in Restricted Spaces:

- Access to the space must be controlled and only authorized individuals who will work in accordance with entry, work and emergency procedures for that Restricted Space, shall be permitted access
- Entry and work in a Restricted Space must be performed using the "buddy" system where at least one other person is present and in contact with the person in the space
- A reliable means of communication must be available for Restricted Space Work. The method of communication must be tested prior to the commencement of work
- Depending on the nature of the work and/or the Restricted Space, appropriate protective equipment must be provided and used
- All sources of energy in and related to the Restricted Space must be properly controlled and locked out
- Procedures must be in place for the removal of the worker from the space in the event of an emergency

Housekeeping and Storage of Building Materials

Good housekeeping must be practiced at all times. Keep the area clean, free of oil, grease, mud, unnecessary tools/equipment, scrap metal and other materials.

1. Tripping hazards and slippery conditions must be eliminated. Aisles and access ways must be kept clear of any obstruction and be well-lit and properly ventilated. Keep exterior walkways and stairways free of snow, ice and obstacles.
2. Scraps must be removed to disposal bin or designated disposal area.
3. Clean up spills promptly with proper absorbing materials and agents.
4. Store all oily rags in appropriate fire-approved steel containers.
5. Place all garbage and waste materials in appropriate containers.
6. Daily job site cleanup is required and individual cleanup duties must be assigned to all workers.
7. All materials must be segregated as to size, kind and length and placed in neat, safe and orderly piles. This will ensure clear passageways in storerooms, warehouses and on job/project sites creating a safe workplace for all employees.
8. Materials must be properly stored, stacked or piled away from power lines and to prevent tipping/spilling.
9. Bagged or sacked material should be stacked or piled no more than ten high and should be cross piled on skids so that in all cases, no one can be injured because the material falls, rolls, overturns or breaks.
10. Barrels may be stacked upright with platforms/planks between layers and should not be stacked any higher than the mechanical equipment can safely reach.

11. Skids of brick blocks or other such material should be stockpiled in such a manner as to prevent tipping or collapsing.
12. Employees are not allowed to climb up, on or about around any such stacked equipment, machinery, supplies, parts, products, etc.
13. Stockpiles should be blocked and interlocked ensuring that they are not too high or obstruct any fire access, extinguishing or fire safety equipment (e.g. fire doors).
14. Proper tools, such as cutters or snips, must be used to break metal bands and extreme caution should be taken when removing such objects.
15. Protruding nails in boards, planks, etc., must have the nails removed or bent over, and the boards placed in an orderly fashion. When handling such material, the workers should wear heavy gloves and safety footwear as prescribed.
16. Watch for hazards such as nails, pieces of scrap metal, grease and oil.
17. Signs must be posted to warn workers of hazardous areas.
18. Securely tether compressed gas cylinders when not in use or being stored.

No storage of building materials will be permitted on roads.

All access roads must be clear to allow emergency vehicles to enter the site and access all fire hydrants for the duration of the construction period.

No refuse is to be burned on any construction site.

Tools

RoJo Construction Management Inc. believes that in order to complete a job safely you must have the correct tools for the job. As such, as a minimum we will complete an annual review of all inventoried tools and decide the appropriate course of action for any inventoried tool to determine if any maintenance is required for issues such as damaged, worn or aged tools.

Defective tools can cause serious and painful injuries. If a tool is defective in some way, **DO NOT USE IT**.

Ensure you inspect the tool before each use and follow the manufacturer's written instructions on the use of each tool.

Be aware of problems like:

- Chisels and wedges with mushroomed heads
- Split or cracked handles
- Chipped or broken drill bits
- Missing ground pins
- Damaged cords
- Missing guards
- Damaged chuck
- Wrenches with worn out jaws
- Tools which are not complete, such as files without handles

To ensure safe use of hand tools, remember:

1. Never use a defective tool
2. Double check all tools prior to use
3. Ensure defective tools are repaired or replaced

Air, gasoline or electric power tools, require skill and the operator's complete attention, even when they are in good condition**. DO NOT** use power tools when they are defective in any way.

Watch out for problems such as:

- Broken or inoperative guards
- Insufficient or improper grounding due to damage on double insulated tools
- No ground wire (on plug) or cords of standard tools
- The on/off switch not in good working order
- Tool blade is cracked
- The wrong grinder wheel is being used, or the guard has been wedged back on a power saw

Remove all defective tools from the work area and mark, "DEFECTIVE - DO NOT USE" then return to the shop for repair.

Extension Cords

1. All portable extension cords must be of the outdoor type, rated for 300 volts, and have an insulated grounding conductor.
2. All extension cords will be CSA approved and inspected before use.
3. All extension cords used in hazardous areas or in damp locations are to be protected by approved ground fault protection.
4. Extension cords must be protected during use to prevent damage from sharp edges, movement of materials, and flame cutting.
5. All extension cords are to be placed in such a way that they will not be a tripping or falling hazard.

6. Defective cords must not be used. They must either be destroyed or be tagged and removed from the worksite until repaired.

Electrical Safety

Accidental contact with electrical components can have deadly consequences. Always refer to the manufacturer's recommended operating practices prior to using new electrical appliances, tools and equipment.

Use the following guidelines to reduce the risk of personal injury:

- All electrical tools and appliances will be double insulated or have a three prong plug-in.
- Only qualified and authorized electricians are allowed to service and repair electrical appliances, tools and equipment.
- Prior to operating electrically powered tools and equipment, ensure that you are working on a dry surface.
- Tools with damaged cords, grounds and housing units are to be tagged "Out of Service" and sent for repair.
- Missing or damaged ground plugs of any appliance, tool or piece of equipment are to be repaired prior to use.
- Damaged extension cords shall be tagged "Out of Service", repaired or replaced as warranted.
- Always stand to the side of a service box when resetting a breaker.
- All electrical tools must be CSA approved.
- Disconnect power tools from power source before making adjustments. Defective equipment needs to be tagged "Out of Service" and removed.
- Tools with electrical arcing brushes should be removed when you feel any tingling during use.

Tagging and Lockout

A lockout tag out is to be used when working on any piece of machinery or equipment. A disconnect switch, circuit breaker, manually operated valve, blind flange, or other device used to ensure that power or energy cannot flow to a piece of machinery or equipment.

1. Review drawings of the system to be de-energized and de-activated to determine the switches, power sources, controls, interlocks, or other such devices necessary to isolate the system. Confirm with the client/owner where required.
2. All apparatus capable of being electrically energized or dynamically activated must be de-energized or de-activated by locking out, physically disconnecting or otherwise rendering the apparatus inoperable.
3. Test the system with a CSA-certified potential test indicator to ensure that all components are de-energized and de- activated, including interlocking or dependent systems which could feed into the system being isolated, either mechanically or electrically. Potential test indicators should not be used beyond the voltage limits for which they are rated.
4. Observe the following safeguards for locking out and tagging:
    a) After the circuit has been de-energized, locked out by the person in charge, workers must be protected by personally placing their own safety lock on the disconnect switch. The worker must retain the key for this lock while lock is in place.
    b) Where several workers or trades are working on the circuit, provision for additional locks must be made through the use of a lockout bar. This arrangement can accommodate any number of locks by placing another lockout bar in the last hole of the previous bar.

c) In accordance with Section 190(6)3. of the current Regulations for Construction Projects (O.Reg. 213/91), each worker must attach to their lock a durable tag filled out with the following information:
    - why the equipment, installation or conductor is disconnected
    - the name of the person who disconnected the equipment, installation or conductor
    - the name of the person's employer
    - the date on which the equipment, installation or conductor was disconnected

d) The de-energized electrical system must be discharged by short circuit and phase to ground. A temporary ground cable must be attached to the system and remain in place until work is completed.

5. A record must be kept of the devices opened, locked out or otherwise rendered inoperable so that all of these devices can be reactivated once work is complete.
6. Place signs on the system indicating that it is not to be energized or operated and that guards, locks, temporary ground cables, chains, tags, and other safeguards are not to be tampered with or removed until work is complete.
7. Workers testing electrical equipment must:
    - Remove all watches, rings, neck chains or other current- conducting jewelry
    - Wear electric shock resistant footwear; and
    - Wear safety glasses with side shields

Note: In-plant procedures specified by the owner or client take precedence over the procedures outlined here, providing there is no contravention of existing codes or statutes.

Tagging and Lockout Responsibilities

It is the responsibility of the subcontractor on site to be sure that all tagging and lockout procedures have been taken. Staff of *RoJo Construction Management Inc.* are not properly trained to undertake this responsibility.

Welding, Cutting and Burning

A Specialized Work Permit* is required to be filled out by the trade performing the work. Work involving welding, cutting and burning can create fires and breathing hazards for workers on any job. *(See Appendix I)

The following should be considered prior to the start of work:

1. Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.
2. Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards and protected by the use of "screens".
3. Never start work without proper authorization.
4. Always have firefighting equipment on hand before starting. At least one suitable fire extinguisher should be kept within 8 meters of where work is taking place.
5. Check the work area for combustible material and possible flammable vapours. Area within 10 meters shall be swept clean and kept clean before and during such operations and all combustible materials shall be removed or covered with non- combustible or fire-resistant sheeting. The immediate area where work is taking place should be hosed down with water before and after work is completed, unless the water would cause property damage.

6. A welder should never work alone. A fire watcher will be properly equipped to take action and must be present during all such operations and must remain in the immediate area for at least 2 hours after the completion of such operations.
7. Protect cables and hoses from slag or sparks.
8. Never weld or cut lines, drums, tanks, etc. that have been in service without making sure that all have been purged or other necessary precautions are in place.
9. Never enter, weld or cut in a confined space without proper air quality testing and a qualified safety lookout is in place.
10. When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks.
11. Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders. Move all cylinders away to one side.
12. Open all cylinder valves slowly. The wrench used for opening the cylinder valves should remain on the valve spindle.
13. Chain cylinders when not in use or being stored.

Chain Saws

Chain saws are used for various types of work; they should only be on site as a last resort. Before attempting to operate one, you should be aware of the following:

The operator should be trained by a qualified trainer in the care, use and maintenance of the piece of equipment being operated.

1. The personal protective equipment should be in good condition and donned before operating. This PPE should include, but not be limited to:

- Hardhat
- Hearing Protection
- Gloves
- Face shield
- Ballistic leggings
- Protective footwear
- Other PPE deemed appropriate to the work

2. The chain saw should be inspected according to manufacturers' specifications prior to use.
3. Defective equipment should be tagged "out-of-service".
4. Maintain safe work limits to co-workers and/or equipment.
5. Practice good housekeeping techniques.
6. Keep the Operator's manual with the chain saw.

Chain saws are used for many jobs in construction. Since this tool was primarily meant for use in the logging industry, it can be an unfamiliar tool to some workers.

Workers must be trained in its safe use. This training must include a minimum of the following elements:

1. Proper personal protective equipment to be worn as set out by the manufacturer and the Occupational Health & Safety Legislation.
2. Fueling of the saw must be done in a well-ventilated area and not while running or hot.
3. An approved safety container with approved spout or funnel must be used to refuel the saw.
4. The correct methods of starting, holding, carrying, storage and use of the saw as directed by the manufacturer must be used.
5. Ensure that the chain brake is functioning properly and adequate to stop the chain.
6. The chain must be sharp, have the correct tension, and be adequately lubricated.

7. When carrying/transporting a chain saw, the bar guard must be in place, the chain bar must be toward the back and the motor must be shut off.
8. The chain saw must not be used for cutting above shoulder height.
9. Chain saws must comply with CSA Standards Z62.1-15.

Starting Chain Saws

1. Prior to start up ensure:
   a) Chain break is in place
   b) Chain has proper tension
   c) Equipment handles are tight
   d) Equipment levers are tight
2. Engage the throttle latch.
3. Pull the choke all the way out.
4. Set the saw on the ground in a clear area.
5. Place right foot in the rear handle.
6. Grip the front handle firmly with your left hand.
7. Pull the starter handle slowly to engage the starter and apply a short fast pull to start.
8. Keep hold of the starter handle as the rope rewinds (prevents starter damage).
9. Repeat step seven.
10. When the saw fires, push the choke in. The saw will usually start on the next pull.
11. Rev up the engine briefly to release the throttle catch and let the saw idle.

Hand-Held Power Circular Saws

This type of power hand tool is one of the most commonly used in construction. Because of its widespread use, there are numerous accidents due to thoughtless acts.

The following are the minimum accepted practices to be used with this saw:

1. Approved safety equipment, such as safety glasses or a face shield, is to be worn.
2. Where harmful vapors or dust is created, approved respiratory protection is to be used.
3. The proper blade, one designed for the work to be done, must be selected and used.
4. The power supply must be disconnected before making any adjustments to the saw or changing the blade.
5. Before the saw is set down, ensure the retracting guard has fully returned to its down position.
6. Both hands must be used to hold the saw while sawing.
7. Maintenance is to be done according to manufacturer's specifications.
8. Ensure all cords are clear of the cutting area before starting to cut.
9. Before cutting, check for foreign objects or any other obstruction which could cause the saw to "kick back".
10. When ripping, make sure the stock is held securely in place. Use a wedge to keep the stock from closing and causing the saw to bind.

Compressed Air

Air powered tools in construction range from stapling guns to jack hammers. If not treated with respect, these tools can become a detriment rather than a benefit.

- Compressed air must not be used to blow debris or to clear dirt from any worker's clothes
- Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools
- All hose connectors must be of the quick disconnect pressure release type with a "safety chain/cable"
- Wear personal protective equipment such as eye protection and face shields. Restrict access to the area or ensure other workers in the area are aware of hazards
- Hoses must be checked on a regular basis for cuts, bulges, or other damage. Ensure that defective hoses are repaired or replaced
- A proper pressure regulator and relief device must be in the system to ensure that correct pressures are maintained.
- The proper air supply hoses must be used for the tool/ equipment being used
- The equipment must be properly maintained according to the manufacturer's requirements

Explosive/Powder Actuated Fastening Tools

There are a number of tools that utilize an explosive charge in use throughout the construction industry. The manufacturers of these devices provide detailed instructions regarding their use and maintenance. These instructions, along with specific legislation shall be closely adhered to at all times.

The following general recommendations apply to all explosive/powder actuated tools:

1. Only properly trained and qualified personnel are to use this type of tool.

2. The tool must be CSA-approved for “Explosive Actuated Fastening Tools”.
3. The tool should be loaded just prior to use with the correct charge for the job anticipated. Tools should never be loaded and left alone or moved to an alternate work site after being loaded.
4. The tool should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle at all times.
5. Explosive/powder actuated tools should always be stored in their proper lock boxes.
6. Explosive/powder actuated tools must never be used in an explosive atmosphere.
7. When used, the tool must be held firmly and at right angles to the surface being driven into.
8. Eye protection must be worn by the operator.
9. Where there is a danger of spalling, full face protection must be worn.
10. Appropriate hearing protection is to be worn.
11. To prevent free-flying studs, ensure that the material being driven into will not allow the stud to pass through it (glass block, hollow tile etc.).
12. Manufacturer’s recommendations should be consulted and followed whenever there is a doubt about the material being driven into, maintenance procedures, or determining the charge to be used.
13. Always be aware of other workers. Where a hazard to other workers is created by this operation, properly sign and barricade the area.

Grinding

Severe injury may occur if proper personal protective equipment is not used and maintained.

1. Check the tool rest for the correct distance from the abrasive wheel, maximum 1/8” or 3 mm.
2. Replace the grindstone when adjustment of the rest cannot provide 1/8” or 3 mm clearance.
3. If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool or replace the wheel.
4. Protect your eyes with goggles or a face shield at all times when grinding.
5. Each time a grinding wheel is replaced, check the maximum approved speed (stamped on the wheel bladder) against the shaft rotation speed of the machine to ensure the safe speed is not exceeded.
6. A grinding wheel must not be operated at speeds exceeding the manufacturer’s recommendation.
7. The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel and must fit the shaft rotating speed according to the manufacturer’s recommendation.
8. Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel.
9. Do not stand directly in front of the grinding wheel when it is first started.
10. Wear CSA-approved hearing protection.

Portable Grinders

Abrasive wheels can cause severe injury. Proper storage, use and maintenance of wheels must be observed.

1. Familiarize yourself with the grinder operation before commencing work.
2. Ensure proper guards are in place.
3. Never exceed the maximum wheel speed RPM (every wheel is marked).

4. Check the speed marked on the wheel and compare it to the speed on the grinder.
5. When installing the wheel, check for cracks and defects. Ensure mounting flanges are clean and the mounting blotters are used. Do not over tighten the mounting nut.
6. Before grinding, run the newly mounted wheel at operating speed, checking for vibration.
7. Do not use grinders near flammable materials.
8. Never use the grinder for jobs it is not designed for, such as cutting wood.
9. Wear CSA-approved personal protective equipment including eye, face, hand, foot, and hearing protection.

Power Tools

1. Read the manual carefully to learn your power tool's applications, limitations and any potential hazards.
2. Ground your tool unless it is double insulated.
3. Do not use power tool in rain, damp or wet locations or in the presence of explosive atmospheres (gaseous fumes, dust or flammable materials).
4. Remove materials or debris that may be ignited by sparks.
5. Keep work area clean and well lit.
6. Do not wear loose clothing or jewelry.
7. Wear a protective hair covering to contain long hair, which may be caught in moving parts.
8. Wear rubber gloves and insulated non-skid footwear outdoors.
9. Keep hands and gloves away from moving parts.
10. Wear safety goggles or glasses with side shields that comply with current safety standards.
11. Hearing protection is a must during extended use of a power tool.

12. Wear a dust mask for dusty operations.
13. Wear other personal protective equipment as required.
14. Keep a fire extinguisher nearby.
15. All bystanders must be kept at a safe distance from the work area to protect themselves and the operator.
16. Provide barriers or shields as necessary to protect others in the work area from sparks and debris.
17. Secure work with a clamp, vise or other practical means of holding work secure. Use both hands to control tool.
18. Do not use a tool or attachment to do a job for which it is not recommended. Do not alter a tool.
19. Non-recommended accessories may be hazardous and shall not be used. Install and maintain accessories as per tool instructions.
20. Do not defeat a guard or other safety device when installing an accessory or attachment.
21. Inspect guards and other parts before use. Check for misalignment, binding of moving parts, improper mounting, broken parts and any other condition that may affect operation.
22. If abnormal noise or vibration occurs the tool must be turned off immediately and the problem corrected before further use of the tool.
23. Check that all adjusting keys and wrenches are removed from the tool before the power is turned on.
24. Prevent body contact with grounded surfaces, such as pipes, radiators, ranges and refrigerators.
25. When making blind or plunge cuts, always check the work area for hidden wires or pipes.
26. Hold your tool by insulated non-metal grasping surfaces.
27. Use a Ground Fault Circuit Interceptor (GFCI) to reduce shock hazards.

28. Do not force a tool to perform at a rate other than for what it was designed. Excessive force causes operator fatigue, increased wear and reduced control.
29. Keep hands away from all cutting edges and moving parts.
30. Never carry tool by its cord or unplug it by yanking cord from the outlet. Pull plug rather than cord to reduce the risk of damage.
31. Keep the cord away from heat, oil, sharp objects, cutting edges and moving parts.
32. Do not overreach. Maintain proper footing and balance at all times. Use extra care when using tool on ladders, roofs, scaffolds, etc.
33. Do not use a tool when you are tired, distracted or under the influence of drugs, alcohol or any medication which decreases control.
34. Unplug tool when it is not in use, before changing accessories or performing recommended maintenance.
35. Maintain tools. Keep handles dry, clean and free from oil and grease. Keep cutting edges sharp and clean. Follow instructions for lubricating and changing accessories.
36. Periodically inspect tool cords and extension cords for damage.
37. When power tools are not in use, store them in the proper storage cases. If equipment does not have a proper storage case, store in an on-site job box with lock, or return to storage crib at the shop.
38. Report any damaged tools immediately so a replacement or repair can take place. Tag the damaged tools with "DO NOT USE".
39. Maintain labels and nameplates.
40. Watch what you are doing and use common sense.

Propane Torch Use

A flame from a propane torch can reach temperatures of over 1093˚C. Roofers applying torch on products can receive serious burns from both the torch flame and the hot modified bitumen sheets they are applying.

1. When using a torch, workers must wear additional protective clothing (gloves, eye protection).
2. Prior to use, ensure that torching equipment is in good working order and the cylinder valves are clean. Check that fittings, hoses and heads are secure.
3. **DO NOT USE** defective equipment.
4. Use soapy water to check connections for leaks.
5. Only use a spark lighter or electronic starter to light torch.
6. Protect the propane hose from damage by:
   - Keeping torch flame away from hose
   - Keeping hose free of kinks
   - Not running over hose with equipment
   - Not using the hose to lift the cylinder
7. A torch flame is difficult to see in daylight, be aware of and keep away from the flame.
8. **NEVER LEAVE AN OPERATING TORCH UNATTENDED.**
9. Other than the operator, all workers should stay at least 1 meter away from the torch.
10. Set torch units into support leg position when not in use.
11. To shut off torch, close cylinder valve first, let gas burn out, close torch valve.
12. At the end of the day, disconnect hoses and store properly.

Occupational Health

Designated Substances

A “designated substance” is a biological, chemical or physical agent or combination thereof prescribed as a designated

substance to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled.

The owner of the project shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site.

Once provided with a designated substance report, copies will be made available to Site Supervisors for their reviews as well as posting on the Health and Safety board.

Dust

What are the hazards?

There are two kinds of hazardous dust common in construction. These include:

- fibrous dust from insulation materials (such as asbestos, mineral wool, and glass fiber), and
- non-fibrous silica dust from sandblasting, concrete cutting, or rock drilling

Where does construction dust come from?

Dusts are particles which are usually many times larger than fume particles. Dusts are generated by crushing, grinding, sanding, or cutting and by work such as demolition.

Preventative Measures

Ventilation:

Natural dilution ventilation — Working outside in a light breeze or inside with doors and windows open provides large volumes of fresh air which should disperse airborne contaminants sufficiently in most cases. However, it is important for the welder to stay to one side of the plume.

Mechanical dilution ventilation – Fans such as roof exhaust fans and wall fans force outside air into and out of the building. General mechanical ventilation in most cases will deflect the plume out of the welder's breathing zone.

Local exhaust ventilation – Consists of an exhaust fan, air cleaner, and ducted system dedicated to removing airborne contaminants at the source and exhausting them outdoors. Local exhaust ventilation is preferred over dilution ventilation because it is better able to prevent airborne contaminants from entering the welder's breathing zone.

Respiratory Protection:

See the Respirator Selection Guide in CSAO's Construction Health and Safety Manual (M029) for activities that create dust.

If you are in doubt about choosing the correct Respiratory Protection or if you are not sure to the source of the dust, stop work and advise your Supervisor.

Identifying Asbestos

As part of the ongoing commitment to provide a safe work environment, the following procedure has been established to address the existence of asbestos on job sites.

What is Asbestos?

Asbestos is a naturally occurring material once used widely in the construction industry. Its strength, ability to withstand high temperatures, and resistance to many chemicals made it useful in hundreds of applications. However, when asbestos is inhaled, it can be harmful and lead to the following diseases:

- asbestosis
- lung cancer

- mesothelioma (cancer of the lining of the chest and/or abdomen)

Where can it be found?

- Sprayed-On Fireproofing
- Pipe and Boiler Insulation
- Loose Fill Insulation
- Asbestos Cement Products
- Acoustical Plaster
- Acoustical Tiles
- Vinyl Asbestos
- Gaskets
- Roofing Felts
- Asphalt/Asbestos Limpet Spray
- Drywall Joint-Filling Compound
- Coatings and Mastics

If you suspect that asbestos is present on a jobsite call Senior Management at *RoJo Construction Management Inc.* immediately.

Prior to Commencing Work

Supervisors:

1. Prior to commencing work in any area, request a copy of the owner's Asbestos Report.
2. If there is asbestos in the work area and it needs to be removed to perform the work, request that the owner is to remove it.
3. Do not commence work until you have received a notice from the owner in writing that the asbestos has been removed and it is safe to commence or return to work.

4. If there is asbestos in the work area and its presence does not impact the work, advise workers of location and what not to disturb.

Workers:

1. In all projects, bear in mind the possible presence of asbestos.
2. If you are working in an area known to contain asbestos, contact your Supervisor to determine whether or not asbestos is present in the work area or adjacent areas in which you may be working.
3. If there is any doubt about pipe or duct insulation, textured ceilings, vinyl asbestos floor tile, flooring sheet goods, wall cladding or underground piping, especially in older facilities, do not commence work and notify your Supervisor.

Note: To remove asbestos a worker requires knowledge of the type of asbestos, knowledge of the proper choice and use of PPE and Respirators, understanding of containment procedures and knowledge of proper handling, storage and waste removal procedures. For type 3 removals, training is a legal requirement.

DO NOT REMOVE OR DISTURB ASBESTOS CONTAINING MATERIAL. IF YOU ARE INSTRUCTED TO DO SO, STOP WORK AND CONTACT YOUR SUPERVISOR.

Hearing Loss

1. Hearing loss – any reduction in the normal ability to hear is referred to as a loss of hearing. A hearing loss can be either temporary or permanent.
2. With a temporary hearing loss, normal hearing will usually return after a rest period away from all sources of intense or loud noise. The recovery period may be minutes, hours, a day or perhaps even longer. Temporary hearing loss occurs when hair cells in the inner ear have been bent by vibrations and need time to bounce back.
3. Permanent hearing loss is the result of hair cell or nerve destruction within the inner ear. Once these important parts of the hearing process are destroyed, they can never be restored or regenerated. The resulting permanent hearing loss, also referred to as permanent threshold shift (PTS), can range from slight impairment to nearly total deafness.

Hearing Loss Factors

Type of noise	Continuous, intermittent, impace, high or low frequency
Intensity of noise	Level of loudness
Duration of exposure	Length of time worker is subjected to noise – for example, during the day, on specific shifts
Employment duration	Years worker is subjected to noise
Types of noise environment	Characters of surroundings – for example, enclosed, open, reflective surfaces
Source distance(s)	Distance of worker from noise source
Worker's position	Position of worker relative to noise source
Worker's age	For instance, a 20-year-old apprentice versus a 50-year-old journeyperson
Individual susceptibility	Sensitivity difference, physical impairments
Worker's present health	Whether a worker has any detectable losses or ear diseases
Home and leisure activities	Exposures to noise other than occupational, such as hunting, skeet shooting, earphone music, snowmobile, etc

Training

All workers who wear Hearing Protection Devices (HPDs) must be trained to fit, use, and maintain the protectors properly.

Workers must be instructed in the proper fitting of HPDs as recommended by the manufacturer. Training should include a

demonstration. Workers should then practice using the HPDs under close supervision. Checks are needed to ensure the best possible protection.

Workers should understand the following:

- That there is risk of hearing loss increases if HPDs are not worn in noisy environments (eight-hour exposure of 85 dBA)
- That wearing HPDs is required in all situations where noise exposure may damage hearing
- That to be effective an HPD must not be removed even for short periods
- That various HPDs are available to accommodate differences in ear canal size, jaw size, head size and shape, comfort level, compatibility with other forms of PPE, etc
- That proper fit is essential to achieve maximum protection.

Choosing the Correct Hearing Protection

CSA Standard Z94.2, Hearing Protectors, identifies classes of hearing protectors as A, B, and C. Class A protectors offer the highest ability to attenuate, followed by B and C.

Hazardous Materials

Transporting Flammable Liquids

1. Gasoline and other highly flammable liquids must not be carried in the passenger compartment of a vehicle.
2. Gasoline and other highly flammable liquids must be transported and stored in approved containers bearing the CSA or ULC label.
3. Ensure that the containers are not damaged and that caps or fittings are properly secured after filling.
4. Flammable liquids must be transported in an upright position, braced or otherwise secured to prevent overturning.
5. When transporting gasoline or other flammable liquids in a van, place the containers in the rear of the van with adequate ventilation. Remove the containers from the van immediately upon arrival at the destination.
6. Provide an ABC fire extinguisher in the driver's compartment when gasoline or other flammable liquids are transported in a van.
7. Do not use gasoline as a cleaner.
8. Gasoline engines should be shut off and allowed to cool before refueling.

Gas Cylinders

1. Gas cylinders, when not in use, must be stored outdoors and in locked designated area(s).
2. Different gases should be stored separately and isolated from other flammables, such as gasoline, solvents, oil and lumber.
3. Keep full cylinders separate from empty cylinders.
4. Gas cylinders are to be stored in an upright position, valve capped and secured in position, and tethered together.

5. A crane or hoist must not be used to transport gas cylinders.
6. A gas cylinder must be adequately secured when taken to a work area.
7. Always use proper fitting wrenches when making connections. Do not use vise grips or pipe wrenches.
8. Check valves for leaks using a soapy liquid around the valve connection.

Oxygen and Acetylene

1. Leather gauntlet gloves and goggles with No. 4 or 5 lens shade must be worn by workers using an oxyacetylene cutting torch. No.4 or 5 lenses do not remove arc-welding rays.
2. Oxygen and acetylene cylinders must be secured in an upright position at all times during storage, use and transportation.
3. Cylinders should be stored in a well-ventilated area, outside with overhead protection from the weather and away from freezing temperatures as pressure may drop in the cylinder, causing leaks.
4. Protective caps must be in place when the cylinders are not in use or when they are being moved.
5. Type BC fire extinguishers must be available whenever oxyacetylene cutting is being done.
6. Cylinders must not be placed where they may become part of an electric circuit or be inadvertently struck by a welding rod.
7. Cylinders must be hoisted in properly rigged racks or baskets to keep them secure and upright.
8. Workers using oxyacetylene must not carry butane lighters.
9. Oxygen or acetylene torches must not be used to blow dust from work surfaces, clothing or skin.

10. Do not move cylinders without first closing the valves.
11. Do not use regulators, hoses or torches unless they are working properly.
12. Use only a spark lighter to ignite torches. Never use matches or a cigarette lighter.
13. A leaking gas cylinder must be shut off and removed to an outdoor location away from ignition sources and marked to be readily identifiable. The supplier should be notified about the defective cylinder.
14. Keep acetylene cylinders away from heat source. The surrounding temperature must be kept below 52C(125F).
15. Empty cylinders must be stored separately from full cylinders. Store acetylene cylinders separately from oxygen cylinders.
16. Cylinders must not be placed where materials or equipment can strike, fall on or knock them over.
17. Supply hoses must be protected from traffic.

Propane

O.Reg. 211/01 for Propane Storage and Handling states that, "no person shall handle propane unless the person is the holder of a certificate or ROT (record of training) for that purpose."

When installing and using propane (natural gas) cylinders, the following rules must be followed:

1. The cylinders are to be installed and secured in an upright position to prevent from falling, unless designed for horizontal use.
2. Use only the proper tools for connecting any hoses or appliances to the cylinders.
3. Only workers certified in the use of propane shall be permitted to install the equipment. This includes the changing of cylinders.

4. Cylinders are to be transported in an upright position. They are to be secured from falling and/or lifted only if secured in a proper lifting cage that is designed for this purpose.
5. Adequate fire protection equipment that is suitable for use on propane fires shall be available in the vicinity of the equipment being used, and all workers shall be trained in the use of this equipment.
6. All connections are to be checked on a daily basis for leaks and proper installation ("Soap Test"). Any repairs to equipment shall be completed only by qualified people.
7. Where this equipment is installed and/or used in an enclosed area, provision is to be made for proper and adequate ventilation.
8. Safety devices, such as pressure release valves and regulators are not to be disabled or modified, unless a qualified technician carries out this work.
9. Personal protective equipment shall be used when handling propane (safety glasses, gloves and long-sleeved shirts). Propane under pressure is extremely cold and can cause frostbite.
10. Do not use or store cylinders of propane in below-grade areas, such as trenches, manholes or basements. Propane is heavier than air and will collect in low areas.
11. Propane cylinders must be stored in a well-ventilated area away from heat sources, outdoors and above grade.

Propane Handling

Since propane is heavier than air and invisible, it is of special concern when it is used on the jobsite. All installations and use of this product must comply with the legislation set out for its safe use.

1. Suppliers delivering the product or setting up the equipment must be trained in the safe handling of the material.
2. Personal protective equipment shall be used when handling propane (safety glasses, gloves and long-sleeved shirts). Propane under pressure is extremely cold and can cause frostbite.
3. Cylinders are to be transported in an upright position. They are to be secured from falling and/or lifted only if secured in a proper lifting cage that is designed for this purpose.
4. Nylon slings must be used in a “choker” fashion when loading, off-loading or lifting propane tanks.
5. “Lifting lugs” provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank.
6. Tank valves and regulators are to be removed from the tank prior to moving.
7. Crane hooks shall be equipped with a “safety latch”.
8. All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank and all workers shall be trained in the use of this equipment.
9. Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.
10. Tanks are not to be heated to increase flow.
11. When in use, propane bottles are to be securely held in an upright position.
12. Tanks are not to be hooked up and used without proper regulators.

Propane and Temporary Heat

No open-flame, air-forced heater, commonly known as a "salamander" shall be used on a Job Site. Whenever using any other type of temporary heater or heating device, it shall be positioned on a fire- resistant surface and shall be tied off to a wall stud or floor with not less than four (4) feet of clear space surrounding it.

Solvents and Flammable Liquids

Cleaning solvents are used in day-to-day construction work to clean tools and equipment. Special care must be taken to protect the worker from hazards which may be created from the use of these liquids. Wherever possible, solvents should be nonflammable and nontoxic.

The Foreman must be aware of all solvents/flammables that are used on the job and be sure that all workers who use these materials have been instructed in their proper use and any hazard they pose. The following practices will apply when solvents/ flammables are used:

1. Use nonflammable solvents for general cleaning.
2. When flammable liquids are used, make sure that no hot work is permitted in the area.
3. Store flammables and solvents in special storage areas.
4. Check toxic hazards of all solvents before use, refer to Material Safety Data Sheets (M)SDS.
5. Provide adequate ventilation where all solvents and flammables are being used.
6. Use goggles or face shields to protect the face and eyes from splashes or sprays.
7. Use rubber gloves to protect the hands.
8. Wear protective clothing to prevent contamination of worker's clothes.

9. When breathing hazards exist, use the appropriate respiratory protection.
10. Never leave solvents in open tubs or vats. Return them to storage drums or tanks.
11. Ensure that proper containers are used for transportation, storage and the field use of solvents/flammables.
12. Where solvents are controlled products, ensure that all employees using or in the vicinity of use or storage are trained in the Workplace Hazardous Materials Information System (WHMIS).
13. Ensure all WHMIS requirements are being met.

Welding Fumes (Vapors and Gases)

What are the hazards?

The most common hazards are airborne contaminants generated by welding. These include:

- **Fumes** – Beryllium, Cadmium, Chromium, Lead, Nickel and Zinc
- **Vapor/Gases** – Hydrogen fluoride, Nitrogen oxide, Ozone, Phosgene, Phosphine, and Asphyxiants

How does welding create these hazards?

Fumes:

1. Some of the metal melted at high temperatures during welding vaporizes. The metal vapor then oxidizes to form a metal oxide. When this vapor cools, suspended solid particles called fume particles are produced. Welding fumes consist primarily of suspended metal particles invisible to the naked eye.
2. Fume particles may reach deep into the lungs and cause damage to lung tissue or enter the bloodstream and travel to other parts of the body.

Vapor/Gases:

1. A gas is a low-density chemical compound that normally fills the space in which it is released. It has no physical shape or form. Vapor is a gas produced by evaporation.
2. Several hazardous vapors and gases may be produced by welding. Ultraviolet radiation, surface coatings, shielding gases, and rod coatings are primary sources of vapors and gases.
3. Overexposure may produce one or more of the following respiratory effects:
    - Inflammation of the lungs
    - Pulmonary edema (fluid accumulation in the lungs)
    - Emphysema (loss of elasticity in lung tissue)
    - Chronic bronchitis
    - Asphyxiation

Preventative Measures

Ventilation:

Natural dilution ventilation — Welding outside in a light breeze or inside with doors and windows open provides large volumes of fresh air which should disperse airborne contaminants sufficiently in most cases.

However, it is important for the welder to stay to one side of the plume.

Mechanical dilution ventilation – Fans such as roof exhaust fans and wall fans force outside air into and out of the building. General mechanical ventilation in most cases will deflect the plume out of the welder's breathing zone.

Local exhaust ventilation – Consists of an exhaust fan, air cleaner, and ducted system dedicated to removing airborne contaminants at the source and exhausting them outdoors. Local exhaust ventilation is preferred over dilution ventilation because it is better able to prevent airborne contaminants from entering the welder's breathing zone.

Respiratory Protection:

Respiratory protection will not be required for most welding operations if proper ventilation is provided. However, when ventilation or other measures are not adequate, or when the welding process creates toxic fumes (as with stainless steel and beryllium), respiratory protection must be worn.

See the Respirator Selection Guide in CSAO's *Construction Health and Safety Manual* (M029) for Welding and Flame Cutting activities.

Hot Work

Definition: "Hot work" is work that could produce a source of ignition, such as a spark or open flame. Examples of hot work include welding, cutting, grinding and the use of non-explosion proof electrical equipment.

Due to *RoJo Construction Management Inc.*'s Insurance Policy, open flame sources shall never be used to heat any workspace or site without additional insurance endorsement.

If and when hot work is required, the Supervisor or job foreman is to fill out a copy of Appendix I* and ensure that the person conducting the hot work is competent in completing the work and provides a detailed explanation of how work will be completed. *(Specialized Work Permit)

Once the hot work is complete, there must be a fire watch (visual inspection of the work area) for the next two hours.

What precautions are required to perform hot work in the presence of a combustible dust or mist?

The space should be ventilated or purged to reduce the combustible dust or mist airborne concentration to a level below that which may create a hazard of explosion.

If ventilation or purging cannot reduce the combustible dust or mist airborne concentration to a level below that which may create a hazard of explosion, the space must be rendered inert by adding an inert gas and be continuously monitored to ensure the atmosphere remains inert. Workers must wear adequate respiratory protective equipment and adequate equipment to allow persons outside the confined space to locate and rescue them, if necessary.

Fire

Fire prevention requires special attention:

- Keep all entrances and exits clear of obstructions such as vehicles, equipment and general clutter at all times.
- Correct poor housekeeping practices.
- Use appropriate shielding of flammable surfaces when performing hot work.
- Remember that grinders are capable of throwing red hot particles approximately 30 feet.
- Keep your work area free of unnecessary combustible materials.

Use proper degreasing agents. Never use gasoline or other “flammable liquids” for degreasing or cleaning.

All fire doors are to be kept closed when the shop is vacant.

Precaution shall be taken at all times to prevent the outbreak of fire in the workplace. Fire extinguishers must be readily accessible, properly maintained, regularly inspected and promptly refilled after use.

Fire Extinguishers

The following are the four main classes of fire extinguishers with their applications:

Class 'A' - Extinguishers are for fires in ordinary combustion material such as wood, paper and textile where a quenching, cooling effect is required.

Class 'B' - Extinguishers are for flammable liquids and gas fires such as oil, gasoline, paint and grease where oxygen exclusion or flame interruption is essential.

Class 'C' - Extinguishers are for fires involving electrical wiring and equipment where non-conductivity of the extinguishing agent is crucial.

Class 'ABC' - Extinguishers can be used for any of the above.

Fire Fighting Equipment

- All workers should know the location of thefirefighting equipment in their area.
- Fire extinguishers are to be checked monthly.
- Never return an empty extinguisher to its fire station. Clearly mark it "MT" with chalk and exchange it for a charged unit.
- All fire extinguishers will be inspected on an annual basis by a certified company.
- All workers must receive training before using fire extinguishing equipment.

Joint Health and Safety Committees

Selection

1. A Joint Health & Safety Committee of at least two persons is required:

- at a workplace at which 20 or more workers are regularly employed, and
- at a construction project at which 20 or more workers are regularly employed and with a duration of more than 3 months.

2. At least half the committee members shall be workers who do not exercise managerial functions.
3. The worker member(s) shall be selected by the workers they are to represent, or by the trade union or unions which represent them.
4. The constructor or employer shall select the remaining members from among persons who exercise managerial functions.
5. The constructor or employer shall post the names and work locations of committee members on a bulletin board.

JHSC Responsibilities

The Joint Health & Safety Committee shall:

1. Meet at least once every three months.
2. Maintain written minutes of the meetings.
3. Conduct a monthly inspection of the work areas to identify hazards (worker member).
4. Report findings and make written recommendations to senior management.
5. Determine the time needed to conduct inspections.
6. Support the implementation and maintenance of the company safety program.
7. Assist senior management in the annual review of the company health and safety program.
8. Review inspection and accident reports.
9. Review committee membership to keep it representative of the workforce.

Workplace Inspections

Workplace inspections will be conducted to identify and correct potential safety and health hazards. The Jobsite Inspection Checklist* will be used to conduct these inspections. These inspections should be completed weekly and brought to the attention of the Site Supervisor at the weekly tailgate meetings. *(See Appendix B)

Responsibilities

Senior Management:

- Conduct a formal inspection of the workplace once every year using the workplace inspection checklist. Ensure corrective action is taken to address hazards identified.
- Review middle management's inspections. Initialize and date the inspection report.

Middle Management:

- Conduct formal inspections semi-annually using the Jobsite Inspection Checklist. Ensure corrective action is taken to address hazards identified. Provide a copy of your inspection to senior management.
- Review Site Supervisor's weekly inspections. Ensure appropriate corrective actions are taken. Initialize and date the inspection report and file it in job file.
- Review and comment on quality of Supervisor's inspection reports.
- Review semi-annually with senior management the status of Supervisor's inspection.

Supervisor:

- Conduct formal inspections weekly using the Jobsite Inspection Checklist. Ensure corrective action is taken to address hazards identified. Provide a copy of your inspection to middle management at the end of the week.

All Workplace Parties:

- All workplace parties must conduct daily informal inspections of their workplace and take action to correct hazards.

All identified hazardous conditions should be eliminated or controlled immediately. When this is not possible:

- Interim control measures should be implemented immediately.
- Warning signs should be posted at the location of the hazard.
- All affected employees should be informed of the location of the hazard and the required interim controls.
- Permanent control measures should be implemented as soon as possible.

Training

All parties who conduct formal workplace inspections will be trained on their responsibilities and on how to complete the Jobsite Inspection Checklist. (See Appendix B)

Definitions

An Accident is defined as an unplanned event that causes harm to people or damage to property. Accidents are categorized as one of the following:

- Lost Time Injury (LTI) refers to any injury that prevents a worker from coming to work on the day following the day of the injury.
- Medical Aid refers to any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a doctor is given.
- First Aid refers only to injuries that can be treated on the job without any days lost.

- An Incident is defined as property damage but with no injury to workers.
- A Near Miss is a situation in which no injury or damage occurred but might have if conditions had been slightly different.
- Occupational Illness is defined as a condition resulting from a worker's exposure to chemical, biological or physical agents in the workplace to the extent that the health of the worker is impaired.
- Critical Injury is defined as an injury of a serious nature that:
  a) Places life in jeopardy;
  b) Produces unconsciousness;
  c) Results in substantial loss of blood;
  d) Involves the fracture of a leg or arm but not a finger or toe;
  e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
  f) Consists of burns to a major portion of the body; or
  g) Causes the loss of sight to an eye.

Role of Supervisor in an Accident Investigation

The Supervisor and the Site Health and Safety Coordinator (if applicable) must investigate all accidents and incidents that involve workers. This includes completing the Accident Investigation Form*, taking statements from witnesses and collecting any other pertinent information and ensuring the injured worker has received the necessary medical assistance.
*(See Appendix D)

The Supervisor is responsible for ensuring that all accident reports are transmitted to the Health and Safety Department as described below. If a worker sustaining First Aid later seeks Medical Aid, the Supervisor must advise the Health and Safety

Department and have the treating practitioner complete a Functional Abilities Form.

If we are not the Constructor, report the accident to the Constructor through their Safety Coordinator or Project Manager.

The supervisor should contact the injured worker as frequently as the injury deems, or at least once a week. If you require assistance, contact the Health and Safety Department.

Procedure:

1. The employee reports a work-related accident
2. Administer first aid as required
3. Arrange for transportation for injured employee to medical treatment if required
4. Ensure Return to Work package accompanies worker
5. Eliminate the hazard if possible or guard the accident scene if worker is critically injured
6. Investigate the cause of the accident and report findings in the Accident/Incident Report form. Ensure all areas of the form are completed
7. Send copy of the form to Health and Safety Department
8. Report all accidents/incidents as follows:
    - Lost Time Injuries
    - Medical Aid
    - First Aid
    - Incidents and Near Misses

Reporting Accidents/Incidents

RoJo Construction Management Inc. requires all employees to immediately report to their supervisor all accidents and incidents that result in injury or property damage, and all near misses with the potential for serious injury or property damage. Supervisors will report the accident promptly to management to ensure timely submission to WSIB. Each incident will be analyzed to determine causes and contributing factors and the analysis will be used to reduce or eliminate the risk of further incident.

Accident/Incident Investigation

Purpose

To investigate all incidents/accidents in order to determine what caused the accident and what corrective actions need to be implemented to prevent a recurrence.

Policy

The following types of incidents/accidents shall be fully investigated:

1. Accidents that result in injuries requiring medical aid
2. Accidents that cause property damage or interrupt operation with potential loss
3. Incidents that have the potential to result in (1) or (2) above
4. All incidents that, by regulation, must be reported to MOL, WSIB or other regulatory agencies

Responsibilities

1. All employees shall report all incidents/accidents to their immediate supervisor.
2. Supervisors shall conduct initial investigations and submit their reports using the Accident Investigation Form promptly to management.
3. Superintendents shall determine the need for and, if necessary, carry out detailed investigations. They shall also determine causes, recommend corrective action and report to the Manager.
4. The manager shall review all superintendents' reports, determine corrective action to be taken, and ensure that such action is implemented.

Emergency Plan Guidelines

RoJo Construction Management Inc. is committed to having an emergency plan in place for each workplace to assist workers and the public to respond to any emergency situation. Please see site specific emergency plans located on the Safety Board or in the Safety Box located at each jobsite. Appendix A (Pre-Project Hazard Assessment Form) is to be used to evaluate each site to ensure that a site-specific rescue plan has been completed and is in place.

Rescue Procedures - Worker Suspended in Safety Harness

The rescue of a worker who has fallen and is being suspended in his/her safety harness needs to be undertaken as quickly as possible for several reasons:

1. The worker may have suffered injuries during the fall and may need medical attention.

2. Workers suspended in their safety harness for long periods may suffer from blood pooling in the lower body and this can result in "suspension trauma." (See below on treating suspension trauma – have this available on site to provide to the First Aid team and to external emergency crews.)
3. The suspended worker may panic if they are not rescued quickly.
4. The event that led to the fall may create additional risks that need to be addressed.

General Rescue Procedures

If an Elevating Work Platform is available on site:

- Bring it to the site and use it to reach the suspended worker
- Ensure that rescue workers are protected against falling
- Ensure that the EWP has the load capacity for both the rescuer(s) and the victim
- If the victim is not conscious, 2 rescuers will be probably be needed to safely handle the weight of the victim
- Position the EWP platform below the worker and disconnect his lanyard when it is safe to do so
- Treat the victim for Suspension Trauma and any other injuries
- Arrange for transport to nearest hospital

If no Elevating Work Platform is available:

- Where possible, use ladder(s) to reach the victim
- Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s)
- If worker is not conscious or cannot reliably help with his/her own rescue, at least 2 rescuers may be needed

- If worker is suspended from a lifeline, where possible, move the suspended victim to an area that can be safely reached by the ladder(s)
- If victim is suspended directly from his/her lanyard or from a lifeline, securely attach a separate lowering line to the victim's harness
- Other rescuers should lower the victim while he/she is being guided by the rescuer on the ladder
- Once the victim has been brought to a safe location, administer First Aid and treat the person for Suspension Trauma and any other injuries
- Arrange for transport to nearest hospital

If the injured person is suspended near the work area and can be safely reached from the floor below or the area they fell from:

- Ensure that rescuers are protected against falling
- If possible, securely attach a second line to the workers' harnesses to assist in pulling them to a safe area. (**Note:** at least 2 strong workers will be needed to pull someone up.)
- Ensure that any slack in the retrieving lines is taken up to avoid slippage
- Once the victim has been brought to a safe location, administer First Aid and treat the person for Suspension Trauma and any other injuries and arrange for transport to the nearest hospital

If a person has fallen and is suspended in an inaccessible area (e.g. a tower, against a building or structure that has no openings):

- Specialized rescue techniques are needed for this type of situation. It may involve a rescuer rappelling or being lowered down

- to the victim, it may involve using the lifeline to retrieve the fallen worker, or the use of high reach emergency equipment
- Due to the inherent risk to the rescuers and/or the victim, this type of rescue should not be undertaken by people without specialized training and experience.

Treating Suspension Trauma

If someone is stranded in a harness, but is not unconscious or injured, and has something to kick against or stand on (such as a rock ledge or caving leg-loops) it is helpful for them to use their leg muscles by pushing against it every so often, to keep the blood pumping back to the torso. If the person is stranded in mid-air or is exhausted, then keeping the legs moving can be both beneficial and rather dangerous.

On the one hand, exercising the leg muscles will keep the blood returning to the torso, but on the other hand, as the movements become weaker the leg muscles will continue to demand blood yet they will become much less effective at returning it to the body, and the moment the victim ceases moving their legs, the blood will immediately start to pool. “Pedaling an imaginary bicycle” should only be used as a last-ditch effort to prolong consciousness, because as soon as the “pedaling” stops, fainting will shortly follow.

If it is impossible to rescue someone immediately, then it is necessary to raise their legs to a sitting position, which can be done with a loop of rigging tape behind the knees or specialized equipment from a rescue kit. Once rescued and on the ground, place victim in horizontal recovery position on their side and treat for shock.

First Aid Procedures

1. The supervisor shall ensure compliance with all applicable Health and Safety Legislation and Workers Compensation or Insurance Board requirements regarding first aid in all workplaces under their supervision.
2. Should an injury occur, it is essential that first aid be administered immediately followed by proper medical treatment if necessary.
3. A first aid kit with the required contents will be available at each workplace.
4. There will be a certified first aider conveniently available at each workplace.
5. There will be a certified first aider conveniently available on each shift.
6. The first aider will ensure that an injury treatment record has been completed.
7. Transportation of an injured worker to a hospital, doctor's office or worker's home will be provided by a supervisor when necessary.

Medical/First Aid Responsibilities

Superintendent, Safety staff

Provide resources and set up medical/first aid facilities to comply with Workplace Safety and Insurance Act and First Aid Regs.

Superintendent, Safety coordinator

Ensure that designated employees have completed first aid training and possess current certificates and that their names are known and posted in the superintendent's office and first aid station.

Safety staff

Monitor the first aid station and post de- tails of trained first aid personnel on site.

Safety staff, Supervision, Trained workers

When an accident occurs, the first trained person on location will administer first aid. This trained person will then have someone notify the superintendent, the foreperson (if the superintendent is not available), and the health and safety representative.

Superintendent, Safety staff

Assess the severity of the injury and ensure that protection has been provided against continuing or further hazards.

Safety staff, Trained workers

A person trained in first aid will stay with the injured person until help arrives and will inform medical personnel of first aid treatment given.

Safety staff, Supervision, Trained workers

Record first aid treatment or advice given to the injured person.

First Aid Transportation

The company will provide transportation to the hospital, doctors office or workers home, when necessary, following an injury or illness. The preferred method of transportation, if required, is an ambulance.

Should this method of transportation not be appropriate, then the company will call for a taxi. The injured worker will be accompanied by first aid attendant or designate.

Should the employee refuse the transportation, the company will attempt to:

1. Identify any other transportation methods that the worker would prefer.
2. Reiterate the importance of accepting the transportation to the hospital, doctor's office or worker's home.
3. Call 911 and get the ambulance attendant to administer medical attention on site.
4. The worker will not be allowed to continue work until medical clearance is provided.

Responsibilities of the individual travelling with the injured worker:

1. Continue to administer first aid, if required.
2. Ensure an injury package is taken, containing the Functional Abilities Form and Material Safety Data Sheet (if necessary),to the medical facility.
3. Maintain contact with the company providing updates when the worker has reached their destination.
4. Return to the company to provide additional follow-up and complete the injury/incident documentation. Additional duties may be added based on each individual circumstance.

Procedures in Case of Injury

Management and/or Employer's Responsibilities:

b) First Aid only:
- Ensure first aid is administered immediately by a certified person
- The first aid treatment is recorded on a treatment form

c) Medical Attention required:
- Provide or arrange for transportation to a medical facility
- Submit employer's report of accident (Form '7') to the Workplace Safety and Insurance Board (WSIB) within three days. Subcontractors must provide *RoJo Construction Management Inc.* a copy of the report within three days

d) Modified Work:
- Often an injured worker will be capable of performing duties which will not aggravate the injury. Wherever possible, this company will endeavor to provide immediate, suitable modified work in order to avoid a possible loss in wages for injured employees

Worker's Responsibilities:

- Obtain First Aid promptly
- Report injuries immediately to your Supervisor
- Obtain a treatment memorandum form from the Supervisor when medical attention is required
- Ensure this form is completed by the first doctor to treat you and return it to your Supervisor without delay
- Cooperate in the safe return to work program
- Complete and return all required WSIB forms

Early and Safe Return to Work

A program that promotes Early and Safe Return to Work (ESRTW) for workers who have been injured is an important part of a comprehensive Health and Safety Program. Although it is clearly preferable to have no injuries and therefore no need for ESRTW, a program that maintains contact with injured workers, their health care provider(s) and the WSIB can provide a number of benefits to both the worker and the employer.

Key provisions of an effective ESRTW program include:

1. Maintaining contact with injured workers and their health care provider to determine when they may be able to return to work.
2. Offering modified work that allows workers to stay employed.
3. Using the WSIB's Functional Abilities Form to assess the limitations workers may have and using that information to provide work that is within the worker's capabilities.
4. Maintaining contact and working with the WSIB account manager or claims adjudicator to bring injured workers back to work.
5. Ensuring that workers are aware of the company's ESRTW program so that in the event that they are injured, they know that modified work is available.

Communication is important. Workers benefit when they know the company is interested in their well-being. Health care providers may not understand the work that is available, so it is important to advise them of the kinds of work that your company has available for injured workers. WSIB account managers and claims adjudicators can be helpful in dealing with many different aspects of disability management.

In the event that one of our employees is injured, *RoJo Construction Management Inc.* will collaborate with the worker, his/her health care provider and the WSIB to see that the employee is returned to work as soon as is reasonably possible.

All employees will be advised at the time of hire that we will attempt to provide modified work that allows employees to safely remain at work until they are able to resume normal duties. The work offered must be safe for the worker to perform with his/her injury.

In the event of an injury that results in medical treatment, a management representative will accompany the injured worker to the hospital and will speak with the treating physician to assess the opportunities for the worker's return to work. In cases where the worker has sought medical treatment after work, *RoJo Construction Management Inc.* will contact the treating physician to advise him/ her that modified work is available for the injured worker.

Where an employee is disabled and off work due to an injury, *RoJo Construction Management Inc.* will:

1. Contact him/her by telephone at least once every week to maintain contact and assess when he/she may be able to return to either modified work or regular duties.
2. Write or phone the worker's health care provider to advise him/her that modified work can be made available to the worker and to assess the kind of modification that the health care provider may recommend or require.
3. In the case of disabilities, the health care provider will be sent a Functional Abilities Form when it is appropriate, given the nature of the injury and the worker's response to treatment.

4. The status of disability cases will be reviewed with the appropriate WSIB account manager/claims adjudicator at least monthly.

Training

RoJo Construction Management Inc. is responsible for ensuring all employees and supervisors are properly trained. It is committed to providing adequate time and resources to train all personnel to perform their duties in an efficient and safe manner.

Management is responsible for ensuring records of all completed training courses are maintained. A review of all training should take place at the regular management/supervisor meetings and meetings of the joint health and safety committee and must be completed no less than annually.

Management

In addition to participating in *RoJo Construction Management Inc.*'s supervisory training requirements, operations management will be given the opportunity to attend advanced training in maintaining safety in the workplace.

Supervisor

All construction supervisors must attend the following safety competency courses:

- Supervisor competency via an accredited organization (i.e. CSAO)
- WHMIS
- Working at Heights
- Standard First Aid CPR C + AED
- OHSA

- *RoJo Construction Management Inc.*'s Health and Safety program training
- Specialized tool and equipment instruction as required

Worker

Workers will be instructed by a competent person to ensure that safety is maintained in the workplace. Formal training must be provided for the following:

- Working at Heights
- Personal Protective Equipment (Respirator, hazmat if required)
- WHMIS
- Tools and equipment (new or specialized)
- Emergency Response

An evaluation must be completed to ensure workers are familiar with program content and the activities for which they will be responsible.

Visitors

Any *RoJo Construction Management Inc.* employee authorizing a site visit assumes responsibility that visitors are aware of all safety requirements and have in their possession all safety equipment required for the site.

Job Site Orientation

A Job Site Orientation shall be given to anyone on the site for the purposes of working or visiting. All persons shall report to the appointed Superintendent or Health and Safety Representative to be oriented before proceeding to the Job Site.

WHMIS

Workplace Hazardous Materials Information System

All *RoJo Construction Management Inc.* employees will receive WHMIS training as required under current legislation. A record of this training must be maintained. Employees will be issued a pocket card upon completion of WHMIS training.

Safety Data Sheets

Responsibility for SDS is as follows:

Management

1. Review in conjunction with the supervisor all *RoJo Construction Management Inc.* supplied material with the review of obtaining all SDSs that are required.
2. Obtain from the owner any SDSs which are required for owner supplied material.
3. Obtain from subcontractors any SDSs which are required for material supplied by subcontractors.
4. Cooperate with the owner/general contractor in setting up a general SDS file for the project.
5. Ensure foreman has set up and has an up-to-date SDS filing system on site.
6. Request from purchasing, any labels that may be required.

Supervisor (foreman, superintendent, project manager as applicable)

1. Ensure that there is an SDS for controlled products used on the site and in the site file which is accessible to all workers.
2. Review all *RoJo Construction Management Inc.* supplied material and obtain all SDS required.

3. Make available “upon request” SDS to all *RoJo Construction Management Inc.* employees.
4. Ensure that proper personal protective equipment is available on site.

Health and Safety Meetings

Tailgate/toolbox meetings are to be held and submitted weekly. The Site Supervisor is responsible for conducting the toolbox talk and the meeting should only include *RoJo Construction Management Inc.* employees. Toolbox talk binders will be provided annually and the topic of the week is to be determined by the Supervisor to a relevant item on site or topic of interest. Topics should be rotated and varied to ensure all relevant titles are discussed throughout the year. As part of the toolbox talk, two SDS sheets shall be reviewed, recorded and details provided to the office using the Weekly Safety Talk form (See Appendix C).

Maintenance Program

This section has been included in our safety manual to highlight the importance of proper maintenance as a vital part of a safety program.

In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair. Our maintenance program will reduce the risk of injury, damage and lost production.

Maintenance Personnel Qualifications

The qualifications of maintenance personnel are key to the success of a maintenance program. All individuals who perform maintenance work will have the appropriate skills, accreditation and/or certification. This certification applies both to company employees and to contracted maintenance services.

Records

The maintenance program must contain a recording system. Part of this system should be made up of inventories and schedules. In addition, the recording system should document what maintenance work was done, when, and by whom.

Monitoring

The monitoring functions in a maintenance program fall into two areas:

1. The people responsible for operating and/or maintaining equipment must monitor that equipment to ensure that appropriate checks and maintenance are done.
2. Management should monitor the entire program to ensure that it is functioning in accordance with company policy.

Scheduled Inspections and Maintenance

All mobile equipment is to be inspected and maintained according to the following Equipment Inspection Schedule as a minimum. Records of all inspections and maintenance are completed and maintained for review and approval.

Maintenance of equipment, release of lubrication fluids, etc., is performed only in approved areas. Spills and leaks from equipment are cleaned up promptly.

Pre-Operation Checks

Walk around checks on all pieces of mobile equipment are necessary to ensure the unit is safe to operate both from the personnel standpoint and for the equipment; that is, all fluids must be at the correct level and all components must be intact.

a) Check for personnel in the cab area and around the equipment.

Before the operator commences the pre-start checks, the operator should check the cab area for other operators and others who may be working around the equipment.

b) Visual check

The operator should walk completely around the equipment looking underneath the equipment, in the engine compartment, and in the cab.

c) Brake Lines

- Visually check the brake lines for leaks
- Check for moisture on the brake line
- Report any leaks to maintenance for repair as soon as possible. **DO NOT** operate equipment with brake leaks

d) Steering Assembly

- Check the tie rod ends, pins and keepers, bell cranks, drag links, ball joints, steering rams and hydraulic hoses
- Check that all the joints are tight
- Report any faulty conditions to your supervisor **Note: NEVER** operate a truck with faulty steering

e) Front Tires

Conduct the following checks on the front tires:

- Visually check the tires for deep cuts, separations and embedded rocks, nails, or any other foreign material

- Check for tire bulges at the road surfaces which indicate low air pressure
- Check the rims for cracks and breaks
- Check the valve stems for wear and cuts

f) Front Wheel Lugs
- Check the front wheel lugs each day
- Report any loose or broken wheel lugs
- If there are broken or loose, do not operate equipment
- Report the condition to your supervisor

g) Front Suspension
- Check the front suspension for bottoming out and also check that all fastening devices are in place

h) Fluid Levels
- Check all the fluid levels at the beginning of the shift with the equipment on level ground. Refer to the manufacturer's requirements to ensure the proper procedure is followed
- If the fluid level is low, notify your supervisor
- Do not operate the equipment until the appropriate fluid level is brought up to operational level

i) Fluid Leaks
- Look for fluid leaks while checking the fluid levels. There may be fluid lines or gaskets that are leaking
- Make a visual check to see if fluid is running down the side of the engine block or any other areas while the engine is running

j) Fan Belts, Blower Belts, Alternator Belt etc.
- Check that all belts are in place, tight, and in good condition

k) Air Tanks

Check the following air tanks:

- The Main Air Tank - The operator should drain the tank twice a shift during the winter months and at the beginning of each shift at other times. Take caution when draining air tanks because of the sludge and water that come out. The tanks should be drained until clean air is visible.
- Front Air Application Tank - The operator should drain the tank twice a shift during the winter months and at the beginning of each shift at other times.
- Rear Air Application Tanks - The operator should drain the tank twice a shift during the winter months and at the beginning of each shift at other times

All air lines should be checked for any damage or deterioration during the check on air tanks.

l) Hoist Rams

- Visually check the hoist rams to ensure that the hoist anchor pins and keepers are in place
- Check the condition of the hydraulic hose and look for leaks. Report any concerns to your supervisor

m) Main Frame

- Visually check the main frame for cracks and report any problems to the supervisor

n) Lights

- Turn on all equipment lights to see they are working properly including; headlights, clearance lights, and back-up lights

All faulty lights will be replaced prior to using equipment

o) Glass

- Check that the windshield, windows and mirrors are clean and free of cracks
- Report any cracks or chips found

p) Handrails and Ladder

- Check the condition of the handrails and ladder and look for loose handrails or rungs
- Report any unsafe conditions

q) Wheel Chocks

- Ensure that the truck is equipped with two wheel chocks mounted in a readily accessible place

r) Seat Belts

- Check that the truck has seat belts. It is important that the operator should use them

s) Fire Extinguishers

- Every piece of equipment must be equipped with adequate fire extinguishers in good condition
- Faulty fire extinguishers must be replaced immediately

t) Back Up Alarm

- Check that the backup alarm is working correctly

Pickup Truck – Recommended Maintenance

Distance (Km)	15	30	45	60	75	90	100	105	120	135	150
Inspect brake pads, shoes, rotors and drums, brake lines	X	X	X	X	X	X		X	X	X	X
Change automatic transmission fluid		X		X		X			X		
Replace fuel filter		X		X		X			X		X
Inspect PCV for flow (3V engines)											X
Inspect engine cooling system and hoses	X	X	X	X	X	X		X	X	X	X
Replace engine air filter		X		X		X			X		X
Inspect wheel ends for end play and noise	X	X	X	X	X	X		X	X	X	X
Change engine coolant							X				X
Replace accessory drive belts (if not replaced within last 100,000km)											X
Inspect complete exhaust system and heat shields		X		X		X			X		X
Replace cabin air filter, if equipped	X	X	X	X	X	X		X	X	X	X
Replace spark plugs							X				
Inspect automatic transmission fluid level (if equipped with under hood dipstick)	X	X	X	X	X	X		X	X	X	X
Inspect accessory drive belt(s)							X				
Change transfer case fluid											X
Change front axle lubricant											X
Inspect and lubricate steering linkage, ball joints, suspension, half shafts, drive shaft and U- joints	X	X	X	X	X	X		X	X	X	X

APPENDICES

The following appendices are used by *RoJo Construction Management Inc*. Site Staff on an as needed basis:

Appendix A:	Pre- Project Hazard Assessment Form
Appendix B:	Jobsite Inspection Checklist
Appendix C:	Safety Talks Form
Appendix D:	Accident/Investigation Report
Appendix E:	Internal Incident Report
Appendix F:	Witness Statement Form
Appendix G:	Observed Violation Form
Appendix H:	Corrective Action Form
Appendix I:	Specialized Work Permit
Appendix J:	Trailer Form
Appendix K:	Personal Protective Equipment Inspection
Appendix L:	Fall Protection Equipment Inspection Forms
Appendix M:	Powder Actuated Tool Pre-Use Checklist

Appendix A – Pre-Project Hazard Assessment Form

ROJO CONSTRUCTION MANAGEMENT	Constructor Pre-Project Hazard Assessment Form

Project:	
Location:	
Project Manager:	
Assessment By:	
Dated:	

Important Notice: This hazard assessment has been prepared by RoJo Construction for its own project planning purposes, and to inform service providers of actual and potential hazards that may be encountered in performance of the work.

TYPES OF HAZARDS TO CONSIDER	Potential Risk For				WHAT HAZARD CONTROLS ARE NEEDED?
	Our Staff or Other Contractors		Customers or the Public		
	Yes	No	Yes	No	
TYPICAL CONSTRUCTION HAZARDS					
Construction Equipment (excavators, trucks, etc.)					
Material Conveyed Overhead by Cranes / Hoists / Slings					
Concealed / Buried Services (electricity, gas, water, etc.)					
Material Falling from Heights					
Pedestrian Traffic (site personnel, tenants, visitors, etc.)					
Slip Hazards or Unsound Footing					
Vehicular Traffic (site vehicles, public vehicles, etc.)					
Working at Heights					
Scaffolding					
Excavations					
Roof Tarps Weighted with Blocks, etc					
Explosive Actuated Power Tools					
ELECTRICAL HAZARDS					
Contact with Overhead Wires					
Live Electrical Systems or Equipment					
PHYSICAL HAZARDS					
Structural Collapse					
Dangerous / Unguarded Machine Parts					
Equipment Slippage Due to Slopes / Ground Conditions					
Fire or Explosion Hazards					
High Noise Levels					
High Pressure Systems					
Inclement Weather					
HAZARDOUS WORK ENVIRONMENTS					
Confined Spaces / Restricted Spaces					
Bosun's Chair / Suspended Platform Work					

BIOLOGICAL HAZARDS					
Mould Proliferations					
Accumulations of Bird or Bat Guano					
Bacteria / Legionella in Cooling Towers / Process Water					
Rodent / Insect Infestation					
Sharp or Potentially Infectious Objects in Wastes					
Wildlife					
CHEMICAL HAZARDS					
Asbestos Materials on Site If "yes", pre- project asbestos survey report is required.					
Designated Substances Present If "yes", pre-project designated substances survey report is required.					
Chemicals Used in the Work					
Lead in Paint If "yes", pre-project lead survey report is required.					
Mercury in Thermostats or Switches If "yes", pre-project mercury survey report is required.					
Application of chemicals / pesticides					
PCB Liquids in Electrical Equipment					
SECURITY HAZARDS					
People					
Place					
Things					
WEATHER RELATED					
Snow					
Rain					
Wind					
Heat					
Cold					
OTHER HAZARDS: As listed below (pre-existing / caused by construction)					

OTHER COMPLIANCE AND PERMIT REQUIREMENTS	**Yes**	**No**	**Notes / Comments**
Is a Ministry of Labour Notice of Project filing required?			
Is a building permit required?			
Is an electrical permit required?			
Is a plumbing permit required?			

Service Provider Acknowledgement: We confirm receipt and review of this Pre-Project Hazard Assessment and acknowledge our responsibility for conducting our own assessment of project hazards and taking all necessary protective measures (which may exceed those cited herein) for performance of the work.

Service Provider Name:		
Signatory for Service Provider:		Date Signed:

RETURN EXECUTED DOCUMENT TO RoJo PRIOR TO START OF JOB

Appendix B – Jobsite Inspection Checklist

ROJO CONSTRUCTION MANAGEMENT

RoJo Jobsite Inspection Checklist – at least Once per Week

Project Site: _____

Inspected by: _____ Inspection#: _____

Date: _____ Number of Employees: _____

Copies to: _____

_____

1. SITE ACCESS	✓	X	N/A	ACTION TAKEN
Clean, level ground	☐	☐	☐	_____
Adequate ramps	☐	☐	☐	_____
Adequate stairs	☐	☐	☐	_____
Adequate ladders	☐	☐	☐	_____

2. PROTECTIVE EQUIPMENT		✓	X	N/A	
Hard hats worn		☐	☐	☐	_____
Fall protection worn		☐	☐	☐	_____
Skin protection:	worn	☐	☐	☐	_____
	available	☐	☐	☐	_____
Eye & face protection:	worn	☐	☐	☐	_____
	available	☐	☐	☐	_____
Hearing protection:	worn	☐	☐	☐	_____
	available	☐	☐	☐	_____
Respiratory protection:	worn	☐	☐	☐	_____
	available	☐	☐	☐	_____

3. GUARDRAILS, BARRICADES	✓	X	N/A	
Located where required	☐	☐	☐	_____
Properly constructed	☐	☐	☐	_____
Adequately secured	☐	☐	☐	_____

4. LADDERS	✓	X	N/A	
Secured	☐	☐	☐	_____
Proper angle (extension ladders)	☐	☐	☐	_____
Proper size and type	☐	☐	☐	_____
Safe, usable condition	☐	☐	☐	_____
Properly used	☐	☐	☐	_____
Proper Handrail and Landings	☐	☐	☐	_____
Non-slip bases	☐	☐	☐	_____

5. FIRE PROTECTION	✓	X	N/A	ACTION TAKEN
Extinguishers where required	☐	☐	☐	
Fully charged	☐	☐	☐	
Adequately identified	☐	☐	☐	
Master emergency plan	☐	☐	☐	

6. PUBLIC WAY PROTECTION	✓	X	N/A	
Properly located (within 4.5m)	☐	☐	☐	
Covered where required	☐	☐	☐	
Min. height, width required	☐	☐	☐	
Proper rail on street side	☐	☐	☐	
Proper lighting, where required	☐	☐	☐	

7. HOUSEKEEPING	✓	X	N/A	
Clear walkways	☐	☐	☐	
Clear work areas	☐	☐	☐	
Clear access and landing	☐	☐	☐	

8. FALL PROTECTION	✓	X	N/A	
CSA approved	☐	☐	☐	
Properly worn	☐	☐	☐	
Safe, usable condition	☐	☐	☐	
Unprotected openings and edges	☐	☐	☐	
Working from: Ladders	☐	☐	☐	
Scaffolds	☐	☐	☐	
Swing stages	☐	☐	☐	

9. STAIRWELLS & RAMPS	✓	X	N/A	
Proper filler blocks in metal	☐	☐	☐	
stairs Proper cleats on ramps	☐	☐	☐	
Adequate lighting in stairwells	☐	☐	☐	
Proper hand or guardrails	☐	☐	☐	

10. SCAFFOLDS	✓	X	N/A	
Properly erected, all parts used	☐	☐	☐	
Properly secured	☐	☐	☐	
Properly planked	☐	☐	☐	
Proper guardrails, toe boards	☐	☐	☐	
Properly access to platform	☐	☐	☐	
Acceptable loading	☐	☐	☐	

	✓	X	N/A	ACTION TAKEN
11. POWER TOOLS,				
EQUIPMENT General condition	☐	☐	☐	
Proper guards, cords	☐	☐	☐	
PPE Tagging as DEFECTIVE	☐	☐	☐	
12. EXTENSION CORDS	✓	X	N/A	
Outdoor type, rated over 300 volts	☐	☐	☐	
Condition of casing, ends, connections	☐	☐	☐	
13. GAS CYLINDERS	✓	X	N/A	
Properly located	☐	☐	☐	
Properly secured	☐	☐	☐	
Properly moved or lifted	☐	☐	☐	
Properly hooked up	☐	☐	☐	
14. WORKER EDUCATION	✓	X	N/A	
WHMIS training	☐	☐	☐	
Company safety policy & program	☐	☐	☐	
Injury reporting	☐	☐	☐	
Hazard reporting	☐	☐	☐	
OH&S Act & Regulations	☐	☐	☐	
Personal H&S responsibilities	☐	☐	☐	
15. FIRST AID REQUIREMENTS	✓	X	N/A	
Adequate qualified first aiders on jobsite	☐	☐	☐	
First Aid kits: Adequate #:	☐	☐	☐	
Adequate contents:	☐	☐	☐	
16. CRANES, HOISTS, ETC	✓	X	N/A	
Set up of equipment	☐	☐	☐	
Maintenance log available	☐	☐	☐	
Competent operator	☐	☐	☐	
Condition of slings, hardware	☐	☐	☐	
Safety catches on all hooks	☐	☐	☐	
Proper use of tag lines	☐	☐	☐	
Proper lifting containers	☐	☐	☐	
Competent signaler	☐	☐	☐	
17. TRAFFIC CONTROL	✓	X	N/A	
Trained traffic controllers	☐	☐	☐	
Properly located	☐	☐	☐	
Injury reporting	☐	☐	☐	
Clean, regulation sign	☐	☐	☐	
Properly dressed, including vest	☐	☐	☐	

18. WELDING	✓	X	N/A	ACTION TAKEN
Rods and cylinders properly labeled	☐	☐	☐	
SDSs readily available	☐	☐	☐	
Properly secured ground cables	☐	☐	☐	
Proper eye protection worn	☐	☐	☐	
Proper screens and exhaust	☐	☐	☐	
Gas cylinders upright and secured	☐	☐	☐	
Fire extinguisher readily available	☐	☐	☐	

19. ELEVATING WORK PLATFORM	✓	X	N/A	
Worker training	☐	☐	☐	
Properly used	☐	☐	☐	
Safe, usable condition	☐	☐	☐	
Acceptable loading	☐	☐	☐	
Manufacturer's operating manual	☐	☐	☐	

20. TEMPORARY POWER SUPPLY	✓	X	N/A	
Properly identified	☐	☐	☐	
Overhead lines flagged and secured	☐	☐	☐	
Surface cables buried or protected	☐	☐	☐	

21. SIGNS & PRINT MATERIAL	✓	X	N/A	
OH&S Act and regulations	☐	☐	☐	
WSIB Form 82 poster	☐	☐	☐	
MSDSs	☐	☐	☐	
Warning signs	☐	☐	☐	
Emergency phone list	☐	☐	☐	
Report forms	☐	☐	☐	

22. MATERIALS STORAGE	✓	X	N/A	
Properly located	☐	☐	☐	
Safely piled, stacked, bundled	☐	☐	☐	
Properly moved or lifted	☐	☐	☐	
Properly labeled (WHMIS)	☐	☐	☐	

23. TRENCHES & EXCAVATIONS	✓	X	N/A	
Properly sloped, where required	☐	☐	☐	
Excavated soil properly placed	☐	☐	☐	
Appropriate shoring used	☐	☐	☐	
Proper access to trench	☐	☐	☐	
Proper storage of materials in and above trench	☐	☐	☐	

24. CONFINED SPACES	✓	X	N/A	ACTION TAKEN
Proper access	☐	☐	☐	
Air testing before entry	☐	☐	☐	
Rescue equipment readily available	☐	☐	☐	
Safety harness, lifeline properly anchored and used	☐	☐	☐	
Second person for rescue	☐	☐	☐	
Outgoing air monitored	☐	☐	☐	
Entry permit, where required	☐	☐	☐	

25. SUSPENDED SCAFFOLDS	✓	X	N/A	
Properly attached and capable of at least 4x maximum load	☐	☐	☐	
Outrigger beam tied to fixed support with adequate counterweight	☐	☐	☐	
All mechanical/electrical devices in good working condition	☐	☐	☐	
Independent lifelines for each worker (extend to ground)	☐	☐	☐	
Engineer's drawing on-site if required	☐	☐	☐	

26. FORMWORK	✓	X	N/A	
Guardrails and fall-arrest system	☐	☐	☐	
Design drawings kept on project	☐	☐	☐	
Inspection statement by engineer or competent worker	☐	☐	☐	

27. HYGIENE	✓	X	N/A	
Cleanliness of facilities	☐	☐	☐	

ROJO
CONSTRUCTION MANAGEMENT

WEEKLY SAFETY TALK

Location. _____ Date. _____

Weekly Safety Topic. _____

Employees Present. _____

Job Safety Analysis:
Has the work site changed to present new hazards not on the JSA? yes no

List new hazards on the site. _____

What questions or concerns arose from the Safety Talk? _____

MSDS:

Identify 2 MSDS reviewed and any questions, comments or concerns. _____

Topic Presenter.
Name. _____ Signature. _____

Job Site Inspection
Reviewed with Site Super? yes no

Do the following records or forms have relevance in the last week?

Incident Report	yes	no
MOL Inspection	yes	no
Observed Violation	yes	no
Accident Investigation	yes	no
Corrective Action Form	yes	no
Witness Statement	yes	no
Specialized Work Permit	yes	no
Powder Actuated Tool	yes	no

Hazards Communicated to: *Please circle*
Site Super
PM
Office

Date and time of communication: mm/mm/dd
am / pm

Appendix C – Safety Talk Form

Appendix D – Accident/Investigation Form

Accident / Investigation Form

Last Name:	First Name	Occupation/Job Title	Yrs. Experience in Occupation
Full Address:			
City/Town			Postal Code
Division/Branch		Date of Occurrence	Time
Location		Date Reported	Time

❑ Hazardous Situation ❑ Incident ❑ First Aid ❑ Health Care ❑ Lost Time ❑

Describe what happened and, if applicable, describe injury. Attach an accident/incident diagram, if appropriate.

Describe the nature, date and time of first aid treatment, if applicable.

Part of Body Injured (Indicate "R", "L", or "B", where applicable)

Signature of person reporting incident

❑ Head
❑ Eye
❑ Neck
❑ Shoulder
❑ Upper back
❑ Lower back
❑ Upper Arm
❑ Elbow
❑ Lower Arm
❑ Wrist
❑ Hand/fingers
❑ Hip
❑ Upper leg
❑ Knee
❑ Lower leg
❑ Ankle/foot
❑ Other

Type of Accident/Incident

Check off (✓) statements that best describe the accident/incident:

❑ Repetitive Strain
❑ Slip/fall
❑ Exposure to
❑ Acute Strain (lifting / pulling/ carrying)
❑ Vehicle
❑ Other (explain)
❑ Client / employee action
❑ Caught in / under / between
❑ Cut/bruise

Witnesses

Name	Telephone
Address	
Name	Telephone
Address	
Physician's Name	Telephone
Address	

Remember to attach witness(es) statement(s) on the Witness Statement form.

Causes: Check (✓) all that are applicable

Conditions	Practices
❑ Congestion or restricted action	❑ Improper body position/posture
❑ Poor housekeeping; disorderly workplace	❑ Tasks not varied/micro breaks not taken
❑ Slip/trip hazards	❑ Unnecessary rushing
❑ Lack of or inappropriate furniture/equipment	❑ Improper lifting
❑ Design or arrangement of furniture/equipment	❑ Unsafe loading/placement
❑ Defective furniture, tools, equipment or materials	❑ Using defective equipment
❑ Inadequate or excessive illumination	❑ Using equipment improperly
❑ Inadequate ventilation	❑ Altering or modifying equipment
❑ Excessive noise	❑ Not using personal protective equipment or failing to use it properly
❑ Inadequate or improper protective equipment	❑ No following appropriate procedures
❑ Fire and explosion hazards	❑ Inappropriate conduct
❑ Inadequate warning systems	❑ Hazardous personal attire
❑ Irate client/employee action	❑ Other(explain):
❑ Adverse weather	
❑ Other(explain):	

What are the reasons for the existence of these practices and/or conditions?

Prevention/Corrective Action

Actions to prevent accident/incident recurrence. Check (✓) those actions taken to prevent recurrence. Mark with (**P**) other corrective actions decided upon or planned but not yet carried out. More than one item may apply.

❑ Training/instruction of person involved	❑ Tools, equipment, furniture repair or replacement
❑ Improve work procedures	❑ Request ergonomic assessment
❑ Inform staff/managers of safe work procedures	❑ Request environmental assessment
❑ Perform job safety analysis	❑ Correction of work area
❑ Inform staff/managers of hazard and how to protect themselves	❑ Recommend development/improvement to training/OHS program
❑ Notify appropriate individuals	❑ Reassess work standards
❑ Improve engineering/design	❑ Reassignment of person
❑ Improve inspection procedures	❑ Other(describe):

Remember that ALL corrective action must be documented on the Corrective Action Form.

Describe actions taken:

Investigated by:

Manager's Signature	Name (print)	Date (mmm-dd-yyyy)

Reviewed by:

Manager's Signature	Name (print)	Date (mmm-dd-yyyy)

Appendix E – Internal Incident Report

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(p) 613.821.4193 (f) 613.821.4163

INTERNAL INCIDENT REPORT

Name: _____

Home Address: _____

Company: _____

Site Supervisor: _____

Description of Incident: Date and time of accident: _____ am / pm

_____

_____

_____

_____

Location of Incident (*jobsite, location within jobsite*): _____

_____

Witnesses (*name and company*) _____

_____

Was this worker injured? yes no

If yes, please explain (*what area of body injured?*) _____

_____

Did the worker receive medical attention? yes no

If no, explain why _____

_____

If yes, please explain (*where, when*) _____

Did the worker finish regular day's work? yes no

If no, explain why _____

Did the worker return to work at full and regular duties? Explain in detail _____

_____

Reported to: Date: yyyy/mmm/dd Time: am / pm

Received in offce by: Date: yyyy/mmm/dd Time: am / pm

- **If you require additional space, pleaseuse the back of the form.**
- **The completed form should be sent to RoJo's office immediately.**
- **This form should be filled out by site personnel for ALL incidents including damaged equipment and/or injuries to anyone on a RoJoSite.**

Appendix F – Witness Statement Form

WITNESS STATEMENT FORM

Date of injury/incident: _____ Injury/incident number: _____

Name of witness: _____

Name of interviewer: _____

Details of interview: _____

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Appendix G – Observed Violation Form

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OBSERVED VIOLATION FORM

c.c.: offending worker, worker's office, ROJO Construction Management's corporate office, Safety Consultant

NAME/COMPANY OF OBSERVER:

ROJO CONSTRUCTION MANAGEMENT INC.

DATE REPORTED: TIME REPORTED:

CONTRACTOR / WORKER PERFORMING UNSAFE ACT OR CREATING UNSAFE CONDITION: 1.

UNSAFE ACT OR CONDITION:

REFERENCE:

LOCATION AND DESCRIPTION OF UNSAFE ACT OR CONDITION:

CORRECTIVE ACTIONS TAKEN: DATE:

- ❑ 1st warning – verbal
- ❑ 2nd warning – written notice and removal from site
- ❑ 3rd warning – permanent removal from site

Note: At the Superintendent's discretion, he may choose to remove a worker right away, if the violation is a serious offence.

OFFICE CONFIRMS RECEIPT, COMMENTS BY OFFICE: DATE:

Appendix H – Corrective Action Form

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CORRECTIVE ACTION FORM

Date of injury/incident:_____ Injury / incident number: _____

Date:_____

Corrective action taken (as indicated on the Accident Investigation Form):

_____

_____

_____

Recommendations:	
Date assigned:	
Responsibility assigned to	
Details of what has to be done:	
Who has completed it?	
When was it completed?	

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Appendix I – Specialized Work Permit

ROJO
CONSTRUCTION MANAGEMENT

Specialized Work Permit

At RoJo Construction, we understand that there are many natural hazards which increase the risk of work to be completed. Due to increased risk the use of the "Specialized Work Permit" must be used when the task to be completed includes any of the following:

- Hot work
- Specialized Electrical work
- Working on or around designated substances
- Confined space
- Shutdowns: water / electricity / HVAC
- Working late or alone

Work Permit Applicant and emergency contact information:

Person completing the task: _____ (Worker)

Name Print: _____ Signed: _____

Date: _____ Phone number in event ofemergency: _____

Permit Applies Only to Area Specified Below

Building: _____ Location: _____

Date: _____ Nature of the Job: _____

The above location has been examined. The precautions listed below have been taken to prevent risk.

List hazards of thejob: _____

_____

_____

_____

Identify the risk control measures to be implemented, monitored andreviewed: _____

_____

_____

_____

Identify how these risks will becontrolled: _____

_____

_____

_____

I confirm the above precautions have been taken and will ensure the area is monitored during the course of work.

Signed: _____ (Supervisor)

Permission is granted for this work

Permit expires: _____ Date and Time

Signed: _____ (Supervisor)

Time started: Time finished:

FINAL CHECK-UP – To be completed by the Supervisor or Worker in Charge.

I confirm the work identified above has been completed and that all personnel working to complete this task have completed their work and left the area free of any known hazards.

Signed: _____ Date: _____

Appendix J – Trailer Form

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CONSTRUCTION MANAGEMENT

TRAILER FORM

This form must be completed and left in the binder before using the trailer.

Date: _____

Employee Name: _____

Job # / Jobsite: _____

Use for trailer: _____

	Yes	No
Circle Check:		
Lights working	□	□
Damage to trailer	□	□
Does the load fit in the trailer	□	□
If no has the load been marked with flags?	□	□
Confirm proper operation:	□	□
Latch	□	□
Safety pin	□	□
Chains	□	□
Power supply	□	□
Valid license and Insurance	□	□
Tires	□	□

Other issues to note:

_____

_____

_____

I have inspected the above noted items and found the trailer to be in good working order. Any item of concern has been reported to senior management.

Employee Signature: _____

Date: _____

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ROJO
CONSTRUCTION MANAGEMENT

PERSONAL PROTECTIVE EQUIPMENT INSPECTION

ITEM	PERSONAL EQUIPMENT	COMPANY EQUIPMENT	DATE RECEIVED	CONDITION	MAKE / SERIAL#
Face Shield					
Respirator					
Hard Hat					
Harness					
Safety Boots					
Safety Glasses					

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Appendix L – Full Body Harness & Lanyard Inspection Form

ROJO
CONSTRUCTION MANAGEMENT

Full Body Harness - Inspection Checklist

Harness Model / Name: _____

Serial # : _____ Lot #: _____

Date of Manufacture: _____ Date of Purchase: _____

Comments: _____

Owner of Harness: _____

General Factors	Accepted / Rejected	Supportive Details / Comments
1. Hardware: Includes D-rings, buckles, keepers and back pads. Inspect for damage, distortion, sharp edges, burrs, cracks and corrosion.	Accepted Rejected	
2. Webbing: Inspect for cuts, burns, tears, abrasions, frays, excessive soiling and discolouration.	Accepted Rejected	
3. Stitching: Inspect for pulled or cut stitches.	Accepted Rejected	
4. Labels: Inspect, making certain all labels are securely held in place and are legible.	Accepted Rejected	
5. Other:	Accepted Rejected	
6. Other:	Accepted Rejected	
7. Overall Disposition:	Accepted Rejected	**Inspected By: Date:**

ROJO
CONSTRUCTION MANAGEMENT

Lanyards – Annual Inspection Checklist

Lanyard Model / Name: _____

Serial # : _____ Lot #: _____

Date of Manufacture: _____ Date of Purchase: _____

Comments: _____

Owner of Lanyard: _____

General Factors	Accepted / Rejected	Supportive Details / Comments
1. Hardware: Includes snap-hooks, carabiners, adjusters, keepers, thimbles and D-rings. Inspect for damage, distortion, sharp edges, burrs, cracks, corrosion and proper operation.	Accepted Rejected	
2. Webbing: Inspect for cuts, burns, tears, abrasions, frays, excessive soiling and discolouration.	Accepted Rejected	
3. Stitching: Inspect for pulled or cut stitches.	Accepted Rejected	
4 Synthetic Rope: Inspect for pulled or cut yarns, burns, abrasions, knots, excessive soiling and discolouration.	Accepted Rejected	
5. Energy Absorbing Component: Inspect for elongation, tears and excessive soiling.	Accepted Rejected	
6. Labels: Inspect, making certain all labels are securely held in place and are legible	Accepted Rejected	
7. Overall Disposition:	Accepted Rejected	**Inspected By: Date:**

Appendix M – Powder Actuated Tool Pre-Use Checklist

ROJO CONSTRUCTION MANAGEMENT

Powder Actuated Tool Pre-Use Checklist

Name	
Date	
Project	
Tool Model	
Tag	
Is it clean?	Yes No
Do all moving parts operate freely?	Yes No
Is the barrel free from obstruction?	Yes No
Is the tool defective?	Yes No
Comments	

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