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**Corporate Health and Safety Policy  
& Program**

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## **CORPORATE HEALTH & SAFETY POLICY**

At Terlin Construction Ltd., the safety of our workers and the safe conditions and practices on our work sites is of the highest priority. It is our belief that every employee in the construction industry is entitled to work in a safe and healthy construction environment and every reasonable precaution shall be taken to provide such.

Our objective is to eliminate or minimize the hazards that cause accidents and injuries. To achieve this goal, we shall endeavor to develop, implement and evaluate our health and safety program to be as effective as possible.

This policy will be communicated to every employee, including any subcontractor companies under our employ. Our safety program guidelines and requirements must be adopted without reservation. The importance of safety awareness in our corporation cannot be understated. All supervisors on our sites are expected to perform their duties and responsibilities in a manner which ensures that workers under their authority have the knowledge, training or experience to perform their job tasks in the safest manner possible. All supervisors must ensure their workers are familiar with the actual and potential hazards of the job and with an understanding of the safety standards and regulations that apply to their work.

We require that every person affiliated in any way on our work sites, abide by our Corporate Health and Safety Program, and adhere to Ontario's Occupational Health and Safety Act and its Regulations for Construction Projects. Severe penalties could be exercised against employers and employees, by our provincial government for contravention to the statutes. Compliance with this policy will be reviewed regularly at all employee levels.

We welcome any suggestions on how we might improve our safety program. Safety is everyone's business, we expect everyone to work together as a team to maintain and improve our safe working environment.

A handwritten signature in blue ink, appearing to read "Terry McLaughlin", is written over a horizontal line.

Signed \_\_\_\_\_  
Terry McLaughlin, President  
Terlin Construction Ltd.

Date: May 30, 2009

**\*\* The safety information in this policy does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the Occupational Health and Safety Act and the Regulations for Construction Projects (current edition). \*\***

## **Duties and Responsibilities**

### ***Management***

- Provide a safe and healthy workplace
- Establish and maintain a health and safety program, to be reviewed annually
- Ensure that workers are properly trained
- Provide workers with current and updated health and safety information
- Ensure that operations comply with both the law and the program
- Report accidents and injuries to authorities as required by law
- Provide medical/first aid facilities
- Provide the motivation and resources necessary to make the program work
- Inspect projects and meet regularly with supervisors to monitor the program and take corrective action
- Demonstrate commitment to accident prevention
- Consider accident prevention and safety performance when evaluating employees, especially supervisors
- Instruct forepersons in the work practices required by law and by the program, and ensure that they are followed
- Review health and safety reports
- Provide notice to the Ministry of Labour and keep a copy of the Act and regulations available
- Ensure a safety representative is selected by the workers on site for projects that have between 5 and 20 workers
- Establish a safety committee where there are more than 20 workers
- Establish written emergency procedures and post them where all workers can see them
- Make arrangements for fire protection and ensure that workers who may be required to use them are trained
- Provide a telephone or other system that can be used in an emergency

### ***Supervisors (Forepersons)***

- Ensure that protective equipment required by law and by the program is used and maintained properly by workers and that workers understand the reasons for its use
- Acquaint the new worker with hazards and safe work procedures
- Provide and maintain a safe and healthy workplace. Check work practices and work areas for hazards and take corrective action where required
- Be responsible for on-site accident prevention
- Ensure compliance with W.H.M.I.S. regulations
- Provide competent supervision
- Ensure that protective equipment, safety materials and first aid supplies are provided
- Provide completed registration forms and legal site documentation as required - to include Company details, Notice of Construction, WSIB, and MCCR information
- Treat and report all injuries
- Report accidents and injuries to authorities/senior management as required by the program and legislated regulations

- Investigate and report all accidents and incidents and take corrective action to prevent recurrence
- Monitor the health and safety behavior and performance of forepersons, crews, and subcontractors
- Make sure that the program is carried out at the work level
- Not permit anyone under the age of 16 on the site
- Make arrangements for the provision of toilet and clean up facilities before work begins
- Keep those facilities clean and ensure supplies are available
- Plan the project so that vehicles and equipment are operated as little as possible in reverse
- Not allow dump trucks or other large vehicles on site that are not equipped with “back up” alarms
- Where vehicles or equipment have an obstructed view of any kind, a signal person must be used.
- Assist, consult and co-operate with the Health & Safety Representative as well as with members of Joint Health and Safety Committees
- Instruct personnel in proper work practices and update same as needed
- Take every reasonable precaution to prevent personal injury
- Review health and safety reports

### ***Workers (Employees)***

- Work in accordance with Terlin Construction Ltd. Corporate Health and Safety Program
- Work in a manner that will not endanger anyone
- Report unsafe situations
- Report hazardous or defective equipment immediately to your supervisor
- Comply with the OH&S Act and all relevant regulations
- Report injury or illness immediately
- In some cases, participate in joint health and safety committees

### ***Subcontractors***

- Comply with Terlin Construction Ltd. Corporate Health and Safety Program
- Comply with the OH&S Act and all relevant regulations
- Report all injuries, incidents and accidents to Terlin’s Site Supervisor
- 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

### ***Health and Safety Representative***

- 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
- Assist in resolving work refusals and reports of "dangerous circumstances"
- Conduct regular inspections of jobsite

### ***Joint Health & Safety Committee & Worker Trades Committee***

- Advise all employees on health and safety matters
- Coordinate health and safety activities throughout the project/company
- Collect and analyze health and safety statistics
- Provide health and safety training
- Conduct research on safety training and special problems

### ***All Employees***

- In addition to the responsibilities set out above, all employees must become familiar with the OH&S Act and all applicable regulations, and with the requirements of the safety program. They must know exactly what their responsibilities are and have the required ability and training to fulfill them. They must also have sufficient authority to either carry them out personally or delegate them.

## **Orientation for New Employees**

All new employees will be assigned to a supervisor or foreman for their initial job orientation. Prior to beginning work, a new employee will be briefed on the following:

- The contents of, and the need to be familiar with our Health and Safety Policy & Program
- This company's commitment to safety and emphasis on working with a safety-first attitude
- Location of workplace facilities such as the first aid station, fire extinguishers, emergency exits and toilets
- Workplace specific hazardous materials or substances and proper handling procedures (see WHMIS) The name of the health and safety representative on the project
- Special emphasis on accident prevention, procedures in case of incidents or accidents and this company's modified work policy
- Confirmation of acknowledgement and understanding will be signed by the employee and kept on file

## **Employee and Subcontractor Non-Compliance**

Any employee or subcontractor found to be in violation of Terlin Construction Ltd. Health and Safety Policy will be dealt with as follows:

### ***Subcontractor***

- First Offence, a verbal reprimand will be given to the offending party, and the person's employer will receive notice of the verbal warning
- Second Offence, a written reprimand will be provided to the offending party, and the person's employer will receive a written notice, warning that further violations will result in the individual being denied the ability to work on the designated site. (Notice to Comply, **Appendix C**)
- Third Offence, the offending party will be formally dismissed from working on the designated site, and the person's employer will be notified in writing that the offending party will not be allowed to return to work on the site

### ***Employee***

- First Offence, a verbal reprimand will be given to the offending party, and the office will receive notice of the verbal warning
- Second Offence, a written reprimand will be provided to the offending party, and the office will notified by a written notice, warning that further violations will result in the individual's employment being terminated.
- Third Offence, the offending party will be formally dismissed from working for Terlin Construction Ltd.

***Health and safety is not something added to an employees' job. It is an inherent, central part of that job; a full-time component of each individual's responsibilities***

## Requirements for Health and Safety Representatives and Joint Health and Safety Committees for the Workplace

### Number of Workers at a Project Regularly

### General Requirements

5 (five) or more

One health and safety representative  
**Section 8(1)**

20 (twenty) or more

Joint health and safety committee of two persons. One committee representative selected by management and one committee representative selected by the workers or if it is a unionized project, their unions.  
**Sections 9(2), 9(5)(a) & 9(5a)**

50 (fifty) or more

A joint health and safety committee of at least four persons. Two management committee representatives and two labour committee representatives. At least one labour and one management representative must be certified.  
**Sections 9(5f), 9(5g) and 9(8a)**

Trades Committee

The joint health and safety committee shall cause a worker trades committee to be formed. All trade contractors having five or more workers should have a labour safety representative who shall participate in these worker trades committees.  
**Section 10**

The duration of a project must **EXCEED 3 (three) Months** before the Joint Health and Safety Committee, Safety Representative Certification, and Worker Trades Committee requirements apply. *Section 9(1); 9(5f) and 9(5g); and 10(1) respectively*

# **Accident Prevention**

## ***Safety Policy & Program***

All employees must be familiar with and understand, to the best of their ability, the contents of this Corporate Health and Safety Policy & Program.

## ***New Employees***

A workplace safety orientation must be conducted with all new employees to ensure compliance and understanding of this Corporate Health and Safety Policy & Program.

## ***Hazards***

All unsafe conditions or practices must be reported immediately. All reported hazards must be investigated and corrective action taken to avoid injury, damage or recurrence.

## ***Personal Protective Equipment***

Approved hard hats and safety boots must be worn on all construction projects. Personal protective equipment provided by this company must be worn wherever and as directed by the supervisor.

## ***Materials Handling***

Workers should know their own physical limitations and the approximate weight of materials they are trying to lift. Use correct lifting techniques and get help to lift or move objects not safely handled alone.

## ***Housekeeping***

No object shall be placed or left where it is likely to endanger a worker. Waste material and debris should be disposed of as necessary.

## ***Conduct and Behavior***

Horseplay or dangerous behavior will not be permitted. No person under the influence of intoxicating alcoholic beverages or drugs will be permitted to work.

## ***Tools and Equipment***

Unsafe tools or equipment are not to be used and must be reported immediately to a supervisor.

## ***Maintenance of Equipment***

Supervisors are each personally responsible for ensuring that all equipment is in top working order. Any defective equipment is to be immediately tagged and removed for repair.

## **Protective Clothing, Equipment and Devices**

For personal protection on the jobsite, workers should avoid wearing loose, greasy or oily clothing, gloves or boots; torn or ragged clothing; and rings, neck chains and other jewelry that may become entangled with equipment.

Shirts and long pants shall be worn at all times.

Gloves, respirators and specially designed protective clothing shall also be worn under certain hazardous conditions.

Butane lighters should not be carried on the jobsite.

### ***Head Protection***

- Workers shall wear, at all times on the jobsite, a CSA-certified Class E safety hat
- Workers shall not paint or drill holes in the safety hat and shall replace damaged or cracked hats immediately

### ***Foot Protection***

- Workers shall wear CSA-certified Grade 1 footwear or CSA-certified footwear with heavy-duty toe and sole protection at all times on the jobsite
- Work boots should be laced to the top and tied. Replace badly worn or deteriorated work boots

### ***Eye Protection***

- Eye protection shall be worn by any employee who is exposed to the hazard of eye injury in the performance of his work
- For basic eye protection, wear properly fitted industrial quality glasses with side shields

### ***Hearing Protection***

- It is recommended that each worker have hearing protection available at the workplace since continuous exposure to excessive noise from certain construction activities can lead to hearing loss
- Hearing protection is available in three general types:      Disposable Ear Plugs  
   Reusable Ear Plugs  
   Earmuffs

### ***Respiratory Protection***

- Work areas should be ventilated to reduce hazards from dust, fumes, gases or vapour
- Where ventilation is not practical, workers must be provided with respirators appropriate to the hazard and be trained to use and maintain the respirators properly

## **Fall Protection Systems and Devices**

### ***Guardrails***

- The provision of guardrails must be the first method of protection considered where workers may be exposed to fall hazards. Where it is not possible to install guardrails, other methods may be used. (i.e.: travel restraint, fall arrest or safety nets)
- Guardrails, consisting of a top rail, mid-rail and toe board, must be provided around work platforms on all scaffolds, floor openings, ramps and open areas where a worker can fall from one level to another
- When guardrails or opening covers are temporarily removed, signs must be posted warning of the hazard and workers in the area must be protected by a fall protection system. Barricades, guardrails and covers must be replaced in a proper manner immediately after work is completed.
- All barricades, guardrails and covers must be of adequate strength and be properly secured to withstand all potential loads likely to be applied to them. (Refer to the Regulation for Construction projects section 26.3(5) or the CSAO publication on Guardrails for information concerning load design.)

### ***Safety Belts, Harnesses and Lanyards***

- All safety belts and lanyards, full body harnesses, fall arresting devices and vertical lifelines, self-retracting devices, descent control devices and shock absorbers must be CSA-certified. All should carry a CSA label
- Safety harnesses must be snug fitting and worn with all hardware and straps intact and properly fastened
- The lanyard of the safety harness should be positioned, preferably higher than waist level, and be kept as short as possible (no more than 1.5 metres 5 feet) to reduce fall distance. All lanyards must have a shock absorber and be attached to a fixed support or to a lifeline attached to a fixed support. The system must be arranged so that the worker cannot bottom out in the event of a fall.
- Fall arrest systems must be inspected by a competent worker before each use and be removed from service if found to be defective. All components of a system must be removed from service if used to arrest a fall until certified for re use by the manufacturer. For fall arrest systems, a full body harness is required. Safety belts are only to be used for travel restraint to prevent access to a fall hazard.
- A permanent anchor that meets the Building code should be the primary consideration when selecting a fixed support to tie off fall protection systems. Temporary fixed supports can be used providing they have been subjected to a dynamic test conducted in accordance with good engineering practice to ensure it has the capacity to arrest a workers fall or be manufactured or designed for that purpose and be used according to that design.

### ***Lanyards and Lifelines***

- Must be free from any danger of chafing, cutting or abrasion
- Not be subjected to any hazards that may damage it i.e.; (flame, corrosives, extreme temperature)
- Only used by one person at a time
- Be kept clear of equipment and machinery
- Have manufactured connecting ends (protective thimble, swaged fitting or eye splice)
- Horizontal and vertical lifelines must be free of knots other than those used to connect it to a fixed support
- Be long enough to reach the ground and knotted at the end, cable-clipped or otherwise provided with a positive stop to prevent the lanyard from running off the vertical lifeline
- Where it is a horizontal lifeline, be a design approved by a Professional Engineer
- If Safety Nets are used, they must be designed, tested and installed under the direction of a Professional Engineer and in accordance with ANSI standard 10.11-1989

### ***Working Beside Unprotected Openings and Edges***

- A worker must wear a safety belt or harness with the lanyard tied off to a fixed support whenever the worker is more than 3 metres (10 feet) above the next level, or
- Above operating machinery, hazardous substances, or objects, regardless of the possible fall height

### ***Working from Swing Stages***

- A worker shall wear a safety harness with the lanyard tied off to an independent lifeline, if the swing stage has only two independent suspension lines, or
- The swing stage, if it has more than two means of support or suspension lines

### ***Trenches and Excavations***

- Where personnel are required to enter a trench or excavation, it shall be properly sloped or shored and trench boxes must be used where required

### ***Lighting***

- Stairs and work areas should be adequately lit at all times
- Dark areas should not be entered without the assistance of portable lighting or flashlights

## ***Proper Use of Ladders***

- Ladders should be set up on a firm level surface. If the base is to rest on soft, non-compacted or rough soil, a mudsill should be used. Portable ladders should be equipped with non-slip bases.
- Ladders should be tied off or otherwise secured to prevent movement
- When a task must be performed with the worker standing on an extension ladder, the length of the ladder should be such that the worker stands on a rung no higher than the second from the top
- When climbing up or down, workers should always face the ladder
- Ladders should not be erected on boxes, carts, tables, scaffold platforms, elevated platforms or on vehicles
- Ladders shall be set up 1 foot out for every 3 or 4 feet up
- Metal ladders, or ladders with wire reinforcements, shall not be used near energized electrical conductors
- All ladders erected between levels must be securely fastened, extend 90 centimeters (3 feet) above the top landing and afford clear access at top and bottom
- Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases or otherwise defective parts shall not be used and should be tagged and removed from the site
- Ladders should not be used horizontally as substitutes for scaffold planks, runways or any other service for which they have not been designed
- Workers on a ladder should not straddle the space between the ladder and another object

## ***Working from Ladders***

A worker must wear a safety belt or safety harness with the lanyard tied off to either a fixed support or a lifeline whenever the worker is:

- 3 meters (10 feet) or more above the floor, or
- Above operating machinery, or
- Above hazardous substances or objects

## ***Scaffolds***

- The erection and dismantling of scaffolds must be carried out by personnel knowledgeable and experienced in such operations
- Scaffolds must be erected with all braces, pins, screw jacks, base plates and other fittings installed as required by the manufacturer
- Scaffolds must be equipped with guardrails consisting of a top rail, mid-rail and toe board
- Scaffold platforms must be at least 46 centimeters (18 inches) wide. If they are over 2.5 meters (8 feet) high they must be planked across their full width

- Scaffolds must be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices
- Where scaffolds cannot be tied in to a building, guy lines adequately secured should be used to provide stability
- Scaffold planks must be installed in a manner that prevents them from sliding
- Wooden scaffold planks must be of good quality, free of defects such as loose knots, splits or rot, rough sawn, they must measure 51 mm x 25.4 cm (2 in. x 10 in.) in cross section and be made of No. 1 grade spruce or better when new
- Scaffolds must be erected, used and maintained in a reasonably plumb condition
- Scaffolds must be equipped with a proper ladder for access. Vertical ladders must be equipped with 15-centimeter (6 inch) standoff brackets and a ladder-climbing fall protection device or safety cage when they are more than 5 meters (16 feet) high
- Scaffolds over 15 meters (50 feet) in height must be designed by a professional engineer and constructed in accordance with the design. These design documents must remain on site for the duration of the scaffold work
- Remove ice, snow, oil, grease and other slippery material from the platform
- Wheels or casters on rolling scaffolds must be equipped with braking devices and they must be securely pinned to the scaffold frame

### ***Power Elevating Work Platforms***

In addition to the specific manufacturer's requirements for operating power elevating work platforms, such as scissor lifts and boom-supported platforms and buckets, all operators must inspect such equipment each day and:

- An operator's manual must be kept with the elevating work platform while it is on a project
- Be thoroughly familiar with all operating instructions and safe load limitations
- Use three-point contact in mounting and dismounting the equipment
- Keep the equipment free of slippery substances at all times
- Ensure no obstructions or workers are in the direct path of the equipment's operation
- Keep all guardrails and gates secured during operations
- Maintain proper distance from live electrical conductors or equipment at all times
- Ensure safety belts or body harnesses are worn as required
- Ensure the equipment rests on a firm, level surface
- The owner must keep a log of all inspections, tests, repairs, modifications, and maintenance

## ***Access To Work Areas***

- Ladders, scaffolds, swing stages, ramps and runways should be constructed, erected and secured in accordance with the Regulations under the Act
- When work areas are above or below ground, access to and egress from the work area shall be provided and maintained in a safe condition
- Proper and sufficient warning signs, tags or lockout devices shall be installed wherever hazards exist, such as moving machinery, open excavations, temporarily removed manhole covers and electrical hazards

## ***Housekeeping, Storage and Tool Maintenance***

- Materials and equipment should be stored, moved, piled and transported in a manner that will not endanger workers
- All compressed gas cylinders (oxygen and acetylene) must be stored in neat rows, empty cylinders must be marked M.T. and stored away from full ones and cylinders must always be used from a cart or from an upright lashed position
- Concrete pipes shall be stored end to end whenever possible and each pipe shall be adequately wedged to prevent movement. Where this method of storage is not possible and pipes have to be placed side by side, each batch shall be securely wedged. In no case shall pipes be stacked on top of one another.
- Waste material and debris shall not be stored in areas of access and egress. Waste material and debris should not be thrown from one level to another but be carried down, lowered in containers or deposited in a disposal chute.
- Material to be lifted by a crane or other hoisting device shall not be stored under overhead power lines
- It is the employer's responsibility to supply and maintain shop tools and other power equipment in good repair
- It is the worker's responsibility to use such tools properly and to report any defect to the supervisor to ensure repair is initiated and proper tagging of defective tools is carried out

## ***Materials Handling Lifting***

- Where practical, heavy lifts should be done with mechanical lifting devices
- When manual handling is required, dollies, trucks and similar devices should be used where practical; workers should know their physical limitations and the approximate weight of materials they are trying to lift
- Workers should be encouraged to get help when a lifting task may be more than they can safely handle
- The right way to lift is the easiest and safest - take a firm grip, secure a good footing, place the feet a comfortable distance apart, bend the knees, keep the back straight and lift with the leg muscles
- Use gloves or hand patches, as required, when handling sharp, rough, heavy or hot materials

- Never carry a load so large that it obstructs vision or too heavy that it cannot be safely lifted without assistance

### ***Chainsaws***

- Chainsaws can be very dangerous and must be only used by a worker who has received training in its safe use
- Workers using chainsaws must wear appropriate personal protective equipment including gloves, eye and face protection and hearing protection
- Always follow the manufacturer's recommendations when operating a chainsaw (Ballistic pants are usually recommended as well)
- Chainsaws must be held firmly when starting and held firmly with both hands while in use
- Chainsaws must be equipped with safety chains and be provided with a device that stops the saw in the event of kickback

### ***Hot Work***

Comply with the Owner's standards, including but not limited to the following:

- Prior to any welding, soldering, use of torches or open flame, or roofing work that requires a kettle, obtain a "Hot Work Permit" from the owner
- Prior to commencing with approved Hot Work, review the area with the owner to determine proper fire safety precautions
- Ensure all workers involved with the Hot Work are aware of nearest Fire Alarm pull stations, location of ABC fire extinguisher, and emergency phone numbers
- Maintain a Fire Watch for at least one hour after termination of Hot Work

### ***Roof Work***

All roof work will be governed by the Terlin Construction Ltd. Health and Safety Policy & Program, including fall arrest, barricades, proper signage, and proper storage of cylinders.

### ***Explosive Actuated Fastening Tools***

- Explosive actuated tools must be used only by workers who have been instructed to operate the tools properly and safely
- Workers must carry proof of training with them when using explosive actuated tools
- Workers using explosive actuated tools must wear impact-resistance eye-protection
- Hearing protection should be worn by workers using explosive actuated tools to fire into steel or in a confined space

### ***Traffic Control***

Traffic Controllers and all employees working in traffic shall wear a reflective fluorescent and colored blaze orange or red vest, use regulation approved signs and be protected by warning signs; flashing lights or flares, as required.

## ***Fuelling Procedures***

Caution must be exercised when refueling equipment. In some cases, regulations insist that internal combustion engines be shut off during refueling. No smoking signs must be prominently displayed.

## ***Work on Live Apparatus***

- Where it is necessary to work on a live electrical circuit with a potential of more than 300 volts, two or more journeymen must work together. This does not apply to testing, service or troubleshooting.
- Metal ladders, or ladders with wire reinforcing, must never be used by electrical workers working on live apparatus.
- All apparatus capable of being electrically energized or dynamically activated must be de-energized or deactivated by locking off, physically disconnecting or otherwise rendering the apparatus inoperable. Switches, power sources, controls, interlocks and other such devices must be appropriately tagged and personally locked off by each worker involved in the operation.

## ***Asbestos***

Asbestos fireproofing and insulation can be found in many buildings. Disturbing this material during renovation, maintenance or retrofitting can release hazardous dust. If you suspect that you have encountered asbestos on a site, you must report to your supervisor immediately. Removal should be done by competent personal only.

For further information, refer to the Regulation respecting Asbestos on Construction Projects... from the Ontario Ministry of Labour and **Asbestos** in Construction, Volumes 1 and 2, from the Construction Safety Association of Ontario.

## ***Propane / Winter Heating***

Workers using Propane equipment must be trained in the safe procedures. This includes proper use and the correct storage, handling of propane cylinders and equipment.

## ***Confined Spaces***

Terlin Construction Ltd. has developed a written confined space program meeting the requirements of the Construction Regulation (Part II.1, Confined Spaces, sections 221.1 to 221.19) and will ensure to maintain same. No person shall enter a confined space without adhering to the regulations set out in the Occupational Health & Safety Act as well as with this company's Health and Safety Policy & Program.

## Fire Protection

Precautions 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.
- Workers who may be required to use fire protection equipment must be trained.
- In addition to being familiar with the operation and location of all firefighting equipment, all employees should be aware of the various categories of fire extinguishing equipment according to their capacity for handling specific types of fires

The following are the three main classes of fire extinguishers, with their applications and symbols:

Ordinary



Combustible

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

Flammable



Liquid

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

Electrical



Equipment

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

# Workplace Hazardous Materials Information Systems

## **Material Safety Data Sheets**

- Material Safety Data Sheets (MSDS's) provide more in depth information than is given on supplier labels
- MSDS's are located on all of our project site safety boards
- Copies are also available from the site supervisor, project manager or main office

## **Labels**

- All hazardous materials will be identified in accordance with the Workplace Hazardous Materials Information System (WHMIS) requirements of the Occupational Health & Safety Act
- Workers must be able to read and understand the contents of supplier and workplace container labels

## **Education**

- All employees must be trained in, and know how to, recognize hazardous materials
- On an annual basis, Terlin Construction Ltd. shall re-assess the WHMIS training needs of their employees and retrain
- Read and understand labels and M.S.D.S. sheets and know how to work with hazardous materials in a safe manner
- The site supervisor will provide workplace specific training to new employees
- Review the program at least annually or more frequently as work conditions change or new information becomes available

## **WHMIS Hazard Symbols**



## First Aid

Should an incident or accident occur, it is essential that First Aid be administered IMMEDIATELY, followed by proper medical treatment if necessary.

### ***Supply Requirements***

- Every Terlin Construction Ltd. project must possess the proper first aid kit and supplies. The required content of the kit is defined by the Workers Safety & Insurance Board, First Aid Regulations (1101), and is determined based on the size of the workforce at the particular project
- A sign indicating the exact location of the First Aid Kit with the required contents will be posted on each site
- A First Aid Kit will also be available in company owned vehicles
- In all cases, the employer must post a form 82 "In All Cases of Injury", at every construction project first aid station. This form outlines the responsibilities and obligations of both the worker and employer, when an injury occurs at the work site.
- All new employees and visitors to the site will be advised of the location of the first aid kit, and the person designated to administer first aid, should it be required
- Terlin Construction Ltd. Site Superintendent (to be named), will verify the kit regularly in order to replenish supplies as required

### ***Certification***

- It is mandatory that all Terlin Construction Ltd. employee's hold a valid First Aid certificate, therefore a qualified First Aider will be present at all times
- A designated First Aider will be identified for each project
- Unless otherwise instructed, each subcontractor company shall provide their own first aid equipment and trained first aid personnel as per the WSIB First Aid Regulations, which require all employers to provide first aid coverage.

### ***Treatment Records***

Each first aid kit will contain an Injury Treatment Record (**Appendix A**). Whenever first aid is administered on the work site, an entry must be made in the Injury Treatment Record. The record must include:

- Injured person's name
- Date and time injury was reported
- Date and time of first aid treatment
- Nature of treatment rendered
- Name of person rendering treatment

This is a confidential document and must be treated as such. Once the Injury Treatment Record has been filled, or the project completed, it must be forwarded to Terlin Construction Ltd. office management for filing. By law it must remain filed for one year.

## **Medical Treatment**

In the event First Aid is insufficient to treat the injuries of the worker and the worker requires the services of a Physician, the site superintendent or his competent replacement must ensure that the injured worker, if able, signs the upper right hand corner of the treatment memorandum form (**Appendix B**) prior to leaving the work site.

Once the form has been completed by the Doctor, the site supervisor is responsible to ensure the following receive a copy for file:

- Attending Physician
- Health and Safety Representative
- Terlin Construction Ltd. Management

This treatment memorandum form permits the doctor to release information to Terlin Construction Ltd. regarding the workers condition, as well as giving a written account of the nature of the injuries. The Doctor also has the option to return the worker to modified duties for a specified period of time.

### **Managements Responsibilities**

- Ensure certified person will administer first aid immediately
- First aid treatment to be recorded on the Injury Treatment Record (Appendix A)
- Provide treatment memorandum and transportation to medical attention
- Submit Employer's Report of Accident (**Form 7**) to the WSIB within four days
- Submit a report to the Ministry of Labour

### **Modified Work**

- Often an injured worker will be capable of performing duties that will not aggravate the injury. Where ever possible, this company will endeavor to provide immediate, suitable modified work in order to avoid a possible loss in wages for the injured employee.

### **Lost Time From Work Required**

- Pay wages for the day of injury

### **Employee's Responsibilities**

- Obtain first aid promptly
- Report injury immediately to the supervisor
- The supervisor will provide you with a Treatment Memorandum form should you require medical attention. You must sign the upper right corner of the form prior to leaving the site. Ensure the first Doctor you visit completes the form and return it to your supervisor without delay.
- Submit Employee's Report of Accident (**Form 6**) to the WSIB within four days

## Emergency Procedures

### ***Emergency Response Information***

- 1. Take Command**  
Assign the following duties to specific personnel
- 2. Provide Protection**  
Protect the accident scene from continuing 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 Name of Hospital**  
For follow-up, find out where the injured person 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

As with any type of emergency the Health & Safety Representative must be advised as soon as possible to ensure the safety of all employees at the site of the emergency. The witness of the emergency must brief the Health & Safety Representative as to what has occurred and what Emergency Personnel has been notified and the status of the emergency. The Health & Safety Representative will then take charge until the emergency personnel arrive on the scene. Any time Emergency personnel are requested to the site a summary listing the type of emergency, any injuries and what action was taken must be submitted to the Health and Safety Representative.

## ***Evacuation Procedures***

Upon receiving instruction to evacuate, all employees are to exit the area being evacuated as quickly as possible. All employees are required to gather at a designated location. The Site Supervisor is responsible to ensure all employees are accounted for. Any workers not accounted for must be reported immediately.

Any time an evacuation takes place a summary must be completed and submitted to the Health and Safety Representative.

## Legal Requirements for Reporting Accidents

The employer's duty to notify the MOL Accidents and occupation illnesses **must be reported** to the Ministry of Labour, the health and safety representative or JHSC in the following circumstances:

Occurrence	What Required	When	By Whom	To Whom
<p><b>Fatality or Critical Injury</b></p> <p>Act, s. 51(1) Reg. 834 for definition</p>	<p><b>Notify directly</b></p>	<p>Immediately, by telephone, telegram, fax or any direct means</p>	<p>Constructor, if any, and employer</p>	<p>*MOL *JHSC *H&amp;S Rep</p>
	<p><b>Written report</b> Content as outlined by Reg. 213/91, s. 8</p>	<p>Within 48 Hours</p>	<p>Written report by employer only</p>	<p>*MOL</p>
<p><b>Injury (non-critical)</b></p> <p>Causing lost time, or requiring medical treatment</p> <p>Act, s. 52(1)</p>	<p><b>Notice in Writing</b></p> <ul style="list-style-type: none"> <li>• Content as outlined by Reg. 213/91, s.9(1) in case of a worker</li> <li>• May use notice required by s.21(2) of the WSI Act</li> </ul>	<p>Within 4 days of the occurrence</p>	<p>Employer</p>	<p>*MOL *JHSC *H&amp;S Rep</p>
<p><b>Occupational Illness</b></p> <p>Act, s.52(2)</p>	<p><b>Notice in Writing</b></p> <ul style="list-style-type: none"> <li>• Content as outlined by Reg. 213/91, s.9(2) in case of a worker</li> <li>• May use notice required by s.21(2) of the WSI Act</li> </ul>	<p>Within 4 days of being advised</p>	<p>Employer</p>	<p>*MOL *JHSC *H&amp;S Rep</p>
<p><b>Prescribed Incident</b></p> <p>(See next page)</p>	<p><b>Notice in Writing</b></p> <ul style="list-style-type: none"> <li>• Content as outlined by Reg. 213/91, s.11(2)</li> </ul>	<p>Within 2 days of the occurrence</p>	<p>Constructor of the project</p>	<p>*MOL *JHSC *H&amp;S Rep</p>

## Legal Requirements for Reporting Incidents

The employer's duties for notification and reporting of **prescribed incidents** in construction when any of the following **prescribed incidents** occur at a project are as follows:

Circumstances	How Soon	By Whom	Section
<p>A worker falling a vertical distance of 3 meters or more</p> <p>A worker whose fall is arrested by a fall-arrest system</p> <p>A worker becoming unconscious for any reason</p>	<p>* Within 2 days of the occurrence</p>	<p>Constructor of the project</p>	<p>* Act, s. 53</p>
<p>Accidental contact by a worker or by a worker's tool or equipment with a live electrical conductor</p>	<p>* In writing</p>		<p>* Reg. 213/91 s. 11(1)</p>
<p>Contact by a backhoe, shovel, crane or similar lifting device or its load with an energized power line rated at more than 750 volts</p>			<p>Prescribed Incidents</p>
<p>Structural failure of all or part of false work designed by or required by Regulation 213/91 to be designed by a professional engineer</p>			
<p>Structural failure of a principal supporting member, including a column, beam, wall, truss or a structure</p>			
<p>Failure of all or part of the structural supports of a scaffold</p>			
<p>Structural failure of all or part of an earth or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench</p>			
<p>Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it</p>			
<p>Overturning or the structural failure of all or part of a crane or similar hoisting device</p>			