

OUR COMBINED EFFORTS CAN MAKE OUR WORKPLACE SAFER

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Note: All illustrations in this booklet are from publications prepared by the Construction Safety Association of Ontario

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- ☐ SAFE OPERATING PROCEDURES
- ☐ WORKER INSPECTION CHECKLIST

INSERT (to be completed and returned to the Head Office)

- ☐ PERSONAL TAX CREDIT RETURN FORM,
- ☐ EMPLOYEE TRAINING RECORD,
- ☐ EMPLOYEE COMPLIANCE NOTICE (Including Subcontractors Employees)
- ☐ WORKER CONSENT FORM
- ☐ COMPLY RULES
- ☐ ALCOHOL & DRUG-FREE WORKPLACE POLICY
- ☐ VIOLENCE & HARRASMENT POLICY

SAFETY ORIENTATION FOR NEW WORKERS OR RETURNING AFTER A LONG ABSENCE



SONCIN CONSTRUCTION

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JOB SAFETY REQUIREMENTS FOR LABOURER & CARPENTER

Dress for the job:

Employee must wear the appropriate clothing for their job function and the working environment. In summer always, wear shirts to prevent sunburn. Cotton or polyester/cotton work pants can prevent scrapes and are reasonably cool and comfortable. In cooler months, stay comfortable by adding or taking off layers of clothing.

When operating any equipment, tools or machinery do not wear loose clothing or cuffs, finger ring or jewelry, greasy or oily clothing, gloves or boots.

Basic safety equipment for workers includes:

- ☐ Safety Boots CSA Grade 1 properly laced and tied at all times.
- ☐ Hard Hat CSA Class E
- ☐ Eye protection against dust, flying objects by using safety glasses, spectacles/goggles.
- ☐ Work gloves
- ☐ And when required
- ☐ Fall protection when workers are exposed to the hazard of falling more than 2.4m/8ft.
- ☐ Hearing protection, mask protection against dust.
- ☐ The reflective vest must be worn when working on road, highways, bridges when endangered by the vehicular traffic.
- ☐ Lifejackets when a worker may drown

USING TOOLS:

Hand tools: hand saws, hammers, nail pulling by using crow bars always use hand protection, eye protection, and face protection when necessary.

Power tools: drills & hammer drills, saws: circular handsaws, quick-cut saws, chainsaws, tools powered by compressed air.

Safety Basics:

1. Make sure that electric tools are properly grounded or double-insured.
2. Regulations require that ground fault circuit interrupters (Class A, GFCIs) be used with any portable electric tool operated outdoors or in wet locations.
3. Before making adjustments or changing attachments always disconnect the tool from the power source.
4. When operating electrical tools, always wear eye protection.
5. When operating tools in confined spaces or for prolonged periods, wear hearing protection.
6. Make sure that the tools are held firmly and the material properly secured before turning on the tool.

I undersigned below have obtained training and demonstration regarding safety tool operation as required by my job description. I have also obtained full instruction in hazards and safeguards whenever subjected to compressed air at the site.

Employee Name: _____ **Date:** _____

Trainer Name: _____ **Date:** _____

9. HOUSEKEEPING:

- CLEAR WORK AREAS
- CLEAR ACCESS & LANDING

10. OTHER EQUIPMENT

SPECIFIC FOR THE SITE:

Instruction:

Results OK - indicate - O

Needs Attention - indicate - P

If a tool is defective in some way, DO NOT USE IT. Remove all defective tools from the work area and mark, “DEFECTIVE – DO NOT USE.” Repair Tags are available on the bulletin boards.

Overall results of the worker inspection shall be recorded on the **Soncin Daily Timesheet** next working day when reporting to work and signing the timesheet.

Health and Safety Policy

PRESIDENT MESSAGE

The management of Soncin Construction is vitally interested and committed to providing and maintaining a safe and healthy workplace for all workers, clients, contractors, visitors, members of the public and volunteers that enter the workplace. This policy applies to every Soncin Construction employee as defined in the Occupational Health and Safety Act.

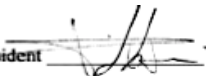
At Soncin Construction we recognize and acknowledge that all workers have the right to work in a safe and healthy environment in accordance with industry standards and in compliance with legislative requirements. By maintaining a spirit of consultation and co-operation with all employees, effective administration, education, training, and continuous improvement, Soncin Construction is committed to take every reasonable effort to eliminate hazards and prevent accidents and injuries in the workplace.

Protection of employees from injury or occupational disease is a major continuing objective. Soncin Construction will comply with the Occupational Health and Safety Act and its regulations as well as other relevant legislation concerning health and safety in the workplace. Compliance includes:

- ☐ An established and maintained Health & Safety Management System – Reviewed on an annual basis.
- ☐ Established and Maintained Safe Work Practices and Job Procedures defined in the company’s Health and Safety Management System for all employees to follow.
- ☐ Providing appropriate tools and equipment for every task as well as suitable training and supervision to perform the work in a safe manner.
- ☐ Ensuring that all individuals fulfilling supervisory roles are competent to direct work in a safe manner according to the Occupational Health and Safety Act.

We recognize that the responsibility for our health and safety is shared. All employees will be equally responsible for minimizing accidents within all Soncin Construction work areas including, but not limited to job sites, offices, shops, yards, etc. All supervisors will ensure that a safe and healthy work environment and conditions are maintained. All employees will perform their jobs safely in accordance with Soncin Construction’s Health and Safety Policy, Practices and Procedures & applicable legislation. Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of EVERYONE in the workplace. Disregard or willful violations of this Policy by employees at any level may be considered cause for disciplinary action in accordance with the company’s policies.

Let us work together safely as a team! Safety is everyone’s business!

Victor Soncin – President 

January 2, 2020

THIS SAFETY ORIENTATION MATERIAL REPRESENTS A GENERAL GUIDE TO SONCIN CONSTRUCTION HEALTH & SAFETY PROGRAM. FOR DETAILED INFORMATION PLEASE REFER TO THE “CORPORATE ACCIDENT PREVENTION AND SAFETY POLICY “REVISED AT THE END OF EVERY YEAR.

THE LAW

Workplace health and safety is important for workers, employers and society as a whole. The Occupational Health and Safety Act (the “Act”) came into force on October 1, 1979. The purpose of the Act is to protect workers against the hazards on the job by setting minimum standards for safe practices. In addition to the Act the “Ontario Regulation for Construction Projects” must be respected.

The Act **sets out the rights and duties** of all workplace parties and establishes procedures for dealing with workplace hazards.

The Act **outlines the responsibilities** of all workplace parties in terms of health and safety.

EMPLOYEE SAFETY RESPONSIBILITIES

Responsibilities:

Perform assigned duties in a safe manner by complying with the procedures presented below:

- ☐ Positive safety attitude
- ☐ Perform assigned duties with the attitude that safety is the most important aspect of the job
- ☐ Work within the requirements of Soncin safety procedures, safe work practices & regulatory requirements.
- ☐ Actively participate in required safety meetings, inspections & training classes.

WORKER INSPECTION CHECKLIST (DAILY)

Project.....

Inspected by

Week started on

Item Inspected	Day of the week:	M	T	W	T	F	Remarks
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1. ELECTRICAL POWER TOOLS:

- DRILLS _____
- SAWS _____
- GRINDERS _____

2. AIR-POWER TOOLS:

- JACK HAMMERS _____
- CHIPPING HAMMERS _____
- IMPACT TOOLS _____
- SPRAYERS _____

3. WELDING/CUTTING TOOLS:

- _____

4. GENERATORS, COMPRESSORS, PUMPS:

- _____

5. FALL ARREST:

- CSA APPROVED _____
- SAFE USABLE CONDITIONS _____
- PROPERLY WORN _____
- UNPROTECTED OPENING & EDGES _____

6. PERSONAL PROTECTIVE EQUIPMENT:

- HARD HATS WORN _____
- FOOT PROTECTION _____
- EYE & FACE PROTECTION _____
- HEARING PROTECTION _____
- RESPIRATORY PROTECTION _____
- PROPERLY DRESSED (INCL. VEST) _____

7. LADDERS:

- SECURED, NON -SLIP BASES _____
- PROPER SIZE & TYPE _____
- SAFE USABLE CONDITIONS _____
- PROPER ANGLE (EXTENTIONS) _____
- PROPER HAND RAIL & LANDINGS _____

8. SCAFFOLDS:

- PROPERLY ERECTED (ALL APRTS) _____
- PROPERLY SECURED _____
- PROPERLY PLANKED _____
- PROPER GUARDRAILS _____
- PROPER ACCESS TO PLATFORMS _____
- ACCEPTABLE LOADING _____

- ☐ **Provide protection**, protect the accident scene from continuing or further hazards – for instance: traffic, operating machinery, fire or live wires
- ☐ **Give appropriate first aid** as soon as possible
- ☐ **Call an ambulance**, fire department, police, MOL, etc. as required, or take victim to hospital if appropriate (depending on the injury)
- ☐ **Guide emergency vehicles** to the appropriate location (meet and direct)
- ☐ **Accompany the victim to the hospital**, or **get the name of the hospital** to which he/she will be taken
- ☐ **Advise management**, inform management, that they can contact relatives, notify authorities and start procedures for reporting and investigating the accident
- ☐ **Secure and isolate** the accident scene to make sure that nothing is moved or changed until authorities have completed their investigations.

IMPORTANT NOTICE:

All Soncin Construction Employees shall complete inserted forms: **EMPLOYEE TRAINING RECORD & EMPLOYEE COMPLIANCE NOTICE** and return to the Soncin Head Office **before commencing any work**.

According to **legal requirement for reporting accidents/incidents** the **CONSTRUCTOR** means Soncin Construction is obliged to **report accident/incident** by providing specific information to appropriate authorities. The inserted form contains information that is required in the case of emergency reporting.

Process:

Training

- ☐ Attend training when required to do so
- ☐ Submit a copy of training certificates (from outside sources) to the Supervisor or Head Office
- ☐ Be prepared to contribute to discussion during training
- ☐ Apply information from safety training & meetings to daily job performance

Hazard Reporting and Mitigation

- ☐ Report unsafe acts or conditions to the safety staff and/ or direct supervisor and/or crew.
- ☐ Report accident/incidents/near misses to direct supervisor and/ or foreman as soon as possible after occurrence
- ☐ Follow up on the corrective action developed from accident/incident/near miss investigations
- ☐ Report safety concerns/issues to direct supervisor and/or foreman
- ☐ Wear PPE (Personal Protective Equipment) when required
- ☐ Perform inspections for equipment, machines and vehicles to ensure that the equipment is in safe working order prior to use.

Rights of Employee/Worker:

The Act gives three basic rights to all workers. The right to:

- ☐ **Participate** and contribute to issues concerning health and safety in the workplace
- ☐ **Know** about any potential or actual hazards that they may be exposed to
- ☐ **Refuse work** when believes work that he/she is performing or is asked to perform, is dangerous to their safety or health or that of another worker

No worker shall:

1. **Remove** or make ineffective any safety device required by the employer or the regulations
2. **Operate** any equipment or work in any way that may endanger oneself or another worker
3. **Take part in** any pranks, contests, feat of strength, unnecessary running or roughness and boisterous conduct

Injured at Work Procedure:

All staff of Soncin Construction **must report all work-related** injuries, illnesses and near misses immediately to their supervisors. If medical attention is required, the employee will be treated by the appointed **first-aid** provider at Soncin Construction workplace.

If further medical attention is required, the employee will be transferred to the nearest **medical facility**. Always ensure that an **Investigation Report** is completed and **Soncin Functional Abilities Form** and immediately forwarded to the Supervisor or Soncin Construction Head Office when completed by the health professional. The WSIB Form7 will be completed in the Head Office and sent to WSIB.

If you seek medical attention for a work-related injury after work hours, it is necessary that you inform your supervisor as soon as possible of this injury and treatment. This procedure must be followed even if there is no lost time from work. If you seek medical attention for a work-related injury, this will be considered as a claim under the Workplace Safety & Insurance Board (WSIB) and therefore appropriate documentation must be sent to the WSIB by Soncin. All employees are expected to co-operate with Soncin Construction in the completion of any company or WSIB forms regarding the workplace accident/illness.

Back-to-Work Program

Soncin Construction maintains an active Return-to-Work Program for employees who sustain a work-related injury. The goal of this program is to assist in the full recovery of our employees and fulfill our return to work obligations with the Workplace Safety and Insurance Board. **It is the employee's responsibility to co-operate fully with the facility's return to work program.**

A lost time injury occurs when the worker was absent for 1 day **following the day of the accident and collected benefits from WSIB.**

Fire extinguishers must be:

- ☐ Accessible
- ☐ Regularly inspected
- ☐ Promptly refilled after use

Extinguishers must be provided:

- ☐ Where flammable materials are stored or used
- ☐ Where temporary oil-or gas-fired equipment is being used
- ☐ Where welding or open- flame cutting is being done
- ☐ In shops, for at least every 300 square metres of floor area

Fire extinguishers are classified according to their capacity to fight specific types of fires. For construction 4A40BC rating as a minimum is required.

Extinguishers have a very short duration of discharge (usually less than 60 seconds).

Be sure to aim at the base of the fire.

Emergency Action Plan

In the case of collapses of structure, fire, explosions, critical injury and toxic spills or release, all workers must be familiar with the emergency procedures specific to the site.

A **poster "Emergency Response"** shall be posted at each First Aid Station.

It shall contain the following details:

- ☐ Local fire/police/ambulance emergency telephone number or **9-1-1**
- ☐ Site location
- ☐ Name of Superintendent and his phone numbers
- ☐ Name of First Aid Person
- ☐ Telephone numbers for local: gas, hydro, water, telecommunication utilities
- ☐ Poison Control tel. **1-800-268-9017**
- ☐ Ministry of Labour, local
- ☐ Ministry of Environment, Spills Action Centre **1-800-268-6060**
- ☐ Nearest Hospital telephone number and route map from the site to the hospital
- ☐ Head Office telephone number

In an emergency the following is recommended, but may be changed to suite the circumstance:

- ☐ **Notify** the Superintendent or other designated person immediately
- ☐ **Take command**, assess the situation and direct activities

- ☐ Store cylinders of different gases separately
- ☐ Keep cylinders away from heat sources
- ☐ When heating with propane, keep 45-kilogram (100lb) cylinders at least 3 metres (10 feet) away from heaters; keep larger tanks at least 7.6 metres (25 feet) away.

Lumber

- ☐ Stack on level sills
- ☐ Stack reusable lumber according to size and length. Remove nails during stacking
- ☐ Support lumber at every 1.3 metre (4-foot) span
- ☐ Cross-pile or cross-strip when the pile will be more than 1.3 metres (4 feet) high.

Fire Protection

Housekeeping includes fire prevention and fire protection. Workers must be trained to use fire extinguishers properly.

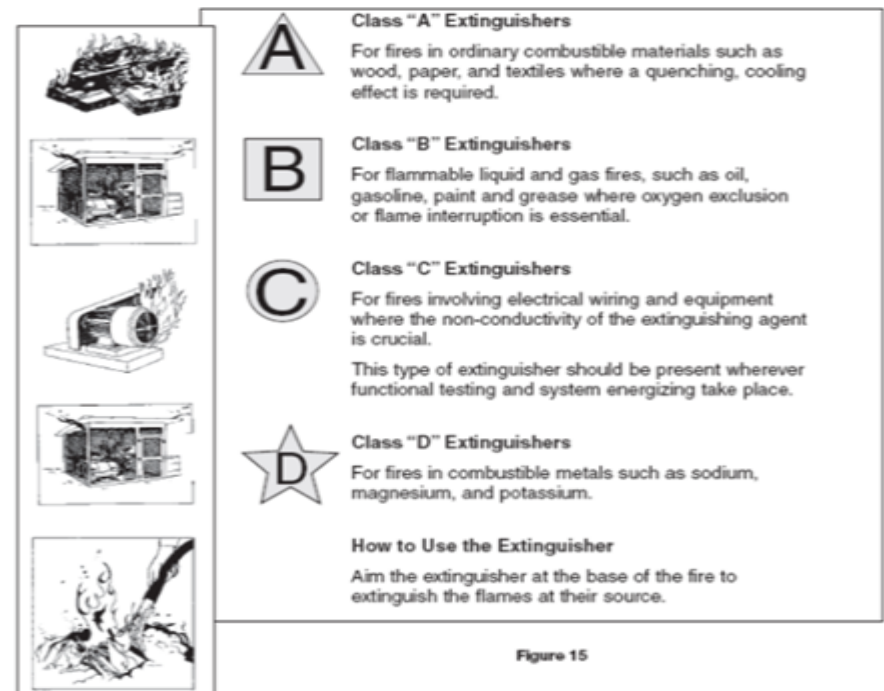


Figure 15

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1. The Functional Abilities Form which must be completed by the respective Physician/ Health Professional
2. All documentation must be forwarded to the Worker's Supervisor or Soncin Construction the same day after the appointment.

SUPERVISOR'S RESPONSIBILITIES

Supervisors/forepersons include anyone in charge or overseeing another person.

Their specific roles, responsibilities and duties include:

- ☐ **Ensure** that all employees work in a safe manner utilizing the equipment, protective devices or clothing, the measures and procedures as prescribed that is required to be worn
- ☐ **Ensure** that all the workers under their supervision are adequately trained to perform their work safely and are familiar with relevant provisions of the Occupational Health and Safety Act, any applicable Regulations as well as any respective Company Rules, Policies and Procedures.

- ☐ **Advise** all workers of the existence of any potential or actual hazards of which he/she is aware and take every appropriate action to eliminate and reduce such hazards
- ☐ **Investigate and report** all accidents and incidents to the Joint Health and safety Committee or Health and Safety Representative and management
- ☐ **Enforce** all company safety rules and regulations, and report hazardous conditions that require improvement
- ☐ **Ensure** all employees use only the proper tools for the jobs performed
- ☐ **Take every precaution reasonable in the circumstances for the protection of the worker**

SITE SUPERVISOR'S RESPONSIBILITIES

Supervisor duties like those of the employer, apply in relation to our own workers and the workers of subcontractors working on a project site. Their specific roles, responsibilities and duties include:

- ☐ **Ensure** that a safe and healthy working environment exists
- ☐ **Ensure** compliance with Soncin Construction Health & Safety Policy and Program

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- ☐ **Ensure** that the requirements of the Occupational Health and Safety Act its related Regulations and all other applicable Legislations are met
- ☐ All necessary signs are **posted** on site
- ☐ All necessary documents are **available** on site
- ☐ Protect the health and safety of the **public**
- ☐ Determine **clean-up facilities** required; provide and maintain them where necessary
- ☐ Hold a valid **First-Aid** certificate. Ensure proper and adequate first-aid kit(s), equipment, records and forms are available on site according to the requirements of the WSIB
- ☐ Design fire/**emergency plan** specific to the site and ensure understanding by all respective parties
- ☐ In the case of accidental injury, damage or loss, follow the appropriate procedures for **Accident Investigation** and Emergency Procedures/ Supervision

- ☐ Complete and keep up-to-date the Injury **Treatment Record/Log**
- ☐ **Investigate** all incidents, accidents, medical aids, loss time injuries, work refusals and work stoppages and take any appropriate corrective measures
- ☐ Take action immediately to **correct** any hazardous conditions or dangerous practice discovered or reported
- ☐ **Advise** workers of any known hazards on the job
- ☐ Conduct weekly safety **inspections** of the project. Record – all observations, communications/concerns of workers and all remedial action taken
- ☐ Facilitate election of **Health and Safety Representative or Committee** where necessary. Post copies of written reports and assist on recommendations
- ☐ Conduct and document **site orientation** and training as required for any new worker using specific guidelines/checklist. Provide pre-task safety instruction where necessary for all workers
- ☐ Ensure the use of appropriate **checklists** for all inspections and pre-start/checks
- ☐ Supply, where required, and maintain or have maintained in **good operating condition**, all equipment, tools and personal protective equipment necessary for the job
- ☐ **Attend** such training programs as required by the company

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Storage

Storage areas should be at least 1.8 m (6ft) from floor openings, excavations or any open edges where material may fall off.

Near openings, arrange material so that it cannot roll or slide in the direction of the opening.

Flammable Materials

- ☐ Use copper grounding straps to keep static electricity from building up in containers, racks, flooring and other surfaces
- ☐ Store fuel only in containers approved by the Canadian Standard Association (CSA) or Underwrites' Laboratories of Canada (ULC)
- ☐ Ensure that electric fixtures and switches are explosion proof where flammable materials are stored.

Hazardous Chemicals

- ☐ Refer to material safety data sheets (MSDSs) for specific information on each product
- ☐ Follow manufacturer's recommendations for storage
- ☐ Observe all restrictions concerning heat, moisture, vibration, impact, sparks and safe working distance
- ☐ Post warning signs when required
- ☐ Have equipment ready to clean up spills quickly.
- ☐ To keep them separate for special handling and disposal later, store empty chemical containers in secure area away from full containers.

Bags and Sacks

- ☐ Do not pile bagged material more than 10 bags high unless the face of the pile is supported by the walls of a storage bin or enclosure
- ☐ Do not move piles more than 10 bags high unless fully banded or wrapped
- ☐ Cross-pile bags and sacks for added stability. Pile only to a safe and convenient height for loading and unloading.

Compressed Gas Cylinders

- ☐ Store and move cylinders in the upright position. Secure cylinders upright with chain or rope
- ☐ Lock up cylinders to prevent vandalism and theft
- ☐ Wherever possible, store cylinders in a secure area outdoors
- ☐ Keep full cylinders apart from empty cylinders

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Housekeeping and Storage

Housekeeping helps prevent accidents and injuries.

Housekeeping on the job means cleaning up scrap and debris, putting it in containers and making sure the containers are emptied regularly. It also means proper storage of materials and equipment.

General

Regulations for safe housekeeping require:

- ☐ Daily jobsite cleanup program
- ☐ Disposal of rubbish
- ☐ Individual cleanup duties for all workers
- ☐ Materials piled, stacked or otherwise stored to prevent tipping and collapsing
- ☐ Materials stored away from overhead power lines
- ☐ Work and travel areas kept tidy, well-lit and ventilated when required

- ☐ Sign posted to warn workers of hazardous areas.

Specific

- ☐ Gather up and remove debris as often as required to keep work and travel areas orderly
- ☐ Keep equipment and the areas around equipment clear of scrap and waste
- ☐ Keep passageways free of material, supplies and obstructions at all times
- ☐ Secure loose or light materials stored on open areas to prevent them being blown by the wind
- ☐ Pick up, store or dispose of tools, material, or debris which may cause tripping or other hazard
- ☐ Before handling used lumber, remove or bend over protruding nails and chip away hardened concrete
- ☐ Wear eye protection when there is any risk of eye injury
- ☐ Do not permit rubbish to fall freely from any level of the project. Lower it by means of a chute or other approved devices
- ☐ Do not throw materials or tools from one level to another
- ☐ Do not lower or rise any tool or equipment by its own cord or supply hose
- ☐ When guardrails must be removed to land, unload, or handle material, wear fall-arrest equipment. The area must also be roped off with warning signs posted

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- ☐ If medical attention is required due to work related accident, the worker must be accompanied to the doctor or hospital by a responsible supervisor or management representative and transportation provided to and from the hospital. Ensure that all appropriate and necessary forms are completed and forwarded to the appropriate people
- ☐ Secure perimeter of the site
- ☐ Post a copy of Soncin Corporate Accident Prevention and Safety Policy latest revision and up-dates in a conspicuous place
- ☐ Where required, obtain a copy of subcontractor's policies prior to subcontractors start of work on the site
- ☐ Where required, obtain subcontractor's MSDS information prior to starting of work on site.

EMPLOYER'S RESPONSIBILITIES

Soncin Construction shall:

- ☐ Set the standard & demonstrate a personal example to safety and encourage employee participation within the Health and Safety Program
- ☐ Ensure that all required safety measures and procedures are carried out in the workplace
- ☐ Provide training to all employees, supervisors and committee members regarding health and safety responsibilities and hazards in the workplace
- ☐ Provide co-operation and assistance to the Joint Health and Safety Committee or Health and Safety Representative in carrying out their duties
- ☐ Provide (where prescribed), maintain and ensure the proper use of all required materials, protective devices, personal protective equipment, tools, machines, equipment and vehicles
- ☐ Appoint only competent persons as supervisors
- ☐ Approve and enforce all health and safety rules, policies and procedures
- ☐ Conduct safety inspections as prescribed
- ☐ Comply with all WHMIS regulations as prescribed including, those limiting the exposure of a worker to biological, chemical or physical hazardous agents.

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- ☐ **Provide necessary information** to a qualified practitioner in the event of an emergency
- ☐ **Post** all health and safety information required by the Occupational Health and Safety Act
- ☐ **Review** the Corporate Accident Prevention and Safety Policy at least annually and maintain a program to implement this policy
- ☐ **Provide the results** of any report respecting occupational health and safety to the Joint Health and Safety Committee or Health and Safety Representative and advise workers of these results
- ☐ **Take every precaution reasonable in the circumstances for the protection of the worker**

Disciplinary Policy and Procedures

Management is accountable for defining and setting acceptable standards in the workplace, including those or safe work practices and procedures. The Company reserves the right to interpret and apply progressive disciplinary response. If an offence is considered by the Company to be severe, the Company has the right to forego steps in the discipline procedure and administer a suspension or termination.

Causes for immediate termination could be:

- ☐ Behavior or attitude, which could cause severe injury or damage
- ☐ Theft, falsifying records, or any other dishonest act
- ☐ Severe insubordination and gross negligence
- ☐ Fighting during work, alcohol or drug use
- ☐ Failing to immediately desist from harassing or discriminatory actions when requested to do so.

Causes for warning, suspension or termination could be: not wearing PPE, refusal to participate in safety training, not reporting the hazard/incident/defective equipment, removing the safety warning signs, protection or lock-out/tag-out when not asked to do so.

In the **cases of warning, suspension or termination** the following procedure will be implemented:

1st infraction- verbal warning but recorded as to date of infraction,

2nd infraction- written warning & requirement to retrain in the subject of non-compliance and suspension off work for at least 2 days, no pay,

3rd infraction- termination of employment with reason of termination on the Record of Employment.

Copies of the letters will be sent to the unions for unionized employees.

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store rooms, warehouses and on job/project sites creating a safe workplace for all employees.

2. For lifting and carrying of materials, workers must be aware of their personal limitations and not attempt to move material on their own which require two people.
3. Proper lifting procedures must be adhered to by all workers i.e. check load, bend at knees, and keep back straight, arms and elbows close to the body and a firm grip on the object to be moved. If mechanical assistance is required then this must be obtained.

Manual Lifting

- ☐ Size up the load and check overall condition prior to lifting. Do not attempt to lift alone if load appears too heavy or awkward. Check for adequate space for movement and good footing.
- ☐ It is important to maintain good balance during a lift. Place feet shoulder with apart, one foot should be beside the article to be lifted and the other foot should be placed behind the load. Bend the knees and do not stoop. Keep the back straight by tucking in the chin
- ☐ Grip the load with palms of the hands and the fingers. The palm grip is much more secured than a finger grip. With grip in place, tuck in the chin to make certain the back remains straight
- ☐ Use body weight to start the load moving and then lift by pushing up with the legs, making full use of the stronger set of muscles
- ☐ Keep the arms and elbows close to the body when lifting. Make certain your vision is not obstructed and you can always see where you are going
- ☐ Do not twist the body. To change direction, shift the foot position and then turn the whole body in the same direction
- ☐ If the load is to be lowered, bend the knees and do not stop. To place the load on a bench, shelf or table, place it on the edge and then push it into position to secure

*The following are some **basic steps in safe lifting and handling**:*

1. *Size up your load and make sure your path is clear*
2. *Do not attempt to lift the load alone if it is too heavy or awkward. Get help*
3. *Use your thigh muscles, not your back, as you lift in one smooth movement*
4. *Avoid reaching*
5. *Keep the load close to your body.*

Concrete

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When mixing concrete:

- ☐ Wear a mask when pouring or mixing dry cement
- ☐ Wear eye protection for mixing, pouring, and other work with dry cement
- ☐ Work upwind from cement dust

When working with concrete:

- ☐ Remove rings and watches because wet concrete can collect underneath and burn your skin
- ☐ Wear alkali-resistant gloves

- ☐ Pull sleeves over gloves
- ☐ Wear coveralls with long sleeves and full-length pants
- ☐ Use waterproof boots
- ☐ Don't wash your hands with water from buckets used for cleaning tools
- ☐ When your skin comes in contact with concrete, wash with cold running water as soon as possible. Flush out any open sores or cuts. Get medical attention if your skin still feels like it's burning
- ☐ After working with concrete, always wash your hands before eating, smoking, or using the toilet.
- ☐ If your eyes are exposed to concrete, rinse with cold tap water for at least 14 minutes. Get medical attention if necessary.

Protection against silica

- ☐ Repeated exposure to silica (an ingredient in concrete) can lead to a lung disease
- ☐ You can inhale silica from cement dust, or from sanding, grinding or cutting concrete
- ☐ When cutting use wet-cut rather than dry-cut of concrete products
- ☐ Wear mask and eye protection

Material Handling: Manual Lifting and Carrying

Improper lifting and handling of materials is a significant factor in many occupational injuries, i.e. sprains, strains, fractures and bruises. Injuries can be avoided by minimizing the need to lift material by hand and by training workers to lift properly:

- ☐ All materials must be segregated as to size, kind and length and placed in neat, safe and orderly piles ensuring clear passageways in

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HAZARD IN THE WORKPLACE

It is important for all employees to be aware of potential hazards in the workplace. If there were no hazards in the workplace there would be no need for safety program. This is why it is our duty to report hazardous conditions to our supervisors in order to develop Safe Work Practices.

SAFE OPERATING PROCEDURES

Lock out and Tag out Procedure

Lock out and Tag out is a procedure, which can be used to neutralize or control energy. The procedure must be adapted to each piece of equipment or machinery, but the basic steps are the same:

1. Energy comes in many shapes. Before doing anything else, identify every source of main and stored energy connected to the machinery or equipment you must shut down. You may have to inspect the equipment, check drawings, or follow written procedures but make sure you know every source of main and stored energy. Example: a live electrical cable is a main source; a battery is a stored source.
2. Isolate or neutralize every identified main and stored energy source: for example, turn off a vehicle's ignition and disconnect the battery and release all pressure in the hydraulic system and block the wheel then wait for everything cool down.
3. Put locks on all energy control devices (switches, valves, controls, gates) to



others who locked out the device and why. Verify that each person working on the job places a lock there, too.

4. After the power is shut down, verify that no energy is getting through by turning on start buttons or switches, moving hydraulic controls, testing electrical systems with a meter, checking that a hot pump has cooled. Before starting any work, be certain that every main and stored energy source you identified at the start of this procedure is controlled. Remember to turn off any switches turned on for this test to avoid a surprise start when power is restored.

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5. When the work is completed, each worker should remove his own lock and tag. Make sure any switches or valves used to test for zero energy are turned off.
6. With all personnel standing clear, turn on the power source(s) and restart the equipment.

The really important part of the procedure is to follow every step-in order, every time... no exceptions.

Workplace Hazardous Material Information System (W.H.M.I.S.)

The main goal of WHMIS is to supply information, critical to the worker's safety, about the hazards associated with working, handling and storing of products. There are 4 legislated components to WHMIS that allows the information to be transferred to the workers:

1. The Pictorials
2. The Labels
3. The Material Safety Data Sheet (MSDS)
4. The Training

The Pictorials

The legislation puts all hazardous or potentially hazardous products into 6 classes and identifies these classes with 8 pictorials:

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Platforms without Guardrails

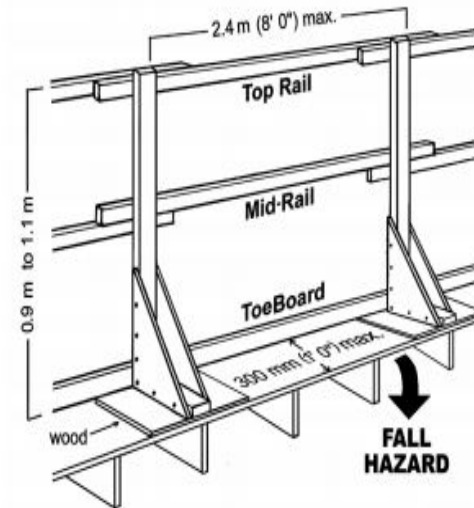
Platforms without guardrails are a serious safety problem in construction. Guardrails are an important fall prevention measure not only for high platforms but also for low ones. Over one-third of the falls from scaffolds are from platforms less than 2.4 m (8 ft) in height. Therefore, guardrails are recommended during normal use for all scaffold platforms over 1.5 m (5ft) high. Guardrails for all working platforms should consist of a top rail, a mid rail and a toe board.

If it is **not reasonably possible to install a guardrail system**, a Worker shall be adequately protected by at least one of the following methods of fall protection:

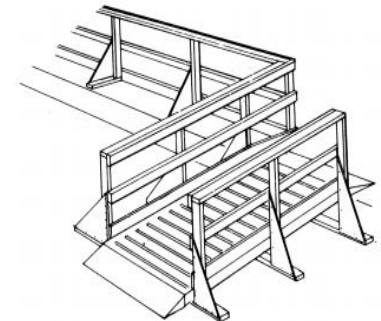
- ☐ A travel restraint system
- ☐ A fall restricting system
- ☐ A fall arrest system
- ☐ A safety net

Covering over Openings

It is generally expected that openings are to have a guardrails if at all possible. Planked platforms due to their layout arrangement will create openings, which will



require securely attached coverings. The material shall be



suitable to support and resist all anticipated loads.

- ☐ *Feet*: adjustable base plates should work properly, plates should be securely attached to legs to resist uplift as well as compression, where mudsills are used, base plates should be nailed to them
- ☐ *Connecting Pins*: frames must be joined together vertically by connecting pins compatible with the frames, connecting pins must be locked in place to prevent them from loosening and coming out, pins must be free of bends and other distortion. If they don't fit, replaced them.
- ☐ *Braces*: cross and horizontal braces should not be cracked, rusty, bent or otherwise deformed, braces should be compatible with frames and free of distortion, horizontal braces must be installed every third frame vertically and, in each bay, laterally, Scaffolds higher than three frames must be tied into the structure
- ☐ *Guardrails*: must protect the working platform, must be compatible with frames, can be made of tube-and-clamp components assembled properly.

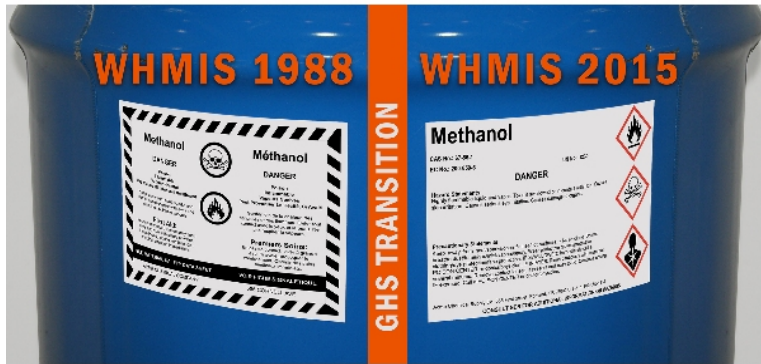
Planks and Decks

Scaffold planks and deck material must be inspected regularly. Your life depends on it. Here's what to look for.

- ☐ *Wood Planks*: make sure that planks are at the right length and overhanging the frame no less than 6 inches and no more than 12 inches. Check planks for: cracks, cuts on plank edges from saws, tools sharp objects, worm holes,

splits, knots knocked out along edges, lots of nail holes, light weight, condition of cleats. Damaged planks should be removed and replaced.

- *Laminated Veneer Lumber Planks*: check for separation of laminated layers, cuts of any kind, pressure cracks in top and bottom layer, condition of



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Deck Panels: check for cuts in aluminum frames, deformed, cracked or broken fastening hooks and hardware, bent, cracked or broken rungs, sliding or other locking devices in good condition.

All **scaffold platforms** must be at least 460 mm (18in) wide. All platforms above 2.4m (8ft) must be fully decked equipped with a guardrails and a means of access.

Improper loading or overloading causes excessive deflection in planks and can lead to deterioration and breaking. Overloading and overhanging the scaffold platform can cause an imbalance leading to the scaffold overturning.

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The Labels

Two types of labels are legislated, the Supplier label and the Workplace label. The label on a container must clearly identify substances that are identified as hazardous. The label also provides important information including precautionary measures that must be taken when using the substance.

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5. Section: Reactivity Data
6. Section: Toxicological Properties
7. Section: Preventive Measures
8. Section: First Aid Measures
9. Section: Preparation and Date of MSDS

Even though all sections of the MSDS are extremely important for the safety of the workers, we recommend you pay more attention to sections 7&8 in particular.

The Material Safety Data Sheet (MSDS)

The MSDS is the legislated document, which describes the product and its hazards in 9 sections:

1. Section: Product Identification and use
2. Section: Hazardous Ingredients
3. Section: Physical Data
4. Section: Fire and Explosion Data

PRODUCT IDENTIFIER			
WHMIS HAZARD SYMBOLS			
PERSONAL PROTECTIVE EQUIPMENT			
OTHER INFORMATION			
REFER TO MATERIAL SAFETY DATA SHEET FOR ADDITIONAL INFORMATION			

Training

New product training/orientation is to be held whenever a new product is introduced to the workplace, prior to the workers using the new product.

Confirmation of WHMIS training and understanding for all new employees is to be completed during the New Worker Orientation. Specific Job Hazard/WHMIS training will be conducted by the Supervisor and so documented as prescribed.

General Chemical Safety

Never use a product unless:

- ☐ *The MSDS is obtained*
- ☐ *You understand completely the hazards associated with the chemical, personal protective equipment requirements, and emergency procedures*
- ☐ *The product is properly labeled*
- ☐ *Never mix chemicals*

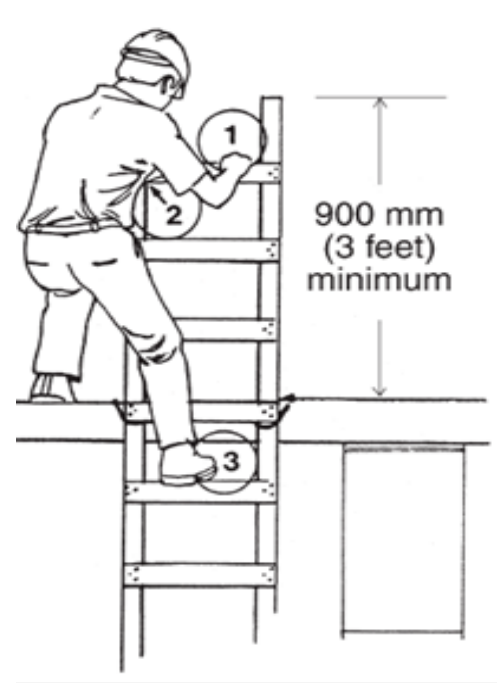
Personal Protective Equipment (PPE)

All Personal Protective Equipment must be approved by the Company and maintained in good working order.

PPE must be worn according to the specific job safety analysis or safe work procedures/practices while performing any such function.

Eye protection

Safety goggles/eye protection must be used when handling hazardous material, when transferring of chemicals from one container to another as per WSMIS legislation or when cutting, grinding, chipping or when using any power actuated tools unless otherwise directed. Eye Protection shall be CSA-certified: CSA-Z94.3-07



Scaffolds

The erection and dismantling of scaffolds must be carried out under the supervision of a trained person knowledgeable and experienced in such operations and in accordance to the rules and regulations.

All persons using a scaffold must be thoroughly trained with its proper use and maintenance.

Structural Components

Structural components of all frame scaffolds need to be inspected regularly.

Otherwise components that are damaged, defective or wrongly installed can make scaffolds tip over or collapse.

Inspection should include frames, feet, braces, connecting pins, and guardrails

- ☐ *Frames:* uprights and cross-members should not be cracked, rusty, bent and deformed, all connecting components should fit together square and true

Ladders and Step-Ladders

Newer climb or stand on a “makeshift” device i.e. chairs, barrels, drums, boxes etc.
Use only approved equipment.

Always:

- ☐ Check the ladder for stability; make sure the ladders not in need of repair, that all rungs are safely intact and that there is no damage to the safety feet or ropes
- ☐ Place a ladder at least 25% of its extended length away from the base of the structure you are preparing to mount and always secure the ladder on a firm level service
- ☐ All ladders should extend at least 90 cm (3 feet) above the highest point to be reached
- ☐ Ensure that areas surrounding the base and the top of the ladder are clear of trash, materials and other obstructions
- ☐ A mudsill, safety shoes or cleats should be used if the ladder rests on soft un-compacted or dough soil or is in danger of slipping on metal, concrete, masonry or any similar surface
- ☐ Straight ladders must be secured to prevent movement i.e. tied at the top and secured at the base
- ☐ When standing on an extension ladder, its length should be such that the worker stands no higher than the second rung from the top
- ☐ Use a fall arrest system on long ladders

When climbing up or down:

- ☐ Always have 3-points of contact (two feet and one hand or two hands and one foot)
- ☐ Face the ladder when ascending or descending
- ☐ Nothing should be carried in either hand when climbing up or down a ladder. Material should be hoisted or handled up
- ☐ Use a single-width ladder one person at a time

Never:

- ☐ Use a ladder as substitutes for scaffold planks or never straddle the space between a ladder and another object
- ☐ Use metal ladders near live electrical equipment or conductors
- ☐ Erect long or heavy ladders by yourself
- ☐ Ladders should never be placed on boxes, carts, tables, scaffold platforms or on vehicles

Nothing should be carried in either hand when climbing up or down a ladder.

Material should be hoisted or handled up.

Head protection

Hard hats are mandatory for all construction workers on the job in Ontario. The hard hat must protect the wearer’s head against impact and against small flying or falling objects and must be able to withstand an electrical contact equal to 20,000 volts phase to ground. At the present time, the Ministry of Labour considers the following classes of hard hats to be in compliance with the regulation: CSA-Z94.1-05 Class E, Type 1 & 2 and Z94.1-1992 Class E.

Foot Protection

Hard-toed safety boots meeting the CSA certified Grade 1, must be worn in all designated areas and specially on a construction or project site, as per Company policy and properly laced and tied at all times.

Hearing Protection

Hearing protection must be worn in the areas when the noise is such that the employee cannot clearly hear or understand directions due to the excessive noise. Commonly used hearing protection devices are either earplugs or earmuffs. Earplugs attenuate noise by plugging the ear canal. The muff-type protector is designed to cover the external part of the ear providing an “acoustical seal”. CSA-Z94.2

Respiratory Protection

Respiratory hazard may be present as: gases, vapors, fumes, mist, and dusts. Respiratory protection use may be required that includes dust masks or self-containing breathing apparatuses. CSA-Z94.4 & Z180.1

Hand Protection

Safety gloves must be used when handling hazardous materials, any sharp objects or when handling power tools/ equipment unless otherwise directed by specific safe work procedure.

Sunscreen

Use sunscreen if exposed to direct sunlight for long periods of time

Protective Clothing

Employees shall wear the appropriate clothing suitable for their job function and the working environment. When operating any equipment, tools or machinery,

employees **should not wear:**

- ☐ Loose clothing or cuffs
- ☐ Greasy or oily clothing, gloves or boots
- ☐ Torn or ragged clothing
- ☐ Finger ring or jewelry

A worker who may be endangered by **vehicular traffic** shall wear a protective vest with fluorescent and retro-reflective strips and orange in colour. A nylon vest shall also have a side and front tear-away. CSA Z96-02

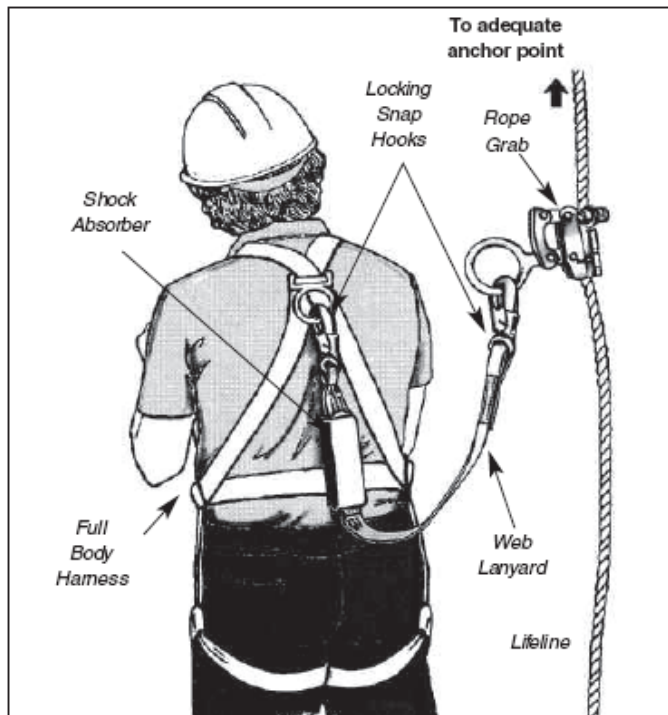
In addition during night-time hours shall wear retro-reflective silver stripes encircling each arm and leg or equivalent side visibility –enhancing strips.

Fall protection

A worker who are exposed to the hazard of falling more than 2.4 meters (8 feet) or of falling into a hazardous area must wear a safety harness tied off to either a fixed support or to a lifeline securely fastened to the structure. Every worker should familiarize themselves with the requirements for a fall-arresting system i.e. full body harness, lanyards, lifelines etc.

All full body harnesses and lanyards must be CSA-Z259.10-06 and CSA-Z259.11 certified and free from defects (as per the respective legislation).

*All workers are **to visually inspect** their safety equipment each time they are worn and document the initial inspection accordingly per the safe work procedure.*



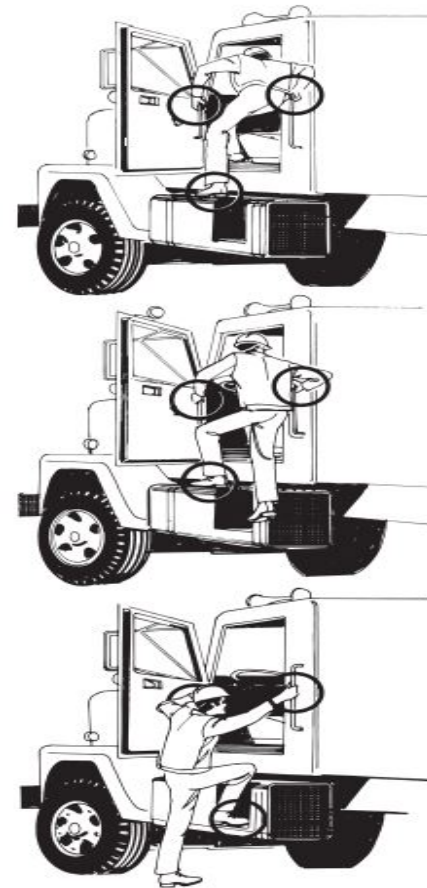
Three Point Control

Getting on and Off Construction Equipment

Operators and mechanics working on heavy equipment should dismount safely. Never jump down from equipment. This causes shock loads on the spine and can lead to injury.

Proper access facilities such as slip-resistant steps and guardrails should be installed on heavy equipment to help operators mount and dismount safely.

Always face the ladder or access equipment and use 3-point control when climbing up and down. That means two hands and one foot, or two feet and one hand must be on the equipment at all times.



The Back Up Alarm

The back up alarm is NOT installed on heavy equipment to inform the driver; his vehicle is in reverse gear.

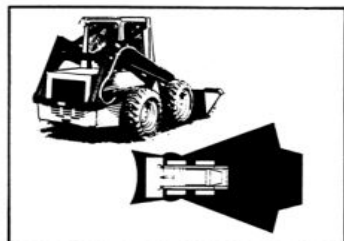
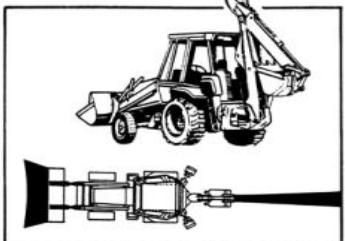
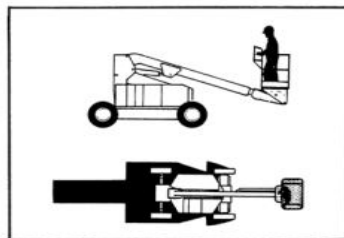
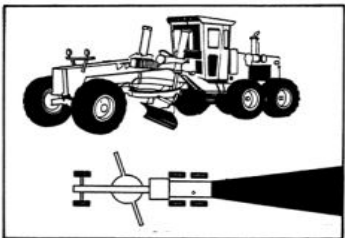
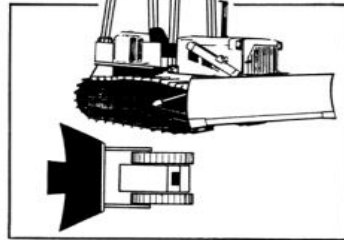
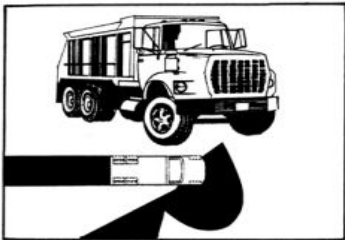
The back up alarm **is meant to alert the people around** the vehicle that the driver is backing up and for them to get out of the way.

For the safety of the people around your vehicle, please ensure your back up alarm is functioning properly, that it is not muffled or disconnected.

The Danger Zones

The shaded areas in the following pictures identify the equipment operator's blind spots. It is extremely important for personnel on foot to stay away from these areas and to have someone guide the operator when equipment is backing up. GET TO

KNOW
THE
DANGER
ZONES!



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Power Line Safety

Look first

When you get to a job site follow these procedures as a part of your initial site inspection:

1. Look first! Check the area for overhead power lines before bringing in equipment such as cranes, dump trucks, backhoes, boom tracks and/ or conveyor trucks
2. Use a signaller if equipment or its load is closer than one boom length to overhead power lines
3. Maintain the minimum distance from power lines as per the following:
750 to 150,000 volts stay 3 m (10 ft) away
150,001 to 250,000 volts stay 4.5 m (15 ft) away
Over 250,000 volts stay 6 m (20 ft) away

Power line contact

Should your equipment get into contact with power lines, use the following procedure. It could mean life or death:

1. Stay in the machine: generally the safest course is to stay in the cab and **remain calm**. Don't touch the equipment and the ground at the same time. If you do, the current will make **you** its path to the ground. The results **can be fatal**.
2. If possible, try to move the machine and break contact
3. If an emergency such as fire forces, you to leave the machine:
 - ☐ Jump clear
 - ☐ Keep both feet together
 - ☐ Shuffle away

In all instances, keep people away. Delayed relays may re-energize the line. Stay in the machine until the utility confirms that power has been shut off.

Traffic Control

"Important"

A worker who is required to direct traffic,

- ☐ Shall be a competent worker
- ☐ Shall not perform other work while directing traffic

- ☐ Shall be given written instructions in the language the worker can read and understand setting out the signals the worker is to use and
- ☐ Shall have the instructions explained to him or her orally

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Objectives of traffic control

- ☐ To protect constructions workers and the monitoring public by regulating traffic flow
- ☐ To stop traffic whenever required by the progress of work. Otherwise to keep traffic moving at reduced speed to avoid tie-ups and delays
- ☐ To allow construction to proceed safely and efficiently
- ☐ To ensure that public traffic has priority over construction equipment

Protective cloths

Hot days: hard hat, safety boots, reflective vest, shirt and full-length pants are required, insect repellent and sunscreen may also be required in some locations

Cold days: warm, layered clothing, especially gloves, boots and hard hat with winter liners, reflective vest

Wet days: highly visible rainwear-under your reflective vest

Remember

- ☐ Always face traffic
- ☐ Plan an escape route
- ☐ Wear personal protective clothing
- ☐ Maintain proper communication with other traffic control persons
- ☐ Stay alert at all times
- ☐ Be courteous

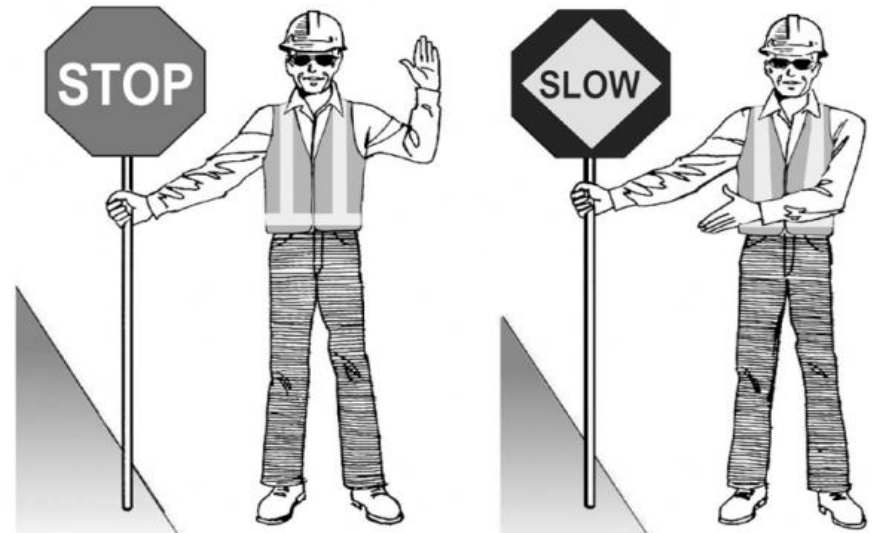
Cases when a worker is not allowed to direct traffic

A worker shall not direct vehicular traffic:

- ☐ for more than one line in the same direction
- ☐ if the normal posted speed limit of the public way is more than 90 kilometers per hour

How should I signal?

Use the STOP-SLOW sign and your arm as shown below:



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Traffic control is a demanding job, often a thankless job, but always an important job. How well you succeed will depend largely on your attitude.
Traffic control is a demanding job, often a thankless job, but always an important job. How well you succeed will depend largely on your attitude.

Backing up

Backing up of heavy equipment and trucks is hazardous.

To the Operators

- ☐ Before backing up your equipment/truck get out of the cab to visually see the path you will be using
- ☐ Get a signal person to guide you if view of the intended path of travel is obstructed or a person could be endangered by the operation of the equipment/truck or any part of the equipment/truck could encroach on the minimum distance to an overhead powerline
- ☐ Make sure your backing up alarm is functioning properly
- ☐ Don't be hasty, back up slowly

To the Workers on foot

- ☐ Always keep an eye out for heavy equipment backing up

Listen to the back up alarms and visually position yourself in relation to the equipment in questions.