



# GERR CONSTRUCTION LIMITED

325 Lake Rd, Bowmanville, ON L1C 4P8  
T: 905-697-2290 | F: 905-697-2723  
www.gerrcon.com

## HEALTH AND SAFETY POLICY STATEMENT

At GERR CONSTRUCTION LIMITED, we place the utmost importance on the health, safety and well-being of our employees and others affected by our work. It is our responsibility to achieve and maintain a safe and healthy working environment. GERR CONSTRUCTION LIMITED has developed a Health and Safety Program to promote workplace safety and control unsafe working condition. The Health and Safety Program promotes specific health and safety training for all employees and is designed to monitor the workplace for compliance with legislative requirements and attain best operating practices at all times.

### GERR CONSTRUCTION LIMITED:

- Believes that is responsible to incorporate proven health and safety principles into all phases of our operations and emphasize these as integral components of prudent business practice.
- Understands that the responsibilities of workplace health and safety must extend to all workplace parties (senior management, front line management and workers) on or off the job.
- Recognizes that accident prevention and quality of working life must continue to be an essential part of our business operations and as such, will empower each individual to actively participate in their Health and Safety Program.
- Accepts the concept that the causes of accidents in illnesses can be controlled and the occurrence of personal injuries can be further reduced and is therefore committed to the prevention of occupational illness and injury in the workplace.
- Will continue to support the efforts of the Joint Health and Safety Committee as required
- While complying with Ontario's Occupational Health and Safety Act and Environmental Protection Act and all applicable Regulations, accepts these statutes as minimum standards.
- Recognizes that is the responsibility of all to report all hazards and unsafe acts / conditions.
- Recognizes that it is the responsibility of all workers in accordance with the practices and procedures set forth in the Health and safety Program, in addition to the applicable legislative requirements
- Recognizes the responsibility of all supervisor to ensure that safe and healthy work conditions are maintained in our workplace, including visitors and contractors.
- As outlined in our Early and Safe Return to Work program, will endeavor to offer modified work to those employees who have sustained injury or illness with a view to facilitate their rehabilitation and to safely return them to their pre-injury job function as soon as they are capable.

The success of our organization depends on our reputation to provide a quality product and service in a safe and timely manner. Health and safety must be incorporated into all facets of our operations.

Through open lines of communication, objective discussion and cooperation between workers, supervisors, management, the Joint Health and Safety Committee and other outside parties, our objectives of a workplace free of hazards, injury and illness can and will be achieved.

Mark Gerrits

Vice-President

GERR CONSTRUCTION LIMITED

Date: January 1<sup>st</sup>, 2021





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## PROGRESSIVE DISCIPLINE POLICY

Any employee who willfully works in violation of GERR CONSTRUCTION LIMITED, company policies and / or legislative requirements will be subject to any of the following disciplinary actions:

1. A verbal or written warning
2. A written warning
3. Suspension or dismissal

Furthermore, all workers are subject to immediate discharge for any of the following:

- a) Threatening physical harm with a weapon, or using a weapon to physically harm another person;
- b) Theft, falsifying time records, or any other dishonest act;
- c) Sabotage or intentional damage to company property;
- d) Fighting;
- e) Consumption of alcohol, possession of / or the use of illegal drugs, or the improper use of prescription or "over the counter" drugs, while on or about the premises, our job sites or performing work on the company's behalf;
- f) Insubordination;
- g) Failure to return to work immediately after the expiration of a leave of absence granted by the company;
- h) Without written permission of the company, working elsewhere while on a authorized leave of absence, WSIB claim, or medical leave;
- i) Willful violation of Health and Safety guidelines or legislation creating a potential for injury, death or serious property damage.

Mark Gerrits  
Vice-President  
GERR CONSTRUCTION LIMITED

Date: January 1, 2021





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## VISITOR'S POLICY STATEMENT

At GERR CONSTRUCTION LIMITED, we believe that Occupational Health and Safety should always be an integral aspect of our business and everyday lives. We sincerely hope and expect that all visitors will join us in our efforts to make each and every day a safe one.

GERR CONSTRUCTION LIMITED remains responsible for the well-being of our visitors.

Visitors must:

- Obey all posted signs and warnings
- Not touch or interfere with any process or equipment
- Stay with their host and keep out of any restricted areas
- Not smoke except in specified locations

### IN THE CASE OF AN EMERGENCY

- Call 911 and state the nature of the emergency, (as specific as possible) and the name of the person making the call. Stay on the phone until information is confirmed.
- If you hear an emergency alarm, walk with your host to the grouping area. Do not leave the property as everyone must be accounted for.

Mark Gerrits  
Vice-President  
GERR CONSTRUCTION LIMITED

Date: January 1<sup>st</sup>, 2021







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## VIOLENCE AND HARASSMENT IN THE WORKPLACE

### INTRODUCTION

All employees of GERR CONSTRUCTION LIMITED and those people with whom we have contact during our normal course of business are to work in a manner that provides all persons with a work environment that is free of harassment and violence of any kinds. This is not only a legal requirement as specified by the Ministry of Labour but should be an approach that reflects the professionalism of our company.

Harassment or violence includes sexual interference either by word or physical contact, racial and ancestral slurs, comment regarding race, colour, handicap, age, or other comment or aggressive behaviours that is considered to be inappropriate.

### POLICY

The policy of GERR CONSTRUCTION LIMITED regarding harassment or violence involving either employees or personnel with whom we have contact as per of our normal business practice, shall be one of non-tolerance.

Any person who engages in any form of harassment or violence with either employees of GERR CONSTRUCTION LIMITED, or personnel with whom we have contact with shall be subject to disciplinary action consistent with the degree of harassment or violence. This can be up to and including termination of employment, or in the case of an outside contractor / supplier, the termination of any contract.

We expect and demand that all employees of GERR CONSTRUCTION LIMITED treat both their fellow employees and those whom we have contact with respect and courtesy.

Mark Gerrits  
Vice-President  
GERR CONSTRUCTION LIMITED

Date: January 1<sup>st</sup>, 2021







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## WORKPLACE SAFETY & INSURANCE BOARD EARLY AND SAFE RETURN TO WORK POLICY

GERR CONSTRUCTION LIMITED recognizes and accepts the responsibility placed upon it by the WORKPLACE SAFETY & INSURANCE BOARD (**Bill 99**). Bill 99 requires the workplace parties to co-operate in returning injured workers to appropriate employment and be self-reliant in developing and implementing early and safe return to work programs.

The goal of Bill 99 is to provide a co-operative for injured workers to return to suitable work.

This is accomplished through:

- The co-operation of all involved parties; workers, unions, health care practitioners, and the employer.
- By implementing a recognized formal early and safe return to work (ESRTW) program which undertakes to make available meaningful employment for injured workers.

An early and safe return to work (ESRTW) program give GERR CONSTRUCTION LIMITED a wide organizational guideline for returning injured workers to the workplace as soon as possible after the accident and will assist in returning valuable human resources and productivity to GERR CONSTRUCTION LIMITED.

GERR CONSTRUCTION LIMITED is committed to the proper functioning of an early and safe return to work (ESRTW) program and will co-operate with all parties in a joint effort for the rehabilitation of and the early return to productive work of workers who are unable to perform normal duties as consequence of work place injuries.

Mark Gerrits  
Vice-President  
GERR CONSTRUCTION LIMITED

Date: January 1<sup>st</sup>, 2021





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## ENVIRONMENTAL POLICY

GERR CONSTRUCTION LIMITED, is committed to prevent the degradation of environmental quality, and will take all necessary precautions to ensure that the operation activities performed by all company staff and outside agencies under our employ do not cause adverse environmental effects. The Company will ensure that all personnel comply with the provisions of the Environmental Protection Act and its regulations.

In order to facilitate the policy, the Company has developed a number of specific objectives to ensure compliance. They include, but are not limited to:

- a) The acquisition of current Material Safety Data Sheets;
- b) The labelling, handling, storage and inventory of hazardous materials according to WHIMIS regulations.
- c) The safe disposal of company generated waste.
- d) The training of all staff in WHIMIS requirements.

All company employees are responsible to ensure that no hazardous waste or material is discharged into the environment, ground water, sewers, water systems, soil, air, or landfill.

Mark Gerrits  
Vice-President  
GERR CONSTRUCTION LIMITED

Date: January 1<sup>st</sup>, 2021



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## 3.0 STANDARD SAFE WORK PRACTICES

### 3.1 POLICY

It is the policy of GERR CONSTRUCTION LIMITED that written and practical instructions will be developed and maintained on an ongoing basis, to eliminate or control the dangers likely to be encountered by our workers in the performance of their duties.

GERR CONSTRUCTION LIMITED, Contactors and Sub-contractors are charged with the responsibility of following these written and practical instructions. Site Supervisors are to be held accountable for monitoring the workplace to ensure that compliance is obtained.

### 3.2 TYPES OF SUPPLEMENTARY INSTRUCTION

- ◆ Supplementary instructions are expressed as Rules (general and specific) and practice (general and specific).
- ◆ Supplementary instructions are developed from input supplied by workers, the Occupational Health and Safety Committees, Site Superintendents, Supervisors, and the Site Safety Officer.

### 3.3 GENERAL JOB PRACTICE

To ensure an accident-free environment, it is essential that a worker knows and recognizes the various aspects of his / her job that are critical to safe job performance. Accordingly, Job Safety Practice has been and will be developed and maintained as part of our Occupational Health and Safety Program.

General Job practices are written administrative controls used to direct work being performed. They describe how to perform a task from start to finish in the correct and safest manner.

Key points to consider include:

- ◆ Practice must match the scope of work.
- ◆ Practices are only developed for high-risk work.
- ◆ Practices are developed with assistance from workers performing the job / task.
- ◆ A related safe work practice should accompany every general job procedure.

These practices shall be reviewed as part of our annual review of the Occupational Health and Safety Program, or more often as required by changes in equipment, tools or work processes.

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## 3.4 SAFE WORK PRACTICES

A safe work procedure will be developed when the hazards encountered exceed the normal exposure for a specific task, i.e.:

- ◆ Entering a hazardous confined space.
- ◆ Working in an atmosphere where the potential for explosive gases are present.
- ◆ The use of man baskets.
- ◆ Working in excavations, which exceed 6m in depth.

In the event that a safe work practice is required, the Supervisor in charge of the work will review the requirements of the safe work practice with all of the workers involved. Each worker will sign a sheet indicating that they understand and will comply with the requirements of the Safe Work Practice.

Because of the diversity and complexity of the construction industry, a program of General Job Practices, as well as Specific Job Procedures, will be developed, in order to provide both the general requirements of the workforce and the specific requirements of the projects.

## 3.5 RESPONSIBILITIES

- ◆ Compliance to practices and procedures is a condition of employment.
- ◆ Supervisors will ensure that the Safe Work Practice Manual is available on site and will inform workers of applicable practice or procedure.
- ◆ Safe work practice and general job procedures must be reviewed and updated as required.
- ◆ Critical job procedures and associated practice(s) must be reviewed with crew prior to proceeding with task.
- ◆ Supervisor will ensure that all safe work practice and general job procedures are followed.

## 3.6 TRAINING

One of the main reasons for safe work practice and general job procedures is to provide a training tool that supervisors can utilize at pre-job meetings to ensure hazardous tasks are performed in a correct and safe manner.

**3.7 PRE-JOB MEETING** – Prior to performing hazardous tasks, a pre-job meeting must be held with the crew to review the safe work procedure and general job procedure for that task. All crewmembers involved with the hazardous task must attend this meeting, and minutes must be recorded. Attendance sheet must be signed by each attendee.



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## 3.8 SAFE WORK PRACTICES

### 3.8.1 FORK LIFT TRUCK SAFETY

#### Fork Lift Truck Operation

Forklift operators are to follow all applicable Vehicle and Mobile Equipment safety rules.

#### Pre shift

1. Perform a pre-shift inspection once per day prior to use, and complete an inspection checklist which is handed in to the Supervisor or foreman.
2. **Do not operate a forklift that has a maintenance problem, or is not safe to operate.** Remove the key from the ignition switch and put an "**Out of Service**" tag on the forklift.
3. Provincial safety regulations require all forklift operators to wear seat belts when the forklift is in operation.

#### Loading

1. Check the rating capacity on the forklift nameplate.
2. Determine if the load weight is within the capacity of the forklift. Note that for every one inch further away from the vehicular carriage that the load is placed; there is a loss of approximately 100 pounds vehicular carrying capacity.
3. The forklift should be started with the **forks down**.
4. Lift the forks to 3 inches.

#### Lifting a Palletized Load

1. Drive to the pallet. This applies to either a pallet on a lower or upper shelf. Stop with the fork 3 inches from the load.
2. Level the mast. The mast must be at right angles to the load.
3. Raise the forks to 1 inch below the slot on the pallet.
4. Drive forward into the pallet.
5. Lift forks 4 inches.
6. Tilt back load until secured for travel. If load will obscure vision, drive the lift in reverse taking care while turning as the extra swing may cause load instability.
7. Look back. Honk. Drive back so that load clears the pallets below.
8. Lower the load to 3 inches above ground. Do not drag forks on the ground.
9. Materials and equipment are to be loaded on the forklift in a manner that prevents any movement of the load that could create a hazard to workers or others.

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10. All loads that could be subject to shifting during transport are to be restrained if shifting would result in the forklift becoming unstable.

### Picking up Drums

1. Place drums securely on a pallet. If there is any possibility of shifting of the drums, have drums strapped together to minimize movement.
2. Tilt mast forward, slide fork tips along floor to position forks under object, raise forks and tilt back slightly to prevent shifting of the drums.
3. If drums are filled with a liquid, be careful to drive slowly as the fluid in the drums may cause shifting during transportation.

### Traveling

1. Do not drive with arms, head or legs outside the confines of the forklift
2. Always wear your seatbelt while operating a forklift.
3. Turn forklift only when the forks are lowered to a safe travelling height.
4. Drive only on smooth surfaces such as cement or asphalt, this vehicle is not designed to operate on rough terrain.
5. Ensure that the operating (road) surface is free from ice. Use tire chains if required.
6. Avoid operating forklift in high volumes of pedestrians. Wait for a quieter time to deliver to busy congested areas.
7. When operating in area of pedestrian traffic minimize risk to others by cordoning off areas with signage and/or traffic cones to prevent walk through traffic.
8. Use horn as a warning device for oncoming pedestrians.
9. Drive to point of deposit. Position the forklift in front of deposit area.

### Unloading Pallets

1. Raise load 5-10 inches above the unloading point (space permitting).
2. Drive forward stopping 3-4 inches in front of deposit point.
3. Tilt mast forward to a right angle position so load is level.
4. Drive forward until load is aligned with corners of the stack.
5. Stop. Lower load to resting-place. Stack pallets loaded with cases, vehicular tons straight and square. Stagger the top tier to "tie-in place".

### Unloading Round Objects

1. Stack round objects together tight and straight.
2. Hold securely in place with wedges.

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3. To nest round objects - place the bottom tier tightly together and secure with wedges. Place wedges against each roll in the bottom for a more secure stack.
4. Look behind you. Back up so that forks clear other pallets.
5. Lower forks to 3 inches from the ground.

### **Parking**

1. Tilt the upright forward until the forks are level or flat on the floor.
2. Apply the parking brake place transmission in neutral; chock the wheels if you have any doubt about the forklift moving.

### **Operations on Grades and Ramps**

1. Never turn on an angled grade.
2. Keep unloaded forks facing down grade.
3. When driving a loaded forklift up a grade, ensure that forklift is driven forwards
4. When driving a loaded forklift down a grade, the forklift must be driven in reverse.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session (copies located at end of this section)**



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## 3.8.2 ACCESS RAMPS / TEMPORARY STAIRS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to the Access Ramps / Temporary Stairs.
- ✓ Ensure all employees abide by the Safe Work Practice for Access Ramps / Temporary Stairs.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then
- ✓ Install access ramps where rolling loads will be moved over floors of two different heights.
- ✓ Install access ramps, or a temporary stair, where the heights of two different floors cause a hazard to workers walking over it.
- ✓ Access ramps / temporary stairs are to be a minimum of 20 inches wide.
- ✓ Ramps must not exceed a 20% slope.
- ✓ Supervisor must then advise the General Contractor that access is now available to all trades.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Handrails must be installed for any stair having more than 4 risers and / or when stair is open on all sides.
  2. Install handrails to one side of a stair up to 44 inches wide and to both sides of a stair over 44 inches wide.
  3. The handrail shall be 32 to 36 inches above the stair tread measured at the nosing.
  4. Handrails on open stairs shall have a mid-rail.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

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### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper lighting where required

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that all personnel understand the Safe work practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for all work practice training sessions**

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## 3.8.3 BACKFILL PROCEDURES

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to the Backfill Procedures.
- ✓ Ensure all employees abide by the Safe Work Practice for Backfill Procedures.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

5. Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
6. Once the above planning is achieved by the General Contractor, then
7. When backfilling from top of the bank:
  1. A designated spotter above will guide the dump truck to the back fill area. The spotter must wear a high visibility jacket.
  2. The spotter will communicate to dump truck operator to standby while he / she signals to the designated lower level spotter.
  3. The bobcat operator and other persons at the backfilling location must wear high visibility vests.
  4. Before starting, all personnel involved will be made aware of the dangers in this area and then notify all those on site.
  5. The lower level spotter will communicate to equipment operators and workers to back away.
  6. When backed away far enough, the lower level spotter will signal to above spotter an "all clear" sign.
  7. The above spotter then signals truck driver to proceed with the dump.
  8. Equipment and workers shall not approach until the load is completely dumped.
  9. Adherence to THE PROVINCIAL OH&S Regulations with regards to inspections, logbooks, proper apparel and procedure are necessary during backfilling.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

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## EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors understand those workers must comply with all safety aspects of this procedure and that the Safe work practice is available to all workers.

## SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ High Visibility Vest.
- ✓ Proper signage must be used at all times.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she have reviewed and understands the applicable Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session (copies located at end of this section)**

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### 3.8.4 BARRICADES

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to the Barricades.
- ✓ Ensure all employees abide by the Safe Work Practice Barricades.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

8. Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
9. Once the above planning is achieved by the General Contractor, then:
  1. Install barricades wherever a hazard to another worker or other person exists.
  2. Barricades can be provided by means of:
    - a. Flagging, cones or delineators
    - b. Barrier tapes (i.e.: Red "Danger – Do Not Enter" tape or Yellow "Caution" tape).
    - c. Identified wooden or metal gates, etc.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

#### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe work practice is available to all workers.

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## SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper signage must be used at all times.
- ✓ Barricade tape.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that the Material Safety Data Sheet is available and understood when required.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**



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### 3.8.5 BOOM TRUCK

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to the Boom Truck.
- ✓ Ensure all employees abide by the Safe Work Practice for Boom Truck.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

10. Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
11. Once the above planning is achieved by the General Contractor, then:
  1. All drivers must be licensed and comply with the Motor Vehicle Act.
  2. Prior to loading or unloading boom truck, driver must wear his high visibility vest and ensure that traffic change signage is clearly visible.
  3. Ensure that outriggers are placed properly prior to loading and unloading with boom.
  4. Use a spotter where required.
  5. Ensure that proper power line proximity is followed where required.
  6. A daily logbook must be maintained and signed by supervisors.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

#### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

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## SAFETY EQUIPMENT REQUIRED

- ✓ High visibility vest.
- ✓ Stop / Slow paddle.
- ✓ Road cones for wide loads and outriggers when unloading.
- ✓ Proper signage must be used at all times.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands the Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session**

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### 3.8.6 CHAIN SAWS

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to the Chain saws.
- ✓ Ensure all employees abide by the Safe Work Practice for Chain saws.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

12. Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
13. Once the above planning is achieved by the General Contractor, then:
  1. If you have never used a chain saw ask for instructions.
  2. Inspect chain to ensure it is installed correctly.
  3. Correct tension on chain.
  4. Chain is to be sharp.
  5. Check oil in all oil chambers.
  6. Ensure chain brake is operating.
  7. Do not use the chain saw if the brake is not operating correctly.
  8. Ensure material to be cut is clean.
  9. Ensure material to be cut is firmly held and supported close to the line of cut to prevent binding of blade.
  10. A chainsaw is never to be handled with one hand.
  11. Ensure work area is clean and free of obstacles.
  12. Extreme caution to be exercised when cutting material above the waist.
  13. The chain must come to a stop before moving from one cut to another.
  14. Store chain saw in clean dry area.
  15. Ensure chain cover is in place.
  16. Ensure fuel and oil is not leaking.

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**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

## **EMPLOYER RESPONSIBILITIES**

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

## **SAFETY EQUIPMENT REQUIRED**

- ✓ Each worker is to ensure that all his personal protective equipment and working tools are in proper working condition.
- ✓ Eye Protection.
- ✓ Ear (Hearing) Protection.
- ✓ Full face shield (when required).
- ✓ Leg Protection (chaps when required).
- ✓ Foot Protection (CSA approved steel toe/shank footwear).

## **EMPLOYEE RESPONSIBILITIES**

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she review and understand the Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.7 CIRCULAR SAWS

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to the Circular Saws.
- ✓ Ensure all employees abide by the Safe Work Practice for Circular Saws.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:

#### GENERAL SAFETY PROCEDURES AND GUIDELINES

Circular saws are very commonly used for various tasks at the workplace. Employees shall follow the set out guidelines that supplement the manufacturers' instructions as well as the Provincial OH&S. Employers and Supervisors shall ensure that these guidelines are adhered to without fail.

1. Wear eye protection and hearing protections. A dust mask may be required depending on the appropriate condition.
2. Loose clothing shall be buttoned up or tucked away.
3. Long hair must be confined so that it will not get caught in moving parts.
4. Use a sharp blade designed for the work that you are doing.
5. Check the retracting blade guard often to make sure that it works freely. It should cover the teeth as completely as possible and cover the portion of the blade that is not cutting.
6. Let the saw reach full power before cutting.
7. Ensure that the blade guard has fully returned before putting the saw down.
8. Disconnect the power supply before adjusting or changing the blade.
9. Keep all electrical cords clear of the cutting area.
10. Use both hands to operate the saw. One on the trigger and the other on the front knob hand.
11. Keep the retractable guard clean and free of sawdust.

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12. Keep the motor and it's housing clean and free of sawdust and wood chips.
13. Choose the proper blade for the work being cutting and always allow it to cut steadily. **DO NOT FORCE IT.**
14. Check the saw often to see that the blade is spinning smoothly and evenly.
15. Ensure that the blade has been fitted correctly and will rotate in the right direction.
16. Clamp or wedge the work being cut so that it will not move.

### **NEVER:**

1. Hold the retracting blade guard in the open position.
2. Place your hand under the shoe or the guard of the saw.
3. Over-tighten the blade-locking nut.
4. Twist the saw blade while cutting.
5. Use a saw that vibrates or seems to be unsafe in anyway
6. Force a saw at any time during a cut.
7. Cut anything without first checking for obstructions such as nails or screws. They could shatter the blade, sending metal fragments flying about, or could be violently ejected from the blade and cause a serious injury.
8. Do not carry a power saw with your finger on the trigger switch.
9. Do not over reach. Keep a firm footing and a proper balance at all times.
10. Do not rip cut the work without using a guide that is clamped or nailed to the workplace.

### **Circular Cut-off Saws**

Circular cut-off saw must be fully enclosed, guarded or located to prevent inadvertent contact with the running saw when it is in the retracted position.

### **Splitters**

1. If a worker may be exposed to kickback from a circular saw with rep-type teeth, the saw must be fitted with an effective splitter.
2. Subsection 91) does not apply to an edger or circular saw, which is equipped with anti-kickback finger.

**NOTE: Only trained workers are allowed to complete the above procedures. NO EXCEPTIONS!**

### **EMPLOYER RESPONSIBILITIES**

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.



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- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Each worker is to ensure that all his personal protective equipment and working tools are in proper working condition.
  - ✓ Eye Protection.
  - ✓ Ear (Hearing) Protection.
  - ✓ Full face shield (for Cut-off Saw).
  - ✓ Leg Protection (for Cut-off Saw).
- Foot Protection (for Cut-off Saw).

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure he / she reviews and understands the Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session (copies located at end of this section)**

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## 3.8.8 CONCRETE PLACING, WALLS, COLUMNS & UP-STANDS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Concrete Placing, Walls, and Columns and up stands (Vertical Work).
- ✓ Ensure all employees abide by the Safe Work Practice for Concrete Placing, Walls, and Columns and up stands (Vertical Work).
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. All workers involved in pouring concrete must comply with the Provincial OH&S Regulations.
  2. All workers must ensure that the general public is protected.
  3. The area being poured shall be properly closed off to ensure that no one is under the slab when it is being poured.
  4. Ensure that guardrails are adequate and /or the necessary fall protection is available AND USED. The DANGER ZONE for pouring will be 8 feet inside the slab edge plus the height of any work platform or ladder.
  5. Prepare the area to be poured. Ensure the lighting is adequate and all unnecessary equipment and workers are removed. Collect necessary tools to be used and locate in a safe place.
  6. Check all equipment to be used and ensure it is certified, as required (ie: concrete buckets) and they are in proper working order.
  7. Ensure all workers involved are informed of the items to be poured, and the procedure to be used.
  8. All workers are to wear the required personal protective equipment and to ensure that the tools to be used are in proper working condition
  9. Install adequate work platforms (i.e.: scaffold jacks / double plants, or scaffold towers) complete with guardrails, if required.

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10. DO NOT STAND ON FORMWORK ONLY; USE PROPER WORK PLATFORM OR LADDER IN ORDER TO POUR THE CONCRETE!
11. Open the bucket gradually, and discharge the concrete slowly, in small amounts. If the bucket cannot be positioned over the desired pour area, then chute must be attached to the bucket.
12. ENSURE THAT THE RATE OF POUR IS NOT EXCEEDED. DO NOT OVERLOAD FORMWORK.
13. Vibrate concrete briefly, and spread to fill all voids.
14. If any formwork movement is suspected, or detected, STOP WORK IMMEDIATELY, and investigate. Do not recommence pouring until the supervisor is satisfied that all is well, and the OK is given to resume. When pouring walls, or up stands, pour concrete in layers not greater than +/- 3 feet deep, proceeding from one end of the wall to the other end, then repeat this pattern for each layer.
15. Pour concrete to designed depth. DO NOT OVERFILL.
16. Proceed in an orderly manner when pouring columns, moving from one area to the next.
17. Be careful not to displace any bulkheads, block outs, or reinforcing steel.
18. Radio communication with crane operator and rigger.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage.
- ✓ Rubber Gloves.
- ✓ Eye Protection.
- ✓ Fall Protection where required.

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## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable the Safe work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.9 CONCRETE PUMP

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Concrete Pump.
- ✓ Ensure all employees abide by the Safe Work Practice for Concrete Pump.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. The concrete pump operator must ensure that all Provincial OH&S requirements are being met.
  2. The crane operator has been notified prior to raising the concrete truck boom.
  3. Proper personal protective equipment must be worn at all times.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

#### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe work practices is available to all workers.

#### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Signage.
- ✓ Road cones for outriggers.

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## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**



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## 3.8.10 CONCRETE PUMPING

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to the Concrete Pumping.
- ✓ Ensure all employees abide by the Safe Work Practice for Concrete Pumping.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. A concrete pump, placing boom and mast must bear a legible identification plate specifying:
    - a. The manufacturer's name;
    - b. The year of manufacture;
    - c. The model and serial number; and
    - d. The maximum pressure the concrete pump can generate.
  2. A concrete placing boom or mast not affixed to a concrete pump must bear an identification plate specifying:
    - a. The manufacturer's name;
    - b. The model and serial number;
    - c. The maximum allowable concrete pressure in the delivery pipe; and
    - d. The maximum allowable pipe diameter and permitted wall thickness.

### Manufacturer's Manual

The manufacturer's operation and maintenance manual for a concrete pump, placing boom and mast must be readily accessible to the operator and to maintenance personnel.

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### **Inspection and Maintenance Records**

The equipment operator and other person inspecting and maintaining a concrete placing boom or mast must make records of inspection and maintenance.

### **Pre-Use Inspection**

1. The operator must inspect a concrete placing boom or mast and test its safety and control devices before use on each shift and record the results of the inspection and tests in accordance with established testing methods and procedures. Any defects found in the concrete placing boom or mast must be recorded and reported immediately to the Supervisor, who must determine the course of action.
2. If a defect may affect the safe operation of the concrete placing boom or mast, the equipment must not be used until the defect has been remedied.

### **Controls**

Controls for a concrete placing boom or mast must have their function clearly identified.

### **Hydraulic Cylinders**

1. Hydraulic cylinders on a concrete pump, placing boom and mast must have pressure relief valves to prevent cylinder and boom damage due to excess pressure.
2. Hydraulic holding valves must be used on a placing boom or mast if hydraulic hose or coupling failure could result in uncontrolled movement of mechanisms.

### **Marking Weight**

A trailer or skid mounted concrete pump must have a permanent, legible notice stating the total weight of the unit.

### **Lifting a Pump**

A concrete pump may only be lifted using the lift points specified by the manufacturer or a professional engineer.

### **Securing a Pump**

The trailer or skid on which a concrete pump is mounted must be secured to prevent movement during pumping.

### **Emergency Shut-Off**

A concrete pump must have a clearly labelled emergency stop switch near the hopper, which when activated will stop the pumping action.

### **Agitator Guarding**

1. Concrete pump agitator guarding must be maintained to the pump manufacturer's specifications with reasonable allowance for wear.

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2. Bent bars in a concrete pump agitator grill guard must be repaired.
3. Concrete pump grill bar spacing may be increased to a maximum bar spacing of 8cm (3 ¼ in.) when pumping concrete mixes with a slump of 5cm (2 in.) or less and provided specific instructions are given to the crew regarding the hazard present due to the larger openings in the grill guard.
4. The distance from the grill bars to the concrete pump's agitator must be at least 7.5cm (3 in.).
5. A concrete pump agitator grill guard must be hinged or bolted in place.
6. A person must not stand on the grill when the concrete pump or agitator is running.

### Engine Exhaust

A concrete pump's engine exhaust system must be arranged to prevent exhaust exposure to the operator and hopper area.

### Housekeeping

The deck area of a concrete pump must be kept clean and free of unnecessary objects.

### Outriggers

1. Outriggers must be used in accordance with the concrete placing boom or mast manufacturer's specifications.
2. Extendible outriggers for a concrete placing boom or mast must be marked to indicate maximum extension.
3. A concrete placing boom or mast manufactured after January 1, 1999 must have its outriggers or jacks permanently marked to indicate the maximum load they will transmit to the ground.

### Load on a Placing Boom

1. The load on a concrete placing boom or mast must not exceed the specification of the manufacturer or a professional engineer.
2. The length and diameter of hose suspended from a concrete placing boom or mast must not exceed the specification of the manufacturer or a professional engineer.
3. A concrete placing boom or mast must not be used to drag hoses or other loads.

### Pipe Diameter and Thickness

1. The diameter and weight of pipe mounted on a concrete placing boom or mast must not exceed the boom manufacturer's specification or the specifications of a professional engineer.
2. The pipe wall thickness must be sufficient to withstand a pressure greater than the maximum pressure that the concrete pump can produce in the concrete being pumped.

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3. The method used to measure pipe wall thickness on a concrete pump, placing boom or mast must be in accordance with manufacturer's instructions, and pipe sections must be replaced when thickness measurements indicate that wall thickness has been reduced to the limits specified by the manufacturer.

### **Compressed Air Cleaning**

1. A concrete delivery pipe system other than an individual section of pipe may be cleaned out using compressed air, but the system must be securely anchored before such cleaning is done.
2. Any flexible discharge hose must be removed before cleaning out concrete delivery pipes using compressed air.
3. Only workers essential to the clean out process may be in the vicinity of concrete delivery pipes when they are pressurized with air.
4. An air system being used to clean out concrete delivery pipes must have a shut-off valve.
5. A trap basket must be attached to the discharge end of the concrete delivery pipe to receive the clean out ball or go-devil
6. A blow-out cap must have a bleed valve to relieve air pressure in a delivery pipe being cleaned using compressed air.
7. Delivery pipes must be depressurized before clamps and fittings are released.

### **Operator's Duties**

The operator of a concrete placing boom or mast must have full control of the pump and placing equipment controls whenever the equipment is operating and engage in no other duties while operating the concrete pump and placing boom or mast.

### **Work near Power Lines**

A concrete placing boom or mast must not come within the minimum distances specified in Provincial safety legislation to energized high voltage conductors or exposed energized electrical equipment.

### **Hopper Signal Device**

If a concrete placing boom operator cannot see and monitor the hopper on the concrete pump from every location the operator must be at during the pumping activity, there must be a device at the hopper for the concrete delivery truck driver and other workers to signal the pump operator if there is a problem at the pump or hopper.

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**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

## **EMPLOYER RESPONSIBILITIES**

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

## **SAFETY EQUIPMENT REQUIRED**

- ✓ Proper PPE.
- ✓ Proper Signage
- ✓ Control Zones.

## **EMPLOYEE RESPONSIBILITIES**

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

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## 3.8.11 CRANE LANDING PLATFORMS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Crane Landing Platforms.
- ✓ Ensure all employees abide by the Safe Work Practice for Crane Landing Platforms.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Crane landing platforms are to be designed and certified by a registered professional engineer.
  2. Certified drawings to be available on site.
  3. The safe working load of the platform shall not be less than the rated lifting capacity of the crane.
  4. The load capacity shall be clearly marked on the platform, visible from all directions.
  5. Platforms 10 feet or more above grade shall be fitted with guardrails. Where platforms are above 10 feet, workers must use fall protection when required.
  6. The platform is to be constructed in accordance with engineered drawings at all times.
  7. Safety chains are to be in place at all times except when landing or picking up loads.
  8. The rigger is to inspect welds periodically for signs of deterioration.
  9. Loads are not to be left on platforms for long periods of time or overnight.
  10. Store on level surface to avoid twisting of frame.
  11. Keep clean and paint periodically.

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**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage.
- ✓ Fall Protection Equipment.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

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## 3.8.12 CRANE OPERATIONS AND SIGNALS

### COMPANY SAFETY POLICY

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Crane Operations and Signals.
- ✓ Ensure all employees abide by the Safe Work Practice for Crane Operations and Signals.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. A mobile crane, tower crane or boom truck must be operated by a person with a valid operator's certificate in accordance with any conditions stipulated on the operator's certificate
  2. The crane operator must conduct daily visual inspections of wedges, bolts and each crane component, to confirm it is capable to carry out its original design function. If equipment is deemed to not be safe, it shall not be used until the dangerous condition is remedied.
  3. Check the operation of the crane with the use of the test weight before starting the day's work.
  4. A maintenance logbook is to be kept on site showing all the main maintenance history and any structural modification of the equipment.
  5. Maintain safe access to all parts of the crane requiring inspection and maintenance and to the operator's cab.
  6. Lock out equipment to eliminate mechanical and electrical hazards to workers inspecting and maintaining the equipment.
  7. Load block to be positioned directly over loads.
  8. No load to be within 10 feet of any energized power line.
  9. Hoisting / Load line to be visually inspected on an ongoing basis.
  10. Raising of load is to be done over site property only, and in all area free of workers where possible.
  11. Horn to be used to warn workers of dangerous load.



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12. Brakes to be left off when not in use.
13. Trolley to be close to tower when crane not in use.
14. Hand signals given to the operator using proper signals.
15. The Project Manager is to acquire all pertinent city permits and clearance.
16. All structural components of tower crane are to be permanently identified.
17. The crane erector is to complete the provincial OH&S inspection checklist.
18. Multiple cranes and cranes meeting physical obstructions, plan and elevation drawings are to be on site showing minimum clearances of not less than 3 feet.
19. Keep all persons not involved in the erection / dismantle well clear of the area.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE, Proper Signage where required, fall arrest equipment when required.
- ✓ Radio communication between operator and rigger, Fire extinguisher on crane.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure he / she reviews and understands all applicable Safe Work Practice.

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### 3.8.13 CRANE RIGGING

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Crane Rigging.
- ✓ Ensure all employees abide by the Safe Work Practice for Crane Rigging.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. The rigger is to conduct daily visual inspections of rope, chains, slings and fittings.
  2. If examination reveals any condition that might endanger the workers, the equipment shall not be used until the dangerous condition is remedied.
  3. Check safety latches on block and chains are in good working order.
  4. The rigger must be familiar with all aspects of rigging and with the code of signals specified by Provincial safety legislation.
  5. A daily logbook must be maintained and kept on site.
  6. Wood blocks are to be used when lifting steel with chains; steel chokers are preferred.
  7. Hooks are to be facing outward with the safety latch on top.
  8. Open hooks are not to be used.
  9. Load weights are to be checked, and where necessary additional rigging shall be employed.
  10. Wire ropes and slings are to be periodically lubricated.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

#### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.

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- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Radio communication between operator and rigger / foreman.
- ✓ Fall protection where required.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

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### 3.8.14 DANGER TAPE

#### COMPANY SAFETY POLICY

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Danger Tape.
- ✓ Ensure all employees abide by the Safe Work Practice for Danger Tape.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, the General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Danger Tape must be used when required.
  2. No one is to enter into any area cordoned off with Danger Tape.
  3. Danger Tape is to be removed when scope of work is completed.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

#### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

#### SAFETY EQUIPMENT REQUIRED

- ✓ Flagging Tape.
- ✓ Signage where required.

#### EMPLOYEE RESPONSIBILITIES

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- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

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### 3.8.15 DEMOLITION

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Demolition.
- ✓ Ensure all employees abide by the Safe Work Practice for Demolition.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. All appropriate Notice of Project (NOP), permits and licenses shall be in place prior to the start of any demolition project.
  2. All workers involved in the demolition shall be briefed as to the scope of the project prior to the start of work.
  3. The authority having jurisdiction prior to the start of any work shall disconnect all potentially hazardous utilities (i.e.: electrical, gas, etc.).
  4. Prior to the start of any demolition, review and testing shall be done to determine the presence of asbestos containing materials or post tensioned slabs. Should either of these be found, appropriate specific work procedures shall be developed to address the safe undertaking of the project.
  5. Should demolition work or cleanups infringe on the public way (roads, sidewalks, etc.), provision for traffic control shall be included in the procedure for the project.
  6. All workers entering into a demolition site must wear approved safety headgear, safety footwear and work gloves as a minimum requirement. In areas where there is a risk of injury to the eyes, appropriate eye / face protection shall be worn.
  7. Demolition work must always be done in a planned, orderly fashion from the top to the bottom, which will not place workers, adjoining properties or the public at undue risk.
  8. Where there is a risk to workers, glass and sash materials must be removed prior to other demolition-taking place.

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9. Demolition materials shall be removed from the site as soon as possible. Materials stored on site shall be stored in such a way to minimize dust and debris being blown around and off site and in a way to minimize the risk of fire.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage.
- ✓ Safety Headgear.
- ✓ Hand Protection.
- ✓ Foot Protection.
- ✓ Eye Protection as required.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

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## 3.8.16 ELECTRICAL AND POWER LINE

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Electrical and Power Line Safety Procedures.
- ✓ Ensure all employees abide by the Safe Work Practice for Electrical and Power Line Safety Procedures.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Only qualified persons will work on or repair electrical systems, equipment or tools.
  2. All temporary lighting must be installed and maintained in accordance with the applicable codes.
  3. Splices or repairs of electrical cords must retain the same mechanic and electrical strength as the original cable.
  4. All electrical extension cords, tools and equipment must have a ground plug or be double insulated.
  5. Temporary electrical cords shall be kept clear of stairways and other locations where they may be subject to damage or present a tripping hazard.
  6. All energized junction boxes; circuit breaker panels, etc., must have the proper cover in place to prevent accidental contact. Do not use vehicular dboard or other makeshift covers.
  7. Damaged or defective electrical tools must be tagged "Out of Service" and handed to the supervisor for repair.
  8. Supervisors must ensure that exposed and non-exposed cords are tested and tagged as required, not to exceed 3-month intervals.
  9. As noted in the Provincial OH & S regulations "When used outdoors or in a wet or damp location, portable electrical equipment, including temporary lighting,



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must be protected by an approved ground fault circuit interrupter of the class A type installed at the receptacle or on the circuit at the panel, unless another acceptable means of protection is provided.”

10. As noted in the Provincial OH & S regulations “A ground fault circuit interrupter must not be used in place of grounding except as permitted by the Electrical Safety Act and the regulations made under it.”

### **Power Lines, Transformers and Flagged Warning Lines**

Under no circumstances shall any person work or instruct workers to erect scaffolds, operate cranes, tools and equipment or come in proximity to the allowable distances of power lines or transformers.

<u>Voltage</u>	<u>Minimum Distance</u>
751 V to 75 KV	10' (3 meters)
75 KV to 250 KV	15' (4.5 meters)
250 KV to 550 KV	20' (6.1 meters)

When the minimum distance cannot be maintained safely due to the circumstances of the work, the type of tools used or due to unplanned movement of a worker, the following steps must be taken:

1. Stop all associated work.
2. Contact the local Hydro supplier to arrange for a meeting at the jobsite to decide whether the energized conductors can be:
  - a. De-energized
  - b. Effectively guarded and flagged
  - c. Displaced or re-routed
3. Get assurance in writing which of these actions will be taken and when. This assurance must be signed by the person controlling the electrical authority. Ensure the written assurance is communicated to all persons in the area where people, tools or equipment when moved or stored, can come within the minimum allowable distance.
4. When energized, electrical conductors are GUARDED special pre-cautions must be taken:
5. A qualified safety watcher must be posted and positioned so that both the equipment and the load and the equipment operator can be seen. The safety watcher must signal stop to the equipment operator whenever the equipment or load is likely to contact the flagged warning line.
6. Workers, equipment and loads must not touch or handle the fluffed warning lines. Only persons qualified to work with high voltage electricity are allowed to touch or handle the electrical guarding.

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**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage where required.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

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## 3.8.17 ELECTRICAL CORDS, PLUGS & TEMPORARY DISTRIBUTION

### COMPANY SAFETY POLICY

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Electrical Cords, Plugs and Temporary Distribution.
- ✓ Ensure all employees abide by the Safe Work Practice for Electrical Cords, Plugs and Temporary Distribution.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Temporary distribution panels must be installed by qualified electricians and in compliance with the applicable provincial electrical safety authority and the relative Electrical Code.
  2. Doors and covers of electrical equipment shall be kept closed while the equipment is energized.
  3. Electrical cords and appliances shall be CSA approved and shall be maintained in good order.
  4. Open front plugs should be replaced with dead front plugs whenever possible.
  5. Only qualified electricians shall repair temporary panels or install any hard-wired electric circuits to panels.
  6. Do not overload a circuit by plugging several power cords in one outlet.
  7. Do not use light duty cords for any heavy load applications.
  8. Inspect power cords and electrical fittings for damage prior to each use. Damaged power cords shall be removed from service and repaired or replaced.
  9. Always ensure that all three prongs on a grounded power cord are in place. Do not use a power cord where the ground prong has been removed.
  10. Suspend power cords over walkways or working areas to eliminate tripping hazards.

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11. Do not place unprotected power cords where they might be run over by vehicles or equipment on site. Always protect the cord by running it through electrical conduit or placing them between plants.
12. Do not tie knots in power cords. Knots can cause short circuits and electrical shocks. Always loop the cords or use a twist lock plug.
13. Always ensure that electrical panel covers are in place and are not damaged.
14. Always store electrical cords in a clean dry area off the ground.
15. Electrical cords shall be cleaned and inspected for damage before being placed in storage.
16. As noted in the Provincial OH & S regulations “When used outdoors or in a wet or damp location, portable electrical equipment, including temporary lighting, must be protected by an approved ground fault circuit interrupter of the class A type installed at the receptacle or on the circuit at the panel, unless another acceptable means of protection is provided.”
17. As noted in the Provincial OH & S regulations “A ground fault circuit interrupter must not be used in place of grounding except as permitted by the Electrical Safety Act and the regulations made under it.”

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that workers must comply with all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session**

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## 3.8.18 ELECTRICAL HIGH VOLTAGE

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Electrical High Voltage.
- ✓ Ensure all employees abide by the Safe Work Practice for Electrical High Voltage.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Ensure that local power authority has been contacted and that the provincial regulatory documentation has been completed outlining the procedures to be used in the specific case.
  2. Ensure that all workers involved in the vicinity of high voltage electricity are aware of the requirements and the specific work process to be used.
  3. As a general rule, look up when approaching any area on the site to ensure that the work area is clear of power lines as well as any other overhead obstructions.
  4. When overhead lines are encountered in proximity to the work area, the Superintendent shall contact the local power authority to ascertain the voltage of the power line and shall make arrangements to meet with the power authority to discuss safety procedures for the specific job.
  5. Ensure that no work activity takes place, nor any material is stored within the minimum safe distances from energized overhead power lines. The following minimum distances apply:

<u>Voltage</u>	<u>Minimum Distance</u>
751 V to 75 KV	10' (3 meters)
75 KV to 250 KV	15' (4.5 meters)
250 KV to 550 KV	20' (6.1 meters)

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6. When the minimum distance cannot be maintained, an assurance in writing, signed by the person controlling the electrical system, shall be obtained prior to the commencement of any work. The Provincial OH&S Form must be completed for this purpose. This assurance must state that during the time the work is carried out, the electrical conductors shall be:
  - a. De-energized, or
  - b. Effectively guarded against contact, or
  - c. Displaced or re-routed from the work area.
7. Whenever guarding is used to allow approach to high voltage power lines, a qualified safety watcher must be posted to control the approach of equipment and loads and to stop immediately the movement when contact with the guards appears possible.
8. Workers who are required to work in close proximity to overhead power lines shall be provided with and must be familiar with the “WORKING NEAR POWER LINES” publications of the PROVINCIAL OH&S.
9. When high voltage conductors cannot be de-energized, re-routed or effectively guarded, no work shall commence until approval is obtained from THE PROVINCIAL OH&S and the following pre-cautions are taken:
  - a. The area in which equipment or materials are to be moved shall be barricaded and supervised to restrict entry to only those workers necessary to complete the work;
  - b. A qualified person shall be designated as a watcher whose sole task during the movement of any material or equipment shall be to:
    - i. Observe the position of the material or equipment relative to the conductors, and;
    - ii. Order the movement stopped at any time that contact appears probable.
10. The watcher shall stop the movement of materials and equipment when conditions arise which prevents him / her from performing the task.
11. The watcher shall be provided with a positive means to give a clear signal to stop movement and shall only use that means to stop movement.
12. While equipment and materials are in motion in proximity to conductors, no person other than the operator shall be in contact with any part of the equipment.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.

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- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage.
- ✓ Watcher as required.
- ✓ Barricades where required.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that all understands all understands the Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session**

## 3.8.19 ELEVATING WORK PLATFORMS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Elevating Work Platforms.
- ✓ Ensure all employees abide by the Safe Work Practice for Elevating Work Platforms.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

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### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, the General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. All operators shall be trained in the safe operation of these devices and understand their limitations.
  2. Where the movement of an aerial work platform is controlled from an operation stationed at the base of the machine, the operator shall not leave the controls while workers are on the platform and shall respond only to signals from a designated person on the platform.
  3. People on elevating work platforms shall wear safety belts secured to suitable and substantial anchorage points.
  4. Safety belts are normally secured to the boom on boom type machines. When working in excess of 10 feet above grade, workers must be wearing body safety harnesses (Fall Arrest Gear), tied off to a proper lifeline.
  5. Workers shall not be transported on aerial work platforms. Workers may remain on platforms while minor adjusting movements are made.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage where required.
- ✓ Fall arrest (safety harnesses) equipment when required.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.



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- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.20 EXCAVATIONS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Excavations.
- ✓ Ensure all employees abide by the Safe Work Practice for Excavations.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Prior to starting the excavation, a determination must be made to determine what form of worker protection shall be provided. Excavations in excess of 4' (1.22 m) in depth shall be-shored, sloped to safe angle or shall have engineering certification in place stating that conditions are such that the excavation may be entered without shoring or sloping.
  2. Prior to starting the excavation, the location of all utilities must be identified. Procedures for excavating adjacent to these utilities must be developed in conjunction with the responsible authority.
  3. Prior to starting a bulk excavation, specifications and procedures must be developed, provided on site and all workers involved in the bulk excavation shall be aware of the procedures involved.
  4. All procedures and documentation regarding traffic control, street closure and public disruption must be developed and in place prior to the start of any excavation.
  5. All workers who are required to work in excavations shall be familiar with the requirements for safe excavations and the provincial OH&S requirements for excavation work".
  6. No worker shall enter into an excavation in excess of 4 ft (1.22 m) in depth unless it is shored, sloped to an angle of at least  $\frac{3}{4}$  to 1 or is protected by other effective means.

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7. All spoils and excavated materials must be kept a minimum of 2 ft. from the edge of the excavation.
8. Ladders for access and egress must be in place, in the excavation, in proximity to the workers in the excavation. Ladders must extend a minimum of 3 ft. above the top of the excavation.
9. Excavations must be inspected daily by a competent person. The inspection shall include, but not be limited to:
  - a. Changes in soil consistency;
  - b. Installation and structure of the shoring;
  - c. Placement of ladders and safety devices;
  - d. Location of spoils, materials and equipment; and
  - e. Public safety issues.
10. In addition, excavation must be inspected after each rainfall.
11. Persons working in trenches must not work in the vicinity of excavating equipment or outside the area of the trench protected by shoring, sloping or other appropriate means.
12. Excavations, which present a hazard to workers, shall be covered or provided with guardrails around the exposed sides.
13. Walkways, which cross excavations, shall be a minimum of 20 inches (510 mm) wide and, if the excavation is in excess of 4 ft. (1.2 meters) in depth, have standard guardrails on both sides.
14. All workers must wear high visibility vests.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
  
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage where required.
- ✓ High Visibility Vests.

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## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.21 FALLING OBJECTS ON CONSTRUCTION SITES

#### COMPANY SAFETY POLICY

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regard to Fall Arrest on Construction Sites.
- ✓ Ensure all employees abide by the Safe Work Practice for Fall Protection on Construction Sites.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Ensure that all guardrails, mid rails and toe boards are in place as required.
  2. Always pre-plan items such as guardrail placement as well as replacement as well as site cleanup. This will help to eliminate the confusion often surrounding these issues and greatly reduce the possibility of accidents from falling objects.
  3. Ensure that all entrances to the jobsite, where workers are required to work or travel under overhead hazards, are adequately covered.
  4. Ensure that procedures for slab stripping near the edge include methods of preventing materials from falling to the ground.
  5. Ensure that all workers on the job are aware of overhead hazards on the site.
  6. Ensure that a procedure is in place regarding the movement of material over areas where workers are situation and that the procedure includes the audible warning of workers that a load is moving overhead in proximity to them.
  7. Ensure that site inspection procedure includes the review of all guardrail and toe board systems, overhead movement of materials as well as clean up and housekeeping with reference to falling objects.
  8. Whenever workers move around the jobsite they shall become familiar with the overhead hazards and the risk of falling objects. Workers shall also be made aware of any movement of materials overhead in proximity to their work area. Always ensure that guardrails, including toe boards are in place when working in elevated areas.

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9. If there is a need to temporarily remove guardrails and / or toe boards on the jobsite, ensure that they are replaced as soon as the need for their removal is completed.
10. All materials transported or stored above grade level must be properly secured during transportation and shall be adequately secured in storage so as to prevent movement. Remember, plywood, gyproc, Q-deck, etc. can be lifted and moved by the wind.
11. Never leave loose materials on scaffolds, swing stages or any elevated work area. Always ensure that elevated work platforms have adequate guardrails and toe boards when required.
12. If falling material could endanger workers below, the area must be barricaded or guarded from entry with conspicuous warning signs displayed on all sides and approaches.
13. Whenever you are required to work at or near the edge of an unprotected elevated work area, always ensure that you wear proper fall protection. YOU can also become a falling object on the jobsite if the proper cautions are not taken.

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE, Proper Signage.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.22 FIRE PROTECTION AND PREVENTION

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Fire Protection and Prevention.
- ✓ Ensure all employees abide by the Safe Work Practice for Fire Protection and Prevention.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:

Our company believes that the best way to fight fires is to PREVENT them. Procedures for fire prevention include:

1. Workers are responsible for doing everything they can to prevent a fire.
2. Smoking is only permitted in designated smoking areas.
3. All sub-contractors are to have their own firefighting equipment on site.
4. All lunchroom and equipment trailers are to be equipped with a fire extinguisher.
5. There must be one fire extinguisher beside each piece of portable equipment, including welders, oxy-acetylene torches and open flame heaters.
6. Workers must know the locations and types of fire extinguishers in their work area. There are 4 general classes of fires and each requires a certain type of extinguishing agent. Portable fire extinguishers are labelled to include the class of fire they should be used on. Be sure to ensure you have the right extinguisher before starting work.
7. If a fire cannot be put out with hand held fire extinguishers, then sound an alarm and evacuation procedures must be implemented.
8. The worker who first reports the fire must inform the immediate supervisor of the circumstances of the fire.

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9. Fire equipment must always be kept accessible and in working condition. Do not tamper with fire protection equipment, as it is a serious offence.
10. Isles, passageways, doorways and stairways must never be obstructed.
11. Ensure all fire extinguishers are clearly marked as to current inspection dates and most recent pressure tests.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage where required.
- ✓ Fire extinguishers in numbers that comply with the provincial OH&S requirements.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**



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## 3.8.23 FIRST AID PROCEDURES

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to First Aid Procedures.
- ✓ Ensure all employees abide by the Safe Work Practice for First Aid Procedures.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:

First aid procedures must comply with the Occupational First Aid Regulations.

#### 1. After Hours Work

Any supervisors or sub-contractors wanting to work outside the projects regular work hours must comply with local, OH&S and First Aid Regulations.

#### 2. Blood and Bodily Fluid Pre-cautions

- a. Rubber or latex gloves must be worn when an employee may come into contact with the following:
  - i. Blood
  - ii. Open sores or lesions
  - iii. Urine or Feces
  - iv. Other bodily fluids
  - v. Cloth or equipment soiled with bodily fluids.
- b. Hands must be washed immediately and thoroughly after contact with a patient, equipment or other surface soiled with bodily fluids.
- c. Equipment, instruments, stretchers, floors and any other surface that becomes contaminated with blood or bodily fluids must be washed thoroughly with a disinfectant and warm water.
- d. Contaminated or soiled linen should be handled as little as possible. Gloves must be worn. The linen must be placed in a bag with a WHMIS

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label displayed on the bag explaining that there is a blood or bodily fluid contamination (Bio-hazardous and infectious). Soiled linen must not remain in the first aid room for more than 24 hours. Always wash your hands.

- e. Construction sites in areas where there is a risk of contact with used needles or condoms, will be issued plastic “sharps” containers and metal tongs for disposal use. An orientation on the proper pre-cautions to take surrounding dirty needles or condoms will be conducted.

### 3. Injury Reporting

Workers who sustain a job-related injury or illness, regardless how minor, must immediately report it to the supervisor who shall arrange for treatment and recording, and where practicable, must also report it to their immediate supervisor.

An employee who receives medical treatment, or who anticipates receiving medical treatment, for any work related injury or industrial disease must complete a Workers’ Compensation Board form 7, “First Aid Report” if fit to do so, before leaving the site or immediately upon reporting the injury. In addition, should there be a potential of a loss time injury, the injured worker shall be provided with a “Consent to Release of Medical Information” form to give to the physician. These reports must be provided to the Head Office within 24 hours of the injury.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ First Aid Kit that meets with the provincial OH&S requirements.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.

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- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.24 FLAMMABLE LIQUIDS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Flammable Liquids.
- ✓ Ensure all employees abide by the Safe Work Practice for Flammable Liquids.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. All flammable liquids will be properly identified and monitored.
  2. All sources of ignition must be eliminated or adequately controlled.
  3. Metallic or conductive containers used to transfer flammable liquids must be electrically bonded to each other or electrical grounded while their contents are being transferred from one container to the other.
  4. If glass, plastic or other non-conductive container with a capacity of 23 litres (5 imp. Gal.) Or more is used to transfer a flammable liquid; the accumulation of electrostatic charge near the surface of the liquid must be eliminated or controlled (see the provincial OH&S Regulation).

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

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## SAFETY EQUIPMENT REQUIRED

- ✓ Fire extinguishers.
- ✓ Proper Signage.
- ✓ Proper PPE.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.25 FLOOR OPENINGS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Floor Openings.
- ✓ Ensure all employees abide by the Safe Work Practice for Floor Openings.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. All floor openings must be properly covered using  $\frac{3}{4}$ " plywood then secured from movement and marked "do not remove" and surrounded with a circle.
  2. During the ongoing construction process, decisions regarding the methods to be used for guarding the various types of floor openings must be made.
  3. The method used to guard a specific opening shall be made prior to the opening being created.
  4. All openings, which might pose a hazard or risk to workers on the site, must be covered or otherwise guarded.
  5. Smaller floor openings can be covered using a secure cover made of plywood fixed to a 2 x 4 frame, which has been cut to fit snugly into the floor opening.
  6. The plywood cover must extend a reasonable distance beyond the opening edges in order to prevent it from falling through the opening.
  7. Plywood cover shall be marked to indicate that they are covering an opening. The marking shall be legible and readable from all directions approaching the opening.
  8. Larger openings shall be protected using a standard guardrail system consisting of a top rail, mid rail and toe board.
  9. Guardrails shall be constructed and installed in accordance with the provincial OH&S Regulations.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

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### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage where required.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**
- ✓ Ensure that he / she reviews and understands all applicable Safe Work Practice.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.26 FLY FORMS

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Fly Forms.
- ✓ Ensure all employees abide by the Safe Work Practice for Fly Forms.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Ensure that all engineering documentation, layout and lift plans as well as all permits and licenses are in place. Ensure that all movement of the fly forms is done in strict compliance with the engineered plan for the project.
  2. Ensure that all workers involved in the movement of the fly forms have received adequate training and have shown demonstrated knowledge of the specific project and the process of moving the forms.
  3. Ensure that all warning devices and procedures are in place and that all workers on the jobsite are aware of any movement of the fly forms.
  4. Only workers who are adequately trained and have shown demonstrated knowledge of the specific job and fly form plan shall work on or around fly forms.
  5. Fly form sections are to be lowered from under a curbed slab in the order and using the method designated by the engineered plan.
  6. When the form is down, ensure that all loose materials are removed from the fly form or secured to the form for movement to the next elevation.
  7. Ensure that the area directly below where the form will be brought out of the building is secured and that no access by workers or the public is allowed. This process may include the short-term stoppage of traffic on adjacent roadways.
  8. The form is only to be rigged and moved under the direction of one rigger. This person shall be responsible for all communication with the crane operator. All



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- workers involved in the movement of the form, who are require to work adjacent to the edge of the structure shall wear adequate fall protection devices.
9. The form shall only be rigged and moved under the direction of this rigger and shall be moved in strict compliance with the engineering plan.
  10. Once the form has been moved out of the structure to a point where the second and any additional rigging will be attached, this rigging shall only be done by personnel using fall protection devices. Ensure that a tag line is attached to the form and some secure part of the building in such a way as to prevent the form from being pushed more than two-thirds of its length out of the building. Untie the tag line once the front rigging is installed.
  11. When the form is completely out of the structure, it shall be moved, under direction of the rigger to its next location without delay. The form is not to be left suspended from the crane for any excessive length of time.
  12. When the form is landed at its new location, the removal of all rigging and the setting up of the form is to be done by personnel using fall protective devices as required.
  13. Under no circumstances shall any worker ride the form from one location to another.
  14. The crane operator involved in moving the form shall take direction from one person only. If the direction is not understood, or not clear, crane operate shall cease all movement of the crane and / or the form until the directions are clear and understood.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Hardhat.
- ✓ Fall Protection.
- ✓ Safety Glasses.
- ✓ Hearing Protection.
- ✓ Gloves.
- ✓ Personal Protective Equipment as required performing each task.

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## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, ASK!
- ✓ Safe work practices ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.27 FLY TABLE – CHAIN HOIST SYSTEM

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Fly Table Procedure.
- ✓ Ensure all employees abide by the Safe Work Practice for Fly Tables.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Ensure that everyone understands the Safe Work Practice and have proper training and supervision.
  2. Ensure that proper signage and control zones are in place to minimize the dangers to other trades.
  3. Ensure slab edge is stripped and table area outside of the slab is clean and free of debris.
  4. Take down any connections at handrails to adjacent fly tables.
  5. Place table jacks at designated location to lower deck onto rollers.
  6. Release table legs and lower to rollers while checking fillers.
  7. Fillers at slab edge locations are to be tied off to prevent falling over edge.
  8. If stripping requires being on outside of trusses, personnel are required to wear fall restraint equipment.
  9. Prior to pulling the table out, ensure rigger confirms with designated flag person that it is safe below.
  10. Rigger must utilize fall arrest equipment prior to commencing any work.
  11. The rigger at designated locations on the fly table attaches front chains.
  12. Once front chains are attached, rigger instructs crane operator and underside foreman.
  13. Underside foreman acknowledges and instructs rigger and crane operator to come slowly up and out to allow access to back pick points. At the same time, the fly table is tied off and slowly given slack.

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14. Once back picks are accessible from the top, the rigger and crane operator are instructed to lower slowly while pinch blocks are placed. Underside foreman then instructs rigger and crane operator when pinch blocks are secure, and then crane operator lowers enough slack to allow back chains to be connected.
15. Back chains are connected then rigger tells the underside foreman that the fly table technician will level the fly table with the chain hoist system.
16. Underside foreman instructs the rigger and crane operator to come up slowly and the pinch blocks are removed.
17. Table is allowed to come out and up with tag line on back end when required.
18. Table is located properly, legs extended and sat down.
19. All legs are checked to assure they are all fine and rigging is removed.

### CHAIN HOIST SYSTEM

1. Clean up the area where the tables are sitting and clean up the area where the tables are to be flown.
2. Block off the floor being stripped and install "AUTHORIZED PERSONNEL ONLY" signs, or red "DANGER - DO NOT ENTER" tape.
3. All workers within 10 feet of the slab edge will wear a full body harness, capable of full fall arrest, no exceptions!
4. Lower the tables onto rollers by means of floor jacks.
5. Any hand stripped formwork will be removed by hand and either lowered to the ground, or stacked neatly on the slab. Should access at height be required, two scaffold planks will be secured between the formwork trusses.
6. A qualified flag person / rigger, located on the street below, will stop all vehicular and pedestrian traffic as required throughout this procedure.
7. When the table is ready to be flown, the flag person is notified by means of radio or hand signals and all vehicular and pedestrian access to the affected area is denied.
8. One person on the crew will ensure that all attachments to the table are properly secured.
9. When all workers ready, the table is rolled out until the front pick-up points are outside the slab edge.
10. The rigger / designated person will hook up the first set of chains to the front pick-up points. The second set of chains will be held in place by ropes to prevent sliding during pinching. This person will wear a full body harness capable of fall arrest.
11. The crane lifts the table slightly off the floor. The table is then pushed outward until the back pickup points are beyond the slab edge. The movement of the table is controlled by means of a rope wrapped around a secure fixed point. The rope is released out as the table moves outward.
12. Blocks are set up under the table trusses and the table is lowered until it is pinched between the slabs.

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13. The rigger / designated person will hook up the second set of chains to the back pick-up points. This person will wear a full body harness capable of fall arrest.
14. When all four pickup points are hooked up, the rigger / designated person tells the underside foreman that the fly table technician will level the fly table with the chain hoist system. Clearance will be given from the flag person on the street.
15. The table is then lifted and the blocking is removed. If necessary, tag lines will be attached to the trusses to maintain additional control of the table.
16. The person on the lower floor will ensure that the take is completely free from any restrictions and announce to the rigger / designated person that the table is ready to be flown.
17. At this point the rigger / designated person have control of the table, and will appropriately signal the crane operator to fly the table to the next level.
18. The table will be lifted over the upper slab in the same rough position, and if used, the table legs will be dropped.
19. The table will be lowered onto 4 blocks or 4 legs, when placed into its final position. The chains will then be unhooked. The table will then be tied down if required by means or ropes, cables or rods.
20. All guardrails stripped from the lower floor will be reinstalled in the same position on the upper floor. This person will wear a full body harness cable of fall arrest.
21. All infill strips, filler pieces, etc will be installed soon thereafter.
22. Guardrails moved from the lower floor to the upper floor will be replaced by the accepted temporary perimeter guardrail system immediately after all tables have been flown. The person(s) installing these guardrails will wear a full body harness capable of fall arrest.
23. Once all tables have been flown and the guardrails have been installed the floor will be reopened.
24. Prior to the first operation taking place, all persons involved in the fly form operation shall review this procedure. An acknowledgment form will then be signed and kept with on-site records.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

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## SAFETY EQUIPMENT REQUIRED

- ✓ Fall arrest must be used.
- ✓ Tag line system when required.
- ✓ Stop sign / visibility vest.
- ✓ Personal Protective Equipment.
- ✓ Danger / caution tape as required

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.28 FLY TABLE PINCHING METHOD

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Fly Table Procedure.
- ✓ Ensure all employees abide by the Safe Work Practice for Fly tables.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Ensure that everyone understands the Safe Work Practice and have proper training and supervision.
  2. Ensure that proper signage and control zones are in place to minimize the dangers to other trades.
  3. Ensure slab edge is stripped and table area outside of the slab is clean and free of debris.
  4. Take down any connections at handrails to adjacent fly tables.
  5. Place table jacks at designated location to lower deck onto rollers.
  6. Release table legs and lower to rollers while checking fillers.
  7. Fillers at slab edge locations are to be tied off to prevent falling over edge.
  8. If stripping requires being on outside of trusses, personnel are required to wear fall restraint equipment.
  9. Prior to pulling ensure rigger confirms with flag person that it is safe below.
  10. Rigger must utilize fall arrest equipment prior to commencing any work.
  11. The rigger at designated locations on the fly table attaches front chains.
  12. Once front chains are attached, rigger instructs crane operator and underside foreman.
  13. Underside foreman acknowledges and instructs rigger and crane operator to come slowly up and out to allow access to back pick points. At the same time, the deck is tied off and slowly given slack slowly.

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14. Once back picks are accessible from the top, the rigger and crane operator are instructed to lower slowly while pinch blocks are placed. Underside foreman then instructs rigger and crane operator when pinch blocks are secure, and then crane operator lowers enough slack to allow back chains to be connected.
15. Back chains are connected then rigger tells the crane operator and underside foreman.
16. Underside foreman instructs the crane operator to come up slowly and pinch blocks are removed.
17. Table is allowed to come out and up with tag line on back end.
18. Table is located properly, legs extended and sat down.
19. All legs are checked to assure they are all fine and rigging is removed.

### **PINCHING METHOD**

1. Clean up the area where the tables are sitting and clean up the area where the tables are to be flown.
2. Block off the floor being stripped and install "AUTHORIZED PERSONNEL ONLY" signs, or red "DANGER DO NOT ENTER" tape.
3. All workers within 10 feet of the slab edge will wear a full body harness, capable of full fall arrest, no exceptions!
4. Lower the tables onto rollers by means of floor jacks.
5. Any hand stripped formwork will be removed by men standing on the ground / slab. Using standard or extended stripping bars. Should higher access be required, and then two scaffold plants will be secured between trusses.
6. A qualified flag person / rigger, located on the street below, will stop all vehicular and pedestrian traffic as required throughout this procedure.
7. When the table is ready to be flown, the flag person is notified by means of radio or hand signals and all vehicular and pedestrian access to the affected area is denied.
8. One person on the crew will ensure that all attachments to the table are properly secured.
9. When all workers are ready, the table is rolled out until the front pick-up points are outside the slab edge.
10. The rigger / designated person will hook-up the first set of chains to the front pick-up points. The second set of chains will be held in place by ropes to prevent sliding during pinching. This person will wear a full body harness capable of fall arrest.
11. The crane lifts the table slightly off the floor. The table is then pushed outward until the back pickup points are beyond the slab edge. The movement of the table is controlled by means of a rope wrapped around a secure fixed point. The rope is released out as the table moves outward.
12. Blocks are set up under the table trusses and the table is lowered until it is pinched between the slabs.



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13. The rigger / designated person will hook up the second set of chains to the back pick-up points. This person will wear a full body harness capable of fall arrest.
14. When all four pickup points are hooked up, the rigger / designated person will announce, "The table is ready to be lifted." Clearance will be given from the flag person on the street.
15. The table is then lifted and the blocking is removed. If necessary, tag lines will be attached to the trusses to maintain additional control of the table.
16. The person on the lower floor will ensure that the table is completely free from any restrictions and announce to the rigger / designated person that the table is ready to be flown.
17. At this point the rigger / designated person have control of the table, and will appropriately signal the crane operator to fly the table to the next level.
18. The table will be lifted over the upper slab in the same rough position, and if used, the table legs will be dropped.
19. The table will be lowered onto 4 blocks or 4 legs, when placed into its final position. The chains will then be unhooked. The table will then be tied down if required by means or ropes, cables or rods.
20. All guardrails stripped from the lower floor will be reinstalled in the same position on the upper floor. This person will wear a full body harness cable of fall arrest.
21. All infill strips, filler pieces, etc. will be installed soon thereafter.
22. Guardrails moved from the lower floor to the upper floor will be replaced by the accepted temporary perimeter guardrail system immediately after all tables have been flown. The person(s) installing these guardrails will wear a full body harness capable of fall arrest.
23. Once all tables have been flown and the guardrails have been installed the floor will be reopened.
24. Prior to the first operation taking place, this procedure shall be reviewed by all persons involved in the fly form operation. An acknowledgment form will then be signed and kept with on-site records

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

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### SAFETY EQUIPMENT REQUIRED

- ✓ Fall arrest must be used.
- ✓ Tag line system when required.
- ✓ Stop sign / visibility vest.
- ✓ Personal Protective Equipment.
- ✓ Danger / Caution tape as required

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, ASK!
- ✓ Ensure he/she reviews and understands all applicable Safe Work Practices

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.29 FORMWORK AND FALSEWORK

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Formwork and False work.
- ✓ Ensure all employees abide by the Safe Work Practice for Formwork and False work.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Formwork and false work drawings and supplementary instructions must be available on the project site during erection and use of the formwork and false work.
  2. Formwork and false work must be formed of materials and in the manner specified by the plans. A professional engineer must authorize deviations from the original plans in writing.
  3. Manufactured formwork pieces should be used and maintained in the manner specified by the manufacturers.
  4. Foundation load-bearing capacity must be protected from potential deterioration resulting from weather or other causes.
  5. Protruding reinforcing rod ends must be guarded to prevent tripping and impact hazards.
  6. All guardrails should be installed in areas described under Guardrails in the OH&S Regulation.
  7. Immediately prior to the pour, a professional engineer who is required to certify in writing that the specifications have been met must inspect the formwork /false work in preparation for the pour.
  8. Workers underneath formwork during a pour must only be under those areas where concrete has not been placed.
  9. Pouring of concrete or placing of other loads must stop when any weakness, undue settlement or distortion of the framework occurs and should be restarted

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only after the formwork has been repaired or strengthened in a manner specified by a professional engineer.

10. Only specified loads must be placed on ensured concrete structures.
11. Directions specified in the plans should be followed when dismantling formwork.
12. Good housekeeping requirement should be met when stocking dismantled formwork.
13. Clear and simple communication between all those in the area of the activity involving formwork and false work is essential for the prevention of accidents.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage where required.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.30 GARBAGE BOXES

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Garbage Boxes.
- ✓ Ensure all employees abide by the Safe Work Practice for Garbage Boxes.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Supervisors must ensure that garbage boxes meet engineering design requirements.
  2. All such boxes must be checked for structural integrity periodically and marked for load capacity.
  3. Do not overload.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

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- ✓ Proper PPE.
- ✓ Proper Signage where required.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.31 GRINDING

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Grinding.
- ✓ Ensure all employees abide by the Safe Work Practice for Grinding.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Proper eye protection and personal protection equipment must be used.
  2. Evaluate the area for hazards and the impact on other workers in the grinding area. Where a worker, other than the grinder, is exposed to concrete dust, the area should be restricted by the use of caution tape.
  3. Grinding machine must only be used for what the manufacturers intended them for.
  4. Proper work rests and protective equipment must be used.
  5. Maintenance and good working order of all components in the grinding process must be maintained.
  6. Appropriate signage and barricades.
  7. Adequate ventilation must be maintained.
  8. Each worker doing concrete grinding is to be assigned a respirator for his / her sole use.
  9. The respirator is to be fitted correctly by the Site Safety Officer. A record of assigned safety equipment is to be kept by the Site Safety Officer.
  10. Only authorized and trained personnel with an assigned respirator are to perform grinding work.
  11. Persons who are required to wear a respirator should not wear contact lenses.
  12. The respirator wearer is to perform the two fit test each time he / she places the mask over his / her face.
  13. Check wheel guards are in place and properly adjusted.

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14. Check grinding wheel is firmly secured.
15. Inspect the grinding wheel before turning on the power. Do not use wheels that are chipped or cracked.
16. Test equipment for proper operation.
17. Work area to be clean, dry and unobstructed.
18. Provide adequate lighting.
19. Provide mechanical ventilation when using half-mask respirator.
20. Do not operate a grinder with one hand.
21. Stand to one side of the wheel before turning on the power.
22. When grinding use the operating face of the wheel only.
23. Do not use a wheel that vibrates.
24. Do not over reach when operating grinder.
25. Before putting down a grinder the wheel must be stopped.
26. A grinder is to be put down with the wheel facing up.
27. Disconnect the grinder from the power source when making equipment adjustments or wheel changes.
28. Store grinder and respirator in clean dry area.
29. Clean and sanitize the respirator face piece and clean remaining components of air respirators after each use.

### **FIT TEST**

Negative Pressure Sealing Test. Block the inlet tube to prevent the passage of air. Inhale gently, taking care not to distort the face piece, and hold your breath for 10 seconds. If the face piece collapses slightly and no infiltration of air into the face piece is detected, it is considered that the fit of the respirator is satisfactory for the wearer.

Positive Pressure Sealing Test. Close off outlet valves and exhale gently. The fit is considered adequate if a slight pressure can be built up inside the face piece without detection of any outward leakage of air between the sealing surface and the wearer's face.

### **MAINTENANCE**

Each respirator wearer shall clean and sanitize his respirator face piece and clean remaining components of air respirators after each use. The respirator must be stored in a clean dry area, sealed in a plastic bag.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### **EMPLOYER RESPONSIBILITIES**



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- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage where required.
- ✓ Half masks or full-face mask.
- ✓ Full face shield where required.
- ✓ Eye protection
- ✓ Dust collection device on grinder if possible.
- ✓ Respirator.
- ✓ Plastic bag for storage.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.32 GUARDRAILS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Guardrails.
- ✓ Ensure all employees abide by the Safe Work Practice for Guardrails.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Supervisors are responsible for ensuring that all guardrails are to the Provincial OH&S requirements.
  2. In cases where it is impracticable to use fall prevention devices such as guardrails, FULL fall arrest equipment must be used.
  3. Warning signs must be posted at locations where guardrails are not in place to notify all trades that fall arrest is required.
  4. Guardrails that have been removed by trades in order to complete any scope of work must be replaced before leaving the area.
  5. At work areas in excess of 3 m (10 ft.) above grade, all workers shall be protected from injury through falling from unguarded portions of the structure. One method of achieving the above is by installing proper guardrails.
  6. Guardrails are also required on all fixed and rolling scaffold systems in excess of 3 m (10 ft.) in height as well as all stairs and walkways in excess of 1.22 m (4 ft.) above grade.
  7. Areas where guardrails might be used for protection would include:
    - a. Open edges of floor, mezzanines and balconies.
    - b. Open edges of scaffolds, platforms and ramps.
    - c. Openings in floors, roofs and other working surfaces not otherwise covered or protected.
    - d. Edges of slab formwork.
    - e. Edges of bridge surfaces.

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- f. Locations where a worker may fall into water, operating machinery or hazardous substances.
8. All guardrail systems must be built in accordance with Provincial OH&S Regulations for guards and guardrails.

## HANDLING AND USE / CONSTRUCTION PROCEDURES

1. Basic requirements for wood guardrails:
  - a. Wood guardrails shall have a top rail, mid rail and a toe board secured to vertical posts or supports with top rail approximately 107 cm (42 in) above the floor level mid rail approximately 53 cm (21 in) above the floor level a toe board approximately 4" in height, the bottom of which is not more than ½" above floor supported by vertical posts not more than 2.4 m (8 ft) apart.
  - b. Guardrails shall be constructed in such a manner that they will withstand a minimum force of 125 pounds (550 N) applied in any direction at any point on the top rail.
2. Guardrails should be installed as close to the edge as possible. Should it be necessary to remove guardrails, the open edge shall be roped off and marked with warning signs. In addition, workers inside the area will wear fall protection and make sure they are tied off.
3. Missing or removed guardrails shall be replaced immediately.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

## EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

## SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage where required.
- ✓ Full fall arrest where required.

## EMPLOYEE RESPONSIBILITIES

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- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.33 HAND TOOLS (NON-POWERED)

#### COMPANY SAFETY POLICY

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Hand Tools (Non-Powered).
- ✓ Ensure all employees abide by the Safe Work Practice for Hand Tools (Non-Powered).
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Always ensure you are using the right tool for the job. Do not substitute or use makeshift tools.
  2. Always check tools for damage or wear prior to each use. Watch for loose or broken handles and mushroomed heads.
  3. Replace cracked or broken handles on files, hammer, screwdrivers or sledgehammers.
  4. Replace worn jaws on wrenches, pipe tools and pliers.
  5. Avoid using hand tools with your wrist bent. Always use tools, which allow the wrist to remain straight.
  6. Always pull on wrenches and pliers. Never push unless you hold the tool with your palm open.
  7. Re-dress burred or mushroomed head on striking tools.
  8. Carry tools using a heavy belt or apron and hang tools at your sides. Never carry tools in your pockets or hanging behind your back.
  9. When using cutting tools, always cut away from yourself.
  10. Do not wear bulky gloves when operating hand tools.
  11. When using a bar for prying, be sure to stand so that you will maintain your balance should it slip or break.
  12. Always think of your co-workers when using picks and axes. Maintain clearance between you and any other person.

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13. Keep close track of tools when working at heights. A falling tool can kill a co-worker.
14. Always keep your tools in top condition. A dull blade or blunt point can lead to injury.
15. Be on the lookout for signs of repetitive stress. Early detection may prevent a serious injury.
16. Maintain tools properly. Keep them clean and dry and store them properly after each use.
17. Always keep cutting tools sharp.
18. Never leave tools on ladders, scaffolds or overhead work areas when they are not in use. Always keep tools being used in overhead work areas in containers, which will prevent them from falling.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE, Safety glasses, Hearing protection as required, Footwear.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.34 HANDRAILS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Handrails.
- ✓ Ensure all employees abide by the Safe Work Practice for Handrails.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
- ✓ Handrails must be installed for any stair having more than 4 risers and / or when stair is open on all sides.
- ✓ Install handrails to one side of a stair up to 44 inches wide and to both sides of a stair over 44 inches wide.
- ✓ The handrail shall be 32 to 36 inches above the stair tread measured at the nosing.
- ✓ Handrails on open stairs shall have a mid-rail.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

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- ✓ Proper PPE.
- ✓ Proper Signage where required.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**



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## 3.8.35 HARMFUL SUBSTANCES DISPOSAL

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Disposal of Harmful Substances.
- ✓ Ensure all employees abide by the Safe Work Practice for Disposal of Harmful Substances.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Harmful substances must be disposed of using the method described in the Material Safety Data Sheet (MSDS) for substance.
  2. All workers shall have knowledge of the location of Material Safety Data Sheets (MSDS) for any products, which they may use or may come in contact with on the jobsite.
  3. All workers shall have a demonstrated knowledge of the Workplace Hazardous Materials information System (WHMIS) program and regulations.
  4. All products shall be handled in accordance with the manufacturer's instructions and the requirements of the WHMIS program.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.

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- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Appropriate Material Safety Data Sheet (MSDS).
- ✓ Proper PPE as per MSDS.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

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## 3.8.36 HAZARDOUS SPILLS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Hazardous Spills.
- ✓ Ensure all employees abide by the Safe Work Practice for Hazardous Spills.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. All workers shall have knowledge of the location of Material Safety Data Sheets (MSDS) for any products, which they may use or may come in contact with on the jobsite.
  2. All workers shall have a demonstrated knowledge of the Workplace Hazardous Materials Information System (WHMIS) program and regulations. All products shall be handled in accordance with the manufacturer's instructions and the requirements of the WHMIS program.
  3. Supervisor is to be notified immediately of the occurrence of a hazardous spill.
  4. All workers in the immediate area shall be evacuated from the spill area in an upwind direction and to a safe distance.
  5. If safe to do so, and if appropriately trained personnel are on site, the spill shall be contained and cleaned up according to recommendations of the MSDS.
  6. Appropriate authorities and emergency organizations (i.e.: Fire, EHS and Police), as required, shall be notified of the spill.
  7. Materials cleaned up from a spill shall be disposed of in the manner described on the MSDS. Materials shall only be disposed of in the approved manner and at approved disposal sites for the specific material.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

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## EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

## SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE as required per MSDS.
- ✓ Proper Signage where required.
- ✓ Appropriate Material Safety Data Sheet (MSDS).

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.37 HEATERS / SPACE HEATERS

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Heaters / Space Heaters.
- ✓ Ensure all employees abide by the Safe Work Practice for Heaters / Space Heaters.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Always install heaters as per manufacturer's instructions and according to all applicable Acts, Regulations and Standards.
  2. Check all hoses and fittings with soapy water in order to detect any leaks. Repair or replace any leaking hoses, fittings or equipment. Remember, propane is heavier than air and expands to 200 times its volume, or more, when released into the air.
  3. Ensure there are no outside sources of ignition in the immediate area of the heating equipment.
  4. Ensure that heating equipment has an approved automatic shut-off device in the event of flame failure.
  5. All spaces where heaters are being used must have adequate ventilation and heaters must not be allowed to overheat. Never use a gas-fired heater in a confined or enclosed work areas it will use the oxygen in the area for combustion.
  6. Good housekeeping in areas where heaters are used is imperative.
  7. Combustible materials, papers and other debris must be kept a safe distance away from heaters. Tarps or plastic used in enclosed areas must be affixed in such a manner that they cannot be blown into heaters by wind.
  8. If heaters flame is extinguished, turn off the gas valve immediately and do not attempt to re-light the heater. Allow the heater to cool down and have an authorized person check the heater and re-light the unit.

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9. Do not force fittings together that will not easily thread together or that do not match. Remember, most gas fittings are left hand threads.
10. Ensure that a fire extinguisher is readily available to all areas where heaters are in use.
11. Never have more than 2 gas cylinders stationed at a heater at any time.
12. Always remove empty cylinders from the work area and store them in a safe storage area that is well ventilated.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE, Proper Signage where required.
- ✓ Proper fire extinguisher
- ✓ Soapy water in spray bottler or brush, Protective equipment per MSDS.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.38 HOIST PROCEDURE

#### COMPANY SAFETY POLICY

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Hoist Procedure.
- ✓ Ensure all employees abide by the Safe Work Practice for Hoist Procedure.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Only qualified persons may operate hoists.
  2. Do not leave hoist without it being unlocked.
  3. A regular inspection must be carried out and recorded in the operator's logbook.
  4. A specialized hoist company must do hoist erection and dismantling.
  5. Further requirements and specifications to hoists may be referred to the Provincial OH&S Regulations.
  6. Hoists must be installed according to manufacturer's instruction and standards and must comply with all applicable Acts, Regulations and Codes.
  7. All hoists must be clearly marked and with the safe working load capacity for the equipment.
  8. All hoist entrances must be guarded to a height of at least 6 ft. except for the side used for loading. All hoists are required to have a gate not less than 6 ft. in height and located not more than 4 inches from the edge of the hoist way.
  9. Hoist platforms shall be equipped with standard guardrails and toe boards on all sides.
  10. Hoist control devices shall be tested daily prior to operation of the hoist.
  11. Safety devices shall be tested and hoist shall be inspected weekly. Test results and inspection results shall be recorded in the hoist logbook.
  12. Any deficiencies found during any tests and / or inspections shall be noted and corrected prior to the hoist being placed into service during that shift.
  13. Persons who have been instructed and authorized to do so and who have shown demonstrated knowledge of the operation and signal codes pertaining to the specific hoist may only operate hoists.

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14. Hoist operators are responsible for keeping loads within safe the limits of the host and ensuring that all safety devices are in place and operating effectively.
15. Hoist operators shall not leave the hoist controls unattended unless the platform is at ground level.
16. In the event of an emergency (fire, medical, etc.) the hoist operator shall return the hoist to the ground level immediately and make themselves and the host available to responding emergency personnel.
17. The hoist shall be returned to the ground level and adequately secured to prevent unauthorized use at the end of each work shift.
18. The operator shall keep the hoist free of debris and loose materials, which may become tripping hazards or may be knocked off the hoist during normal operation.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that workers must comply with all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Operations log book, Proper PPE, Proper Signage where required.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**



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## 3.8.39 HOUSEKEEPING

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Housekeeping.
- ✓ Ensure all employees abide by the Safe Work Practice for Housekeeping.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Construction workers should have a place for everything and keep most everything in place.
  2. At the end of the day, when the major clean up takes place, be extra conscientious not to throw tools or relax your thoughts about injury prevention.
  3. Work areas must be kept clean and free from obstructions at all times. Tools, loose objects, oil, grease, cords and other materials left lying around are hazards.
  4. Work areas must be cleaned immediately after finishing a job or at the end of a shift.
  5. Using appropriate MSDS instruction, spill of toxic, flammable or corrosive materials must be cleaned up immediately.
  6. Materials, tools and equipment must not be stored in stairways, corridors, catwalks, ramps, passageways, exits or overhead.
  7. Broken glass and other sharp objects must not be disposed of in regular garbage cans.
  8. To prevent sliding, falling or collapse, all material should be properly stacked and secured. Pipe, conduit and bar stock should be stored in racks or stacked and blocked to prevent movement.
  9. All material must be properly stacked and secured and stored in a manner that permits safe access to and prevent movement.
  10. Supervisors have the authority to determine when and where housekeeping is needed in order to improve safety conditions and prevent injury to workers.

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11. Chemical agents or substances, which might react to create a hazardous condition, shall be stored and disposed of separately.
12. All electrical cords must be kept in good condition and shall not be used in any way, which could create a tripping hazard.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.40 IMPAIRED WORKERS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Impaired Workers.
- ✓ Ensure all employees abide by the Safe Work Practice for Impaired Workers.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. The use of drugs or consumption of alcohol on site or during working hours will be grounds for immediate dismissal. A worker found to be under the influence of drugs or alcohol, is subject to disciplinary action and dismissal.
  2. Any worker deemed unfit to perform his / her assigned duties safely, by reason of influence of medication, may be subject to re-assignment to a less hazardous job.
  3. Any worker under the influence of medication that may affect his / her ability to perform his / her duties safely may request re-assignment to a less hazardous job.
  4. Workers may be subject to drug testing at any time. Refusal to submit to testing is grounds for dismissal.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

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## SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.41 JOB SPECIFIC TRAINING

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regard to Job Specific Training.
- ✓ Ensure all employees follow the Safe Work Practice for Job Specific Training.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:

Supervisors must ensure job specific training is provided to employees in the following situations:

1. Newly hired employees.
2. Employee assigned new or different work.
3. Employees moved to a new site or location with different hazards.
4. Young workers (defined under Provincial as any worker under 25 years of age)
5. Employees returning to a workplace where the hazards have changed.
6. Employees are affected by a change in the hazards of a workplace.

The following items must be addressed:

1. Review of safe work practices and procedures that apply to the specific job.
2. Bring all known safety hazards that may affect the employee to his / her attention.
3. Determine just what the employee can do and how he / she does it. This includes both discussion with the employee and observation of how he / she does the work.
4. Provide the employee with all information that is necessary for the employee to do the job safely and correctly.

Ensure training documentation is kept on site and made available upon request. The ongoing monitoring and coaching of the employee is a major duty and responsibility of that employee's immediate supervisor.

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**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

## **EMPLOYER RESPONSIBILITIES**

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

## **SAFETY EQUIPMENT REQUIRED**

- ✓ Proper PPE.

## **EMPLOYEE RESPONSIBILITIES**

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.42 LADDERS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Ladders.
- ✓ Ensure all employees abide by the Safe Work Practice for Ladders.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:

### PREPARATION

1. The lower ends of the ladder shall be placed on a firm and level base. Single and extension ladders must be equipped with non-slip safety feet, tied off or otherwise secured to prevent "kicking out" or slipping.
2. The upper part of the side rails shall be rested upon a bearing surface of ample strength to support the load of the ladder and other applied loads.
3. All site-constructed ladders are to be built in accordance with the provincial OH&S requirements.
4. All portable ladders are to be inspected prior to each use. Ladders with loose broken or missing rungs, split side rails or other defects shall be taken out of service and not used until repaired.
5. If work is to be done off of a ladder, new regulations require that the ladder must be tied off and that full fall arrest must be worn.
6. Standard ladders shall not exceed the following limits:
  - a. Step Ladders – 20 feet
  - b. Single Ladders – 30 feet
  - c. Extension Ladders (2 sections) – 48 feet
  - d. Extension Ladders (more than 2 sections) – 66 feet

### HANLDING AND USE

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1. The feet of single and extensions ladders shall be set 25% of the working height away from the supporting object and extend 3 feet above the supporting object.
2. Ladders in use must be secured to prevent movement.
3. No workers shall work on the top 2 rungs of a single or extension ladder, or on the top 2 steps of a stepladder.
4. Always face a ladder when climbing up or down.
5. Never go up or down a ladder without free use of both hands. If materials must be handled, hoist them up or down by rope.
6. No more than 1 person is to use or climb a ladder at one time.
7. Ladders shall not be placed on boxes, barrels or any unstable surface to gain more height.
8. Do not over-reach while working from a ladder.
9. Ladders shall not be placed in front of doors or windows, which open towards the ladder unless pre-cautions have been taken to ensure no contact between the door or window and the ladder.
10. Do not place a ladder against a windowpane.
11. Ladders used in corridors, stairwells or aisles must be barricaded.
12. Ladders used in locations where workers may strike them or equipment in the area, must have a watcher stationed at the bottom. Ladders must not be left standing in such a location when not in use.
13. Metal ladders, or wire reinforced wooden ladders, must not be used in proximity to energized power lines or other electrical equipment unless authorized in writing by the Provincial OH&S.
14. The upper half of an extension ladder shall not be used as a single ladder.
15. Do not use ladders in a horizontal portion as runways or scaffolds.
16. If work cannot be done from a ladder without hazard to a worker, a work platform must be provided in accordance with Provincial Regulations.

### **CLEAN UP AND STORAGE**

1. Ladders should be kept clean and free of dirt and other debris.
2. Wooden ladders shall not be painted. If protective coatings are used they shall be transparent.
3. Ladders shall be stored in proper dry storage areas following use.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### **EMPLOYER RESPONSIBILITIES**

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.



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- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

## SAFETY EQUIPMENT REQUIRED

- ✓ Proper equipment to tie off or otherwise secure ladder from falling.
- ✓ Proper PPE.
- ✓ Structurally sound and complete ladders.
- ✓ Fall protection equipment when required.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.43 LANDING PLATFORMS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Landing Platforms.
- ✓ Ensure all employees abide by the Safe Work Practice for Landing Platforms.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. All landing platforms must meet OH&S Regulations and the professional engineer's specifications.
  2. All shoring must be checked regularly and load capacity must be written on outrigger.
  3. Fall arrest must be used when necessary.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

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- ✓ Fall Arrest when required.
- ✓ Proper PPE.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable safe work practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.44 LEADING EDGE WORK

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Leading Edge Work.
- ✓ Ensure all employees abide by the Safe Work Practice for Leading Edge Work.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Supervisors should ensure that only designated carpenters be allowed to perform this dangerous and critical formwork duty, due to the absence of any practical means of using mechanical fall arrest and fall restrain systems.
  2. It is mandatory for carpenters to work in pairs while performing leading edge formwork,
  3. When required, a control zone must be set up to prevent other workers from entering the area.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe work practices is available to all workers.

### SAFETY EQUIPMENT REQUIRED

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- ✓ Control Zone.
- ✓ Proper PPE.
- ✓ Fall arrest equipment when required.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, ASK!

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.45 LIFTING

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Lifting.
- ✓ Ensure all employees abide by the safe work practice for lifting.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise the safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:

To reduce the risk of back strain to employees, supervisors should ensure their employees use proper lifting procedures.

1. Assess the item to be lifted.
2. Ensure pathway to and from item is clear to avoid a tripping hazard.
3. Also ensure that the area where item is to be placed is clear of obstacles. Stand as close as possible to the item and have feet comfortably spaced.
4. Bend your knees keeping your back straight; do not bend your back!
5. Test the lift. Grasp the item firmly and attempt to lift it. If the item cannot be lifted without causing discomfort, place item down and get help.
6. If you can safely perform the lift, straighten your legs, keeping your back as straight as possible.
7. If you have to turn with the load, move your feet. Do NOT twist while holding the item.
8. Short steps are better for walking with the item. Ensure that your load is small enough so it will not obscure your visibility while transporting.
9. Set your item down, ensuring you bend your knees while lowering, keeping your back as straight as possible. Be sure not to leave your hands under item when placing it down.

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10. It is easier to lift an item when it is sitting at waist height. If the item to be lifted can be raised mechanically to waist height, do so. (i.e.: raising pallet up with forks).
11. In construction, some items may be in awkward positions and these particular procedures cannot be followed. Ensure that you minimize the amount of back strain it takes to manoeuvre these items to a position of easier lifting.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, ASK!

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.46 LIFTING SLINGS

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Lifting Slings.
- ✓ Ensure all employees abide by the Safe Work Practice for Lifting Slings.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Frayed or damages lings must be removed from service.
  2. Safety latches should be installed on all wire sling hooks where there is any danger of dislodgement of the load.
  3. When slings are not in use, they should be stored in such a manner that they are not subject to change.
  4. Slings must comply with OH&S Regulation.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

#### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

#### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.



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## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable safe work practices

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.47 LIGHTING

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Lighting.
- ✓ Ensure all employees abide by the Safe Work Practice for Lighting.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. All jobsite temporary lighting is to be installed by a qualified electrician in accordance with all applicable Acts and Codes.
  2. Lighting shall be installed in a manner, which will minimize potential damage to the wiring, fixtures or light bulbs.
  3. If lighting is positioned in an area, which places the bulbs at risk of breakage, the bulbs shall be protected with protective cages.
  4. If temporary lighting has been installed in public walkways, check that all bulbs are operating on a regular basis.
  5. Temporary lighting circuits are to be used for lighting only. NO one shall remove a light bulb from a temporary lighting circuit and replace it with an outlet allowing them to plug in an electrical tool or appliance.
  6. Always avoid contact with the wire strung for temporary lighting.
  7. Frequent relocation of circuits can loosen connections, break insulation and create other hazards.
  8. Beware of tripping and shock hazards from wires strung overhead and underfoot.
  9. Take care that wires do not contact steel doorframes in final stages of the work, when temporary lines often pass through doors that may be accidentally closed on them.
  10. Always be sure to replace broken or burned-out bulbs to maintain lighting levels in stairwells, basements, halls and other areas.

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11. When temporary lighting is removed from service, check the wiring and fixtures for breakage and damage.
12. Repair any damage and / or replace any broken fixtures prior to placing the lighting in storage.
13. Minimum illumination levels as defined in Provincial regulations must be provided and maintained

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.48 MOBILE EQUIPMENT OPERATION

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Mobile Equipment Operation.
- ✓ Ensure all employees abide by the Safe Work Practice for Mobile Equipment Operation.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. All operators of mobile equipment shall possess the necessary licenses and / or certificates to operate the specific piece of equipment.
  2. Operators of mobile equipment must always ensure that they have a clear, unobstructed work area.
  3. Operators must examine their equipment each day prior to use and thereafter, as required. Any deficiencies, defects or unsafe conditions shall be reported to the Supervisor or other authorized person.
  4. Workers shall not operate mobile equipment unless they:
    - a. Have received adequate instruction and have demonstrated to a supervisor that they are competent to operate the equipment, and;
    - b. Are familiar with operating instructions pertaining to the equipment, and;
    - c. Have been authorized to operate the equipment.
  5. Operators of mobile equipment are directly responsible for the safe operation of the equipment. They shall maintain full control of the equipment at all times and comply with all laws and regulations regarding the equipment.
  6. Operators must comply with recommended gross vehicle weight and ensure the equipment is not overloaded.
  7. Operators of mobile equipment must be familiar with the PROVINCIAL OH&S Regulations regarding, "Working in Proximity to Overhead Power Lines."

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8. Where vision is obstructed, operators of mobile equipment must not move the equipment until a watcher is in place to guide the equipment and warn other workers on site of any danger.
9. Operators shall not remain in the cab of any vehicle while loads are elevated over the cab, unless adequate overhead guards are installed to prevent injury to the operator.
10. Operators of backhoes, or other similar equipment over an excavation where workers are present, shall not move that equipment with any material suspended from it, in such a way as to endanger the workers.
11. When materials and equipment are being transported, they must be loaded and secured to prevent movement of the load, which could create a hazard to workers.
12. Effective means of load restraint must be provided to protect the crew of a vehicle transporting a load, which might otherwise shift.
13. Workers shall not stand or sit on the side of the tailgate of any moving equipment.
14. Wearing of seatbelts in all vehicles and equipment where they are provided is mandatory whenever the vehicle or equipment is in motion.
15. The operator of mobile equipment is the only person allowed to ride the equipment, unless the manufacturer provides additional approved seating.
16. When mobile equipment is parked or stored, parking brakes shall be set, wheels shall be blocked and all elevated devices (i.e.: buckets, forks, etc.) shall be lowered to the ground or their lock position.
17. When any work is to be done under the elevated parts of mobile equipment, the parts shall be blocked, or otherwise secured to prevent injury to the worker.
18. Mobile equipment must not be refuelled with gasoline, propane, natural gas or other vaporizing fuels while:
  - a. The engine is running; or
  - b. Anyone is smoking in or about the vehicle; or
  - c. There is a known source of ignition present in the immediate area.
19. Operators are responsible for keeping equipment clean inside and out including windshields, rear view mirrors, etc.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

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## SAFETY EQUIPMENT REQUIRED

- ✓ Fire extinguisher.
- ✓ Wheel blocks as required.
- ✓ Log books and daily checklists as required.
- ✓ Hearing protection, hardhats, work boots (6")
- ✓ Personal protective equipment as required.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.49 PERSONAL PROTECTIVE EQUIPMENT (PPE)

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Personal Protective Equipment (PPE).
- ✓ Ensure all employees abide by the Safe Work Practice for Personal Protective Equipment (PPE).
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. CSA approved hard hats and work boots must be worn on construction sites.
  2. Workers must wear non-conductive safety headgear when exposed to electrical hazards.
  3. Workers wearing contact lenses must inform their supervisor so that the lenses can be removed in case of an accident.
  4. Workers must not wear contact lenses where gases, vapours, flying objects, dust or other materials are present that may harm the eyes or be absorbed by the lenses.
  5. Workers must wear appropriate eye protection site when exposed to eye hazards.
  6. Workers must wear safety goggles over non-safety prescription glasses where an eye hazard exists.
  7. Workers should wear protective equipment when handling materials likely to puncture, abrade or irritate hands and arms, unless the use of this equipment introduces equal or greater hazards.
  8. Hearing protection must be selected, maintained and worn in accordance with provincial OH&S requirements.
  9. Workers must use additional protective equipment such as barrier screens, fall arrest equipment, respiratory protection, aprons, etc. as the work requires them.
  10. Workers must at all times wear a shirt with a 4-inch sleeve in order to protect themselves from sunburn and abrasion.

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11. The following is the minimum recommended requirements for personal protection:
  - a. Head protection and Foot protection as defined by Provincial Regulations are a minimum requirement on all worksites.
  - b. For personal safety on the job, do not wear loose clothing or cuffs, greasy or oily clothing, gloves or boots – torn or ragged clothing – finger rings.
  - c. Neck chains are hazardous and must be worn under clothing so that they don't hang out. Long hair must be tied back or otherwise confined.
  - d. Clothing made of synthetic fibres can be readily ignited and melted by electrical flash. Cotton or wool fabrics are more flame retardant and are therefore recommended.
12. Prior to using any type of Personal Protective Equipment, ensure it is in good shape, free of dirt and debris and that you are familiar with its correct use.
13. Always make sure protective equipment fits properly.
14. Personal Protective Equipment must always be stored with care to prevent damage. Refer to manufacturer's instructions for proper care and storage.

### HEAD PROTECTION

1. All workers shall wear, at all times on the job, a CSA approved safety hardhat.
2. Never paint your hardhat and never wear a painted hardhat.
3. The shell and suspension of hardhats must be inspected regularly for cracks, deep scratches or other defects.
4. Replace a defective hardhat immediately.
5. The replacement of headgear every 5 years and headgear suspension every year is highly recommended.

### FOOT PROTECTION

1. At all times on the job, construction workers must wear CSA certified Grade 1 footwear. This footwear bears a green triangular patch stamped with the CSA trademark on the outside and rectangular green label on the inside.
2. Safety footwear should always be worn with the laces tied up at the top of the footwear.
3. Do not wear safety footwear that is cracked or has cuts through the leather. Always make sure the footwear has good slip resistant sole materials that are not excessively worn.

### SKIN PROTECTION

1. Workers are encouraged to always dress suitable for work. Items such as denim coveralls and cotton shirts provide protection against minor scrapes and bruises as well as harmful ultraviolet radiation.
2. Long pants and long sleeved shirts are recommended for use to reduce minor cuts, scrapes and abrasions and should be worn when working with sharp or abrasive



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materials. Gloves should not be worn when operating powered tools such as drills, saws, table saws, etc.

### EYE PROTECTION

1. Where the possibilities of injury to the eyes exist, workers shall wear appropriate eye protection. As a basic requirement, workers are advised to always wear safety glasses with side shields.
2. Workers engaged in the operation of sanders and grinders must wear safety glasses with side shields as well as face shields.
3. Workers using chemical product's, which may splash into the eyes shall wear safety goggles or chemical splash goggles dependent upon the requirements of the Material Safety Data Sheet for the product. The use of storing chemical products such as acids, base or alkaline products will require the use of a face shield as well as chemical goggles.

### HEARING PROTECTION

1. All workers engaged in Construction work are required to have an annual hearing test and are required to provide confirmation of the test being carried out.
2. Workers engaged in activities, which generate noise, or who are exposed to noise from tools and equipment shall wear CSA approved hearing protection.
3. Prolonged exposure to noise levels in excess of 90 dB is harmful.
4. Examples of noise levels associated with the Construction Industry include:

Crane Operator	82 – 99 dB
Drilling	99 – 103 dB
Welding	84 – 97 dB
Air Arc Cutting	120 dB
Pneumatic Hammer	100 dB
5. Always keep your hearing protection clean to avoid irritation to the ear and ear canal.

### RESPIRATORY PROTECTION

1. Construction workers are sometimes exposed to respiratory hazards generated by equipment, materials or procedures. When this occurs, workers shall wear appropriate respiratory protection based on the hazard, the product, or the requirement of a Material Safety Data Sheet (MSDS).
2. Respiratory protective devices range from disposable dust and vapour masks, to dual cartridge half mask respirators, to air supplied respirators and Self Contained Breathing Apparatus (SCBA).
3. Workers required to wear respirators must be clean-shaven in the areas where the respirator contacts the skin

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4. Only workers who have been adequately instructed shall wear respirators. Half mask, full mask and air-supplied respirators require that the wearer to be fit tested to the respirator to be worn.
5. No worker shall use these types of respirator until they have been successfully fit tested. Worker shall only use the respirator they were fit tested to unless a new fit test is performed, shall not use a substitute respirator.
6. Respirators, other than disposable types, shall be stored in a clean, dry area, preferably in a plastic bag. Damaged respirators shall not be used until they are repaired or replaced.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.50 PNEUMATIC NAIL GUNS

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Pneumatic Nail Guns.
- ✓ Ensure all employees abide by the Safe Work Practice for Pneumatic Nail Guns.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Inspect the tool before connecting to an air-line.
  2. Ensure that the safety mechanism is operating and that all screws and cylinder caps are in place and tight.
  3. Check for correct air supply and pressure before connecting tool.
  4. Check to ensure that tool is properly connected and that the safety mechanism is operating.
  5. Only trained and experienced workers shall operate the pneumatic nail gun.
  6. Always handle the tool as if it contains fasteners. Only use fasteners, which were designed for the gun.
  7. Ensure that the mechanical linkage between the work contracting element and the trigger is enclosed.
  8. Always operate the gun at air pressure recommended by the manufacturer.
  9. Never operate the gun at higher than recommended pressures.
  10. Always ensure that the air-line connected to the gun is in good condition and that it has free movement throughout the work area.
  11. Always maintain your balance and footing while operating the gun.
  12. Never over reach.
  13. Do not point the gun at yourself or any other person.
  14. Never depress the trigger unless the nosepiece is directed onto a safe work surface.

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15. Never transport the tool or load it with fasteners with the trigger depressed.  
Always disconnect the tool from the air supply when it is left unattended or when it is being cleaned or adjusted.
16. Before clearing a blockage from the tool, disconnect the air supply and ensure the air is exhausted from the tool by directing the nosepiece onto a safe work surface and depressing the trigger.
17. When finished with the tool, always ensure that it is disconnected from the air supply that all fasteners have been removed from the gun and that air has been exhausted from the gun.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.51 POWDER ACTUATED TOOLS

#### COMPANY SAFETY POLICY

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Powder Actuated Tools
- ✓ Ensure all employees abide by the Safe Work Practice for Powder Actuated Tools.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Only authorized personnel possessing a current Qualified Operations Permit for the specific tool to be used.
  2. Inspect the tool prior to each use.
  3. Ensure that all parts of the tool operate positively.
  4. Ensure that the manufacturer's name and trademark as well as the model and serial numbers are legible on the tool.
  5. Check the chamber prior to each use to ensure that the barrel is clean and free from obstruction.
  6. Do not allow bystanders in the immediate vicinity of your work.
  7. It may be necessary to shield a work area to protect against possible ricochet.
  8. Use only projectiles (nails, studs, etc.), and the particular cartridges recommended by the manufacturer.
  9. Check that the color of the particular cartridge is appropriate for work being done.
  10. Use only the weakest or lowest strength, which will serve the purpose.
  11. Always be sure you are on firm footing when operating tools.
  12. Brace yourself at all times when working on ladders and scaffolds to maintain balance.
  13. Always keep tools pointed in a safe direction.
  14. Never carry a loaded tool from area to area.
  15. Never place your hand over the front (muzzle) end of a loaded tool.
  16. Always use the tool at right angles to the work.
  17. Never use the tool where flammable or explosive vapours are present.

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18. Do not load the tool until immediately before use.
19. Never leave a loaded tool unattended.
20. Always ensure that the base material is of sufficient consistency that the projectile will not pass right through it.
21. Always ensure that no one is standing in the area immediately behind the work.
22. Hold the tool in the fixing position for no less than 15 seconds should it misfires.
23. Keep the tool pointed in a direction, which will not cause injury.
24. Unload the misfired cartridge with utmost caution.
25. Always keep tool and cartridges in a locked container when not in use.
26. Clean and maintain tool in accordance with the manufacturer's instructions.
27. Keep cartridges locked up when not in use.
28. Do not leave unfired cartridges in vehicles.
29. Never carry loose cartridges in your pocket.
30. Only carry them in the manufacturer's recommended container.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that workers must comply with all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure to use, ASK!

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.52 POWER EQUIPMENT

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Power Equipment.
- ✓ Ensure all employees abide by the Safe Work Practice for Power Equipment.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. No worker shall operate any power tool or similar type of equipment unless they are familiar with the use and operation of the equipment and has received specific instruction on its use and operations.
  2. The Supervisor responsible for the job will give instruction in the use, handling and maintenance of power tools or similar tools to the workers.
  3. Only qualified or specially trained workers may alter, repair or otherwise be granted access to electrical equipment or electrical tools.
  4. No worker shall commence work on any electrical equipment until the equipment has been shutoff and locked out as per the lockout procedure.
  5. Ensure power supply is completely disengaged.
  6. Ground Fault Circuit Interrupters must be installed at the power source for tools, which are not equipped with a ground plug.
  7. This includes double insulated tools as well. This is to take place when work is being done in wet environments.

### DRILLS – AIR AND ELECTRIC

1. Use of eye protection is mandatory for all workers using or assisting in the use of drill motors of any type.
2. Small parts must be clamped in a vice or to a large piece of material before attempting to drill them.

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3. Before using an electric drill, the power cord must be checked for breaks or tears in the insulation.
4. Defective drills must be returned to the shops for repair.
5. Plug ends of electric drills must be capped and have the grounding prong intact.
6. Chuck keys must not be taped to a drill electric cord, as electrocution might occur when insulation has worn through.

### **MACHINE GUARDS**

Employees who are responsible for placing equipment into service are also responsible to ensure that equipment guards are in place. If, due to damage or deterioration, the original guard provided on a piece of equipment cannot be put in place, employees should use a temporary method, offering equal or better protection as approved by the provincial OH&S .

**NO WORKER SHAL IMPAIR, REMOVE OR RENDER INEFFECTIVE, ANY SAFEGUARDS THAT ARE PROVIDED FOR THE PROTECTION OF EITHER THEMSELVES, OR OTHER WORKERS.**

### **AIR HOSES AND COMPRESSED AIR**

Compressed air hoses present a serious hazard when used incorrectly or when fitting has become worn or damaged. Compressed air must never be used to clean hair, face, arms, hands or clothing. Blowing dust from clothing on the body can cause skin damage, rupture ear drums, injure eyes and if used on skin where a small cut is present, air may enter the bloodstream and cause irreversible damage to your health and ultimately death.

**HOSESPLAY WITH AIR HOSES IS EXTRMELY DANGEROUS AND WILL NOT BE TOLERATED!**

When using compressed air to blow off decks or clean parts of machinery, etc., protective screens, goggles, face shield or safety glasses must be worn as well as hearing protection. Restraining devices shall be used on connections of hoses and tools, which are under pressure, when inadvertent disconnection could cause a reaction harmful to workers.

**Note:** The above procedure is only a suggested method. This procedure may vary as the jobsite conditions warrant.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### **EMPLOYER RESPONSIBILITIES**

- ✓ To provide a safe environment in which to perform work.



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- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Fire extinguisher.
- ✓ Eye protection.
- ✓ Log books and daily checklists as required.
- ✓ Hearing protection, hardhats, work boots (minimum 6”).
- ✓ Other personal protective equipment as required.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.53 RADIO COMMUNICATION

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Crane Operations and Signals.
- ✓ Ensure all employees abide by the Safe Work Practice for Crane Operations and Signals.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Ensure that radio equipment to be used on site is in good working order and is operating on a frequency, which does not interfere with or is not being interfered with by surrounding radio equipment.
  2. Radio equipment used for communication between crane operator and spotter or rigger, must be using a radio frequency approved by the provincial OH&S.
  3. If blasting work is to be done on site or on an adjacent site, check with the blasting firm before using any radio equipment. Blasting work often utilizes radio type equipment and the site radio equipment.
  4. Blasting work often utilizes radio type equipment and the site radio equipment might interfere.
  5. Always ensure that your radio is operating properly at the start of each shift and that the batter is fully charged.
  6. Treat the radio equipment with care as it is electronic equipment and is easily damaged.
  7. When communicating with crane operator by radio, only one person shall give instruction.
  8. The crane operator shall cease all movement if more than one communication is given to him / her by radio or if the information given is not clear or understood.
  9. Radio equipment on site is for business use only.

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10. The equipment is not to be used for idle chat or lengthy discussion as these may interfere with other radio traffic.
11. The use of profanity or swearing on the air is strictly forbidden. This is not only unnecessary use of the radio, but is in contravention of the Canadian Radio and Communications Regulations.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.54 REBAR

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regard to working with rebar
- ✓ Ensure all employees follow the Safe Work Practice for Rebar.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. When workers must access a platform no matter how high or low the elevation, they must first assure that all rebar is properly protected in order to prevent severe injury in the event of a fall.
  2. Orange mushroom caps are not acceptable as a fall protection measure. If there is a risk of injury from a fall to vertical rebar protrusions, fall protection / arrest measures as per Part 11 of Provincial Regulations must be taken.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

#### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

#### SAFETY EQUIPMENT REQUIRED

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- ✓ Proper PPE.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.55 SHORING

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regard to shoring.
- ✓ Ensure all employees abide by the Safe Work Practice for shoring.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:

All shoring must be properly tied back when being used near a slab edge to prevent them from falling.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

#### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

#### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Access/egress into and out of the work area
- ✓ Atmospheric testing equipment
- ✓ Emergency extraction equipment

#### EMPLOYEE RESPONSIBILITIES

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- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.56 RIGGING

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Rigging.
- ✓ Ensure all employees abide by the Safe Work Practice for Rigging.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Rigging and slinging work may be done only by or under the supervision of qualified and authorized workers.
  2. The weight of the load must be determined to select the proper ropes, chains, slings and fittings.
  3. The load imposed on the lifting materials must not exceed the manufacturer's recommended safe working load.
  4. Cable slips, shackle pins, heel pins, wedge sockets, anchors, shears and slings must be visually inspected prior to use and installed and used in accordance with the provincial OH&S Regulations and manufacturer's recommendations.
  5. Safe working load will be determined by a professional engineer if a manufacturer's specifications are not available, or there are signs of stress or damage.
  6. Open hooks are not to be used in any situations where accidental dislodgement of the load from the hook could cause injury to workers.
  7. Sharp edges and corners of the material being rigged must be protected to prevent damage to the choker.
  8. Softeners must be used to prevent slippage and material damage.
  9. Material or equipment rigging must not be rigged from unsound structural points. When required, tag lines must be used when hoisting and rigging loads.



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**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### **EMPLOYER RESPONSIBILITIES**

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### **SAFETY EQUIPMENT REQUIRED**

- ✓ Proper PPE.

### **EMPLOYEE RESPONSIBILITIES**

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.57 RIGHT TO REFUSE WORK

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Right to Refuse Work.
- ✓ Ensure all employees abide by the Safe Work Practice for Right to Refuse Work.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:

Workers have the right to refuse work as outlined in the OH&S Regulations.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

#### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

#### SAFETY EQUIPMENT REQUIRED

- ✓ Not applicable.

#### EMPLOYEE RESPONSIBILITIES

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- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.58 SCAFFOLDING

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Scaffolding.
- ✓ Ensure all employees abide by the Safe Work Practice for Scaffolding.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:

Before assembly at the work site, each part of prefabricated scaffolding shall be checked for defects. Defective parts shall be put aside, not used and returned to supplier.

1. Scaffolding shall be erected plumb and level and all connections shall be fastened
2. Workers shall be aware of the Regulations on specific types of scaffolds. Refer to THE PROVINCIAL OH&S Regulations:
  - a. Wood Scaffolds
  - b. Bracket Scaffolds
  - c. Needle Beam Scaffolds
  - d. Thrust Out Scaffolds
  - e. Swing Stages
  - f. Trestle Scaffolds
  - g. Suspended Powered Platform
  - h. Suspended Work Platform
  - i. Boatswains Chairs
  - j. Tower and Rolling Scaffolds
  - k. Ladder-Jack Scaffolds
  - l. Outrigger Scaffolds
3. The upright supports of scaffolds shall stand on firm foundations or sills.
4. Pallets, boxes, building blocks, bricks and other unstable materials shall not be used for this purpose.

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5. The stability of scaffold, having a height exceeding three times its minimum base dimension, shall be ensured by securing the scaffold to the structure, or by other appropriate means.
6. Scaffolds, 10 feet (3 m) or more above grade, shall have guardrails around their open sides.
7. Toe boards shall be installed around the open sides of scaffolds to prevent tools and equipment from falling from the scaffold.
8. Scaffold planks shall:
  - a. Be not less than 2 x 10 inches (95 cm x 25 cm), nominal dimensions;
  - b. Extend not less than 6 inches (15 cm) and not more than 12 inches (30 cm) beyond the supports at each end;
  - c. Be supported at intervals not exceeding 7 feet (2.1 m) for heavy work, such as bricklaying and masonry, 10 feet (3 m) for light work; and
  - d. Be of the same thickness as adjoining planks.
9. Work platforms on scaffolds shall have two or more scaffold planks side by side, or manufactured platforms. Whichever method is used must provide a work surface of at least a nominal width of 20 inches (50.8 cm).
10. When the distance between the front and rear upright scaffold support is greater than 30 inches (76 cm), additional planks shall be used so that there is no opening greater than the width of one scaffold plank.
11. Scaffold planks shall not be sloped more than 2 feet (61 cm) vertically and 10 feet (3 m) horizontally.
12. Sloped planks shall be secured against slipping.
13. They shall be fitted with cleats on their topside at not more than 16 inches (41 cm) intervals.
14. Other non-skid surfaces may be used instead of cleats.
15. Scaffolds shall only be put up or taken down by or under the supervision of qualified workers.
16. No damaged or weakened scaffold shall be used until it has been repaired.
17. Only material, which is being used at the time, shall be kept on any scaffold.
18. Scaffolding shall not be overloaded.
  - a. Access to scaffolds up to 30 feet (9.1 m) in height may be gained only by the use of properly affixed ladders. Side rails are not to be considered as a method of access/egress.
19. Access to scaffolds over 30 feet (9.1 m) high shall be by fixed ladders, stairways or temporary passenger hoists.
20. Never jump onto or off of scaffold planks.

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## TOWER AND ROLLING SCAFFOLDS

### Construction and Erection

Scaffolds shall be constructed and erected in accordance with the manufacturer's specifications and recommendations. All applicable members shall be utilized, including the diagonals in both the vertical and horizontal planes. All necessary fasteners specified and recommended by the manufacturer shall be properly installed and secured.

### Guardrails

Scaffolds with work platforms 10 feet (3 m) or more above floor level shall be equipped with guardrails and intermediate rails.

### Safe Access

Access to the platform shall be gained by means of fixed vertical ladders, stairways or hoists in accordance with the requirements of the provincial OH&S Regulations.

### Casters

At least two of the four wheels shall be of line caster type. The caster height adjusting pins or screws shall be installed so that they cannot fall out, or be inadvertently screwed out, from their housings when a scaffold leg is raised clear off the floor. Such pins or screws shall not extend more than 2/3 of their total length or in excess of 12 inches (30 cm) from their housings.

### Wheel Locks

Except as provided by Regulation 32.74, wheels shall be provided with effective locking devices and kept locked when workers are required to work on scaffolds at heights in excess of 10 feet (3 m) above floor level.

### Wheels

Wheels shall be no less than 5 inches (12.7 cm) in diameter. When the scaffold is used in proximity to energized electrical equipment, the wheels shall be fitted with non-conductive resilient tires and the provisions of the provincial OH&S Regulations shall be complied with.

### Exceptions

Where metal scaffolds are used in any situation where the high electrical potentials involved would result in capacitive or induced current in the scaffold structure, the structure shall be grounded.

### Decking

Scaffold planks shall extend not less than 6 inches (15 cm), and not more than 12 inches (30 cm), beyond the end supports or bearers of the structure. They shall be fitted with

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means to retain planks on the bearers (cleats). The entire area within the scaffold structure shall be decked at those levels where workers work or ride except where guardrails are installed immediately about the perimeter of partially decked areas.

### Height Limitation

The height of any freestanding tower or rolling scaffold shall not exceed three times the minimum dimension of the base, unless the scaffold is securely tied or guyed to prevent overturning.

### Outriggers

Outriggers are fitted to increase the minimum base dimension; they shall be installed on both sides of the scaffold structure.

### Rolling Scaffolds: Riding by Workers

No worker shall remain on a rolling scaffold while other workers are moving it if the platform height exceeds twice the minimum base dimension.

No worker shall remain on a rolling scaffold while it is being moved by his / her own efforts if the platform height exceeds 1 ½ times the minimum base dimension.

### Floor Requirements

The floor or surface on which the scaffold is moved shall be within three degrees of level and shall be free from pits, holes, depressions or obstructions.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

## **EMPLOYER RESPONSIBILITIES**

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

## **SAFETY EQUIPMENT REQUIRED**

- ✓ Proper PPE.

## **EMPLOYEE RESPONSIBILITIES**

- ✓ To ensure he / she is properly trained and then performs the task safely.

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- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**



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## 3.8.59 SCISSOR LIFTS, GENIE LIFTS AND JLG LIFTS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Scissor Lifts, Genie Lifts and JLG Lifts.
- ✓ Ensure all employees abide by the Safe Work Practice for Scissor Lifts, Genie Lifts and JLG Lifts.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:

Operators must follow all applicable vehicle and mobile equipment safety rules. The following rules will also apply:

1. Equipment must be used and maintained in accordance with applicable the provincial OH&S Regulations.
2. Full harnesses and lifelines must be in place and used.
3. Equipment must be inspected and in good working order at all times.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

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## SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Full harnesses and lifelines.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.60 SLAB EDGE WORK

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Slab Edge.
- ✓ Ensure all employees abide by the Safe Work Practice for Slab Edge.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:

All slab edges must be clean of debris in order to prevent anything from falling off.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

#### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

#### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Fall arrest equipment
- ✓ Fall prevention equipment

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## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.61 SMALL POWERED TOOLS

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Small Powered Tools.
- ✓ Ensure all employees abide by the Safe Work Practice for Small Powered Tools.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Always inspect tools, power cords and electrical fittings prior to each use.
  2. Repair or replace damaged equipment immediately.
  3. Do not wear gloves, loose fitting clothing or jewellery when using revolving power tools.
  4. Always ensure that tools are switched off before connecting them to a power supply.
  5. Always ensure tools are properly grounded or double insulated.
  6. Grounded tools must have an approved 3-wire cord with 3-prong plug.

#### GENERAL PROCEDURES

1. Do not bypass the switch and operate the tools by connecting and disconnecting the power cord.
2. Disconnect power cord before making adjustments.
3. Do not use power tools in wet conditions or damp locations unless the tool is connected to a Ground Fault Circuit Interrupter (GFCI) or have an assured grounding system in place.
4. Never operate tools in an area containing explosive gases or vapours.

#### DRILLS

1. Always wear safety glasses or a face shield.
2. Check drill bits prior to use.

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3. Always ensure that drill bits are sharp and that they are not bent.
4. Secure the work piece being drilled.
5. Small pieces should be clamped to avoid movement.
6. Never hold a piece with one hand while drilling with the other.
7. Do not reach under or around material being drilled.
8. Drill a small pilot hole prior to drilling large holes.
9. Never use a hole-saw without the pilot drill.
10. Follow manufacturer's instructions when selecting and using a bit or attachment.
11. Use auxiliary (second) handle for large work.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Safety glasses.
- ✓ Hearing protection as required.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.62 STRIPPING

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Stripping.
- ✓ Ensure all employees abide by the Safe Work Practice for Stripping.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. When doing any stripping, all workers must understand their role and comply with the provincial OH&S Regulations.
  2. When required, a control zone must be set-up and flagged properly prior to starting any work.
  3. Watchmen must be used when required and this person shall ensure that the safety of all workers and the general public is the number one priority.
  4. Personal Protective Equipment must be worn at all times.
  5. Prior to the removal of any formwork, a plan shall be devised to ensure the safe and orderly removal. This plan shall include a review of the Erection Documents and Information as well as design drawings, and an orderly removal strategy, consideration for removal and storage of formwork and items such as fall protection and lighting.
  6. Ensure that all overhead formwork, especially that installed at or near the outside edge is fitted with devices (i.e.: holes which ropes can be tied through), which allow the form to be removed without the worker losing control of the formwork.
  7. Form stripping crews should always be made up of as small a number of workers as is practical. In small crews, each member can keep track of what others are doing.
  8. Other trades and operations not directly involved in the form stripping process shall not be allowed to enter into or work in areas where form stripping is taking place. The area shall be roped off and warning signs posted.

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9. No form stripping shall be started until all workers involved in the removal have been made aware of the methods, plan and direction the form stripping will take. Wherever possible, materials and debris shall be removed from the areas work proceeds. This will reduce the need to walk over or work around things left on the floor or the ground.
10. Formwork at elevated locations shall be removed using rolling scaffolds or other work platforms.
11. Climbing partially stripped formwork is hazardous to all workers involved.
12. Adequate lighting is essential in the safe removal of formwork.
13. Mobile light stands are the best option in providing lighting for formwork.
14. Brewery cord or pigtail stringer lights can easily be damaged and should be avoided.

### **KNOCK DOWN SLAB SYSTEM**

1. Special attention should be paid in stripping these types of forms, as much of the work is overhead.
2. The usual arrangement of this type of form involves shoring frames or a combination of shoring frames and jacks
3. The removal of this form system shall be done in an orderly fashion and shall proceed from one side.
4. The first step is to back off the adjustable base plates and “U” heads in one area. This will lower the stringers, joists and sheathing.
5. Any sheathing, which is, stuck onto the concrete work should be loosened and removed before the shoring structure is dismantled.
6. Stripping is to be done in the reverse order to erection. Plywood sheathing should be removed first, followed by joists and stringers and finally the shoring frames.
7. The area where stripping starts shall allow access for taking away materials as it is dismantled.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### **EMPLOYER RESPONSIBILITIES**

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.



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## SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage.
- ✓ Control Zones.

## EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
  
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, ASK!

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.63 SWING STAGES

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to swing stages.
- ✓ Ensure all employees abide by the Safe Work Practice for Swing stages.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Supervisors are responsible for the training of their employees on swing stages.
  2. Items on a swing stage should be attached to something to or prevent them from falling off.
  3. A spotter must be provided when required.
  4. Proper taping of danger area is critical and will assist all those involved.
  5. Always inspect swing stage equipment prior to use.
  6. Never use defective equipment.
  7. Protect and check swing stage ropes from the adverse effects of chemicals.
  8. The total load on suspension ropes must not exceed 1/10 of the rope's strength.
  9. Independently anchored lifelines and full harnesses are required for all workers on swing stages, which are 10 feet or more above a floor or grade.
  10. All swing stage work will be conducted in accordance with the provincial OH&S Requirements.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.

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- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.64 THRUST OUT CRANE LANDING PLATFORMS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Thrust out Crane Landing Platforms.
- ✓ Ensure all employees abide by the Safe Work Practice for Thrust out Crane Landing Platforms.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Crane landing platforms shall be designed and certified by a professional engineer. An Officer of the Board shall keep these drawings and certification on the jobsite for reference and for review.
  2. Except with prior approval of the Board, the safe working load (SWL) of the platform shall not be less than the rated lifting capacity of the crane or hoist.
  3. Platform decking and supporting members shall be designed to safely support any concentrated loads, which are likely be landed at any time.
  4. The SWL (safe working load) shall be clearly marked on the platform(s), and must be readable to all workers concerned. This SWL shall not be exceeded for any reason.
  5. Platforms, which are 3 m (10 ft) or more above grade, shall be fitted with guardrails and toe boards. These guardrails must be supported sufficiently to stand a force of 125 lbs.
  6. When installing the platform the workers must be wearing personal fall protection.
  7. If removable guardrails are removed for any reason, the rigger or worker accepting the load must be in personal fall arrest equipment before setting foot on to the platform.

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8. Once materials have been landed on any platform, the material shall be moved inside the building:
  - a. Prevent over weighting by landing more than one load side by side or piggyback; and
  - b. To eliminate any hazardous obstacles for other workers while landing any other materials.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Proper Signage where required.
- ✓ Fall Protection Equipment.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.65 TOOLS

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Tools.
- ✓ Ensure all employees abide by the Safe Work Practice for Tools.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:

#### Hand Tools

The procedures and guidelines for hand tools on the site are:

- ✓ Always keep hand tools in a safe working condition.
- ✓ Avoid using defective tools like those with cracked belts, defective handles or mushroom heads.
- ✓ Do not carry sharp edged or pointed tools in pockets.
- ✓ All hand tools should be used only for the purposes for which that were designed.
- ✓ When power tools are not in use, disconnect from the power source.

#### Basic Tools to be supplied by Carpenters

1. 1" chisel
2. 12" crescent wrench
3. 10" nail pull bar or cat's paw
4. 24" (min.) level (true)
5. 25' tape measure (Imperial and / or Metric)
6. 100' tape measure
7. Chalk line & dry line
8. Combination square
9. Framing square
10. Hammer

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11. Hardhat
12. Safety footwear (CSA Approved)
13. 2 hand saws (u point)
14. Plumb bob – 24 oz.
15. Utility knife
16. Wire pliers (u' Linesman)
17. Fall Arrest Equipment (3 point harness, lanyard & rope grab)
18. Sub-contractors to provide power tools and electrical cords.

### Basic Tools to be supplied by Labourers

1. Personal protective equipment
2. Hammer
3. Measuring tape
4. Crescent wrench
5. Fall arrest equipment (when required).

### Basic Tools to be supplied by Cement Finishers & Sub-Contractors

All tools relevant to their scope of work (except heavy equipment).

### Basic Tools to be supplied by Layout Man & Sub-Contractors

1. Visibility vest.
2. Equipment relevant to their scope of work.

### Pneumatic Tools

1. Proper certification in the use of pneumatic tools is necessary.
2. Only authorized, experienced and trained workers may use pneumatic nailing and stapling tools.
3. Tools must be inspected and in good working order at all times.

## **POWERED TOOLS**

1. Always inspect tools, power cords and electrical fittings prior to each use.
2. Repair or replace damaged equipment.
3. Do not wear gloves, loose fitting clothing or jewellery when using revolving power tools.
4. Always ensure that tools are switched off before connecting them to power supply.
5. Always ensure tools are properly grounded or double insulated.
6. Grounded tools must have an approved 3-wire cord with 3-prong plug.
7. Before using powder-actuated tools, you must be trained in the specific make and model of tool and must possess a valid qualified operator's certificate issued by the manufacturer or other qualified instruction agency.

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8. Workers who use this type of tool must be familiar with the provincial OH&S Regulations.

### GENERAL

1. Do not bypass the switch and operate the tools by connecting and disconnecting the power cord.
2. Disconnect power cord before making adjustments.
3. Do not use power tools in wet conditions or damp locations unless tool is connected to a Ground Fault Circuit Interrupter (GFCI).
4. Never operate tools in an area containing explosive gases or vapours.

### Note:

**Maintain tools properly and carefully.**

**Keep them clean and dry and store them properly after each use.**

### DRILLS

1. Always wear safety glasses or a face shield.
2. Check drill bits prior to use.
3. Always ensure that drills are sharp and that they are not bent.
4. Secure the work piece being drilled.
5. Small pieces should be clamped to avoid movement.
6. Never hold a piece with one hand while drilling with the other.
7. Do not reach under or around stock being drilled.
8. Drill a small pilot hole prior to drilling large holes.
9. Never use a hole saw with the pilot drill.
10. Follow manufacturer's instructions when selecting and using a bit or attachment.
11. Use auxiliary (second) handle for larger work.

### CIRCULAR SAWS

1. Always use a sharp blade that is designed for your work.
2. Select the correct blade and allow the blade to cut steadily, do not force it.
3. Check the retracting lower blade guard often to make certain it works freely.
4. Ensure the blade guard has fully returned before laying the saw down.
5. Always use two hands to operate the saw, one on the trigger switch and the other on the front knob handle.
6. Before cutting, always check materials for obstructions and foreign materials such as nails and screws.
7. Never hold or fix the retracting blade guard in the open position.
8. Never force the saw while cutting.
9. Do not twist the saw to change, cut or check alignment.



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**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Safety glasses.
- ✓ Hearing protection as required.
- ✓ Personal protective equipment.
- ✓ Footwear.

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.66 TOWER & ROLLING SCAFFOLDS

#### COMPANY SAFETY POLICY

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Tower and Rolling Scaffold.
- ✓ Ensure all employees abide by the Safe Work Practice for Tower and Rolling Scaffold.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:

Before assembly at the work site, each part of pre-fabricated scaffolding shall be checked for defects. Defective parts shall be put aside, not used and returned to supplier.

1. The height of any freestanding or rolling scaffold must not exceed 3 times its minimum base dimension.
2. If outriggers are used to increase the minimum base dimension of a tower or rolling scaffold, they must be installed on both sides of the scaffold structure unless the scaffold is adjacent to a building or structure. The scaffold must be braced against the structure and outriggers used on the opposite side.
3. Wheels on at least one end of a rolling scaffold must be of the swivel type.
4. The wheels must not be less than 5" (13 cm) in diameter, and must be secured in the scaffold leg to prevent the wheel from inadvertently falling out while the scaffold is being erected, moved, used or dismantled.
5. Wheels on rolling scaffold must have effective brakes or locking devices which must be used when working on the scaffold at a height exceeding 1.5 times the minimum base dimensions or anytime when there is a chance of inadvertent movement of the scaffold.
6. Scaffold plants or decking used as a work platform on a tower or rolling scaffold must have means to secure the planks on the scaffold frame.
7. This work platform must be completely covered and guardrails must be installed on all open sides when at a height exceeding 10 feet.

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8. If not using manufactured aluminium planks, a horizontal brace must be affixed to the bottom frame section to prevent the rolling scaffold from scissoring when moving or using the scaffold.
9. If the platform height exceeds 1.5 times the minimum base dimension of the scaffold, a worker on the work platform is not permitted to move the scaffold.
10. If the platform height exceeds 2 times the minimum base dimension of the rolling scaffold, a worker must not remain on the scaffold while it is being moved.
11. The floor or surface over which an occupied rolling scaffold is moved must be sufficiently firm, within 3 degrees of level and free from pits, holes, depressions, waste material or obstructions so as to ensure stability of the scaffold.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE,

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.67 TOWER CRANES

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Tower Cranes.
- ✓ Ensure all employees abide by the Safe Work Practice for Tower Cranes.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. A professional engineer must certify the crane support footing and the certified drawings must be onsite for inspection by an MOL officer.
  2. The tower crane components prior to use must have had an NDT (non-destructive testing) test done to ensure the integrity of the crane.
  3. If a tower crane remains erected at a workplace for more than 12 months then it requires having another NDT test done.
  4. Following such an inspection, a professional engineer must certify the crane including any necessary repairs.
  5. The manufactures manual and current records pertaining to operation, inspection and repair of a tower crane must be kept at the workplace while the crane is erected and in use.
  6. It is imperative that all inspections and repairs be documented and kept up to date. This is the responsibility of the operator.
  7. Counterweights used on tower cranes must be as specified by the manufacturer or professional engineer and each counterweight element must be accurately weighted and the weight clearly marked on each element.
  8. Tower crane limit switches must be tested at the beginning of each work shift or more frequently if required by the manufacturer and any malfunctions of an automatic limit or safety device on a tower crane must be remedied before the crane is to continue use at the workplace.

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9. Test blocks for the crane are to be lifted before use of the crane to ensure limit switches are working and the test blocks must be durably and legibly marked on each of the blocks.
10. This is to be done before starting use. **NO EXCEPTIONS.**
11. The jib of a tower crane must not be capable of passing over the operator's cab or another tower crane on site. Each tower crane operator must have effective 2 way voice communication with any other tower crane or equipment operator if contact between the tower crane and any other tower crane or equipment could occur.
12. Tower crane must have a minimum vertical clearance of 1 m (3 ft.) and lateral clearance of 30 cm (1 ft.) between any component of the tower crane, another crane and any obstructions under all load conditions.
13. The hoisting cable on a tower crane must be shortened by the removal of 3 m (10 ft.) at the dead end after every 3 months of use unless otherwise specified by the manufacturer.
14. The anemometer (wind measuring device) must be mounted on the crown; apex or operators cab and the anemometer must be readable by the operator while at the crane controls.
15. Tower crane operations are to stop when the wind speeds exceed the manufactures permitted limit and if not available then 50 km/h (30 mph) is to be used as the scale. This limit may be lower if lifting cannot be handled safely because of the wind
16. The operator has the full authority to cease work if he / she determines it unsafe to continue.
17. A fire extinguisher having at least 10 BC rating must be immediately available in the cab of each crane.
18. All workers engaged in activities over 10 feet from the ground must comply with fall arrest requirement. See Part 11 of the OH&S Regulation.

## NOTES

It is forbidden to exert horizontal pull at an angle to the jib, exert any vertical pull on any restrained object, swing a load in an attempt to set it down at a point beyond the cranes reach or use the crane for wrecking and demolition where impact will be imposed.

Due to the amount of physical work exerted by a crane operator to climb the mast to get to the operators cab, it is strongly encouraged that crane operators obtain physicals by their family doctors on an annual basis. If the crane operator has any medical conditions, which could affect his / health, they should notify the site first aid attendant under complete privacy.

Absolutely no consumption of alcohol or drugs is to be tolerated. Operators are also discouraged to talk on cell phones while operating the crane, and are forbidden to dispose of garbage by throwing out of the cab.

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Hands free radio communication must be supplied in the operator's cab.

**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Hands free radio devices

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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### 3.8.68 TRAFFIC CONTROL

#### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Traffic Control.
- ✓ Ensure all employees abide by the Safe Work Practice for Traffic Control.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. The employer must ensure that effective traffic control is provided and used whenever the uncontrolled movement of vehicle traffic could be hazardous to workers. These traffic control procedures must meet the requirements of the latest edition of the *Traffic Control Manual for Work on Roadways (the "Traffic Control Manual")* issued by the provincial Ministries of Transportation. During traffic control operations a supervisor must be designated to be responsible for ensuring that:
    - a. The required traffic control devices are in place;
    - b. Each member of the traffic control crew wears the required personal protective clothing and equipment;
    - c. Traffic control persons are positioned in a safe location clear of potential environmental hazards such as a slide or avalanche;
    - d. Traffic control persons perform traffic control duties competently and safely; and
    - e. If 2 or more traffic control persons are required to work as a team at the work site, responsibility for co-ordination of changes in traffic flow is assigned and radio communications are available when required.
  2. Traffic control devices must be put in place before commencing operations and must be removed when they are no longer required.
  3. Traffic control persons are required when any of the following conditions prevail:

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- a. Traffic is required to pass a worker, equipment or other obstruction which may block all or part of the traveled roadway;
  - b. Workers or equipment are employed on the traveled way over the brow of a hill, around a sharp curve, or at any other location where sight distance is not adequate for oncoming traffic to have adequate warning of their presence;
  - c. It is necessary to institute a one-way traffic system through a construction zone where traffic volumes are heavy, approach speeds are high and a traffic signal system is not used;
  - d. Construction vehicle traffic is not co-ordinated with an existing traffic control system or an existing traffic signal light system is not adequate to regulate traffic or the work encroaches into an intersection so as to interfere with regular traffic movement.;
  - e. Traffic speed or volume is a hazard to workers while setting up or removing other traffic control devices;
  - f. Other traffic control devices are not available for emergency protection; and
  - g. Other traffic control devices do not adequately protect workers.
4. A traffic control person must be a responsible person who has been instructed in and had demonstrated an adequate knowledge of this regulation and relevant procedures from the *Traffic Control Manual*.
  5. Employers of traffic control persons must train and instruct those workers in a course acceptable to the Board.
  6. During traffic control operations a traffic control person must remain on duty at the assigned station until relieved and must be paying attention at all times.
  7. A traffic control person must stand in a safe position, preferably on the driver's side of the lane under the flag persons control, be clearly visible and have an unobstructed view of approaching traffic and be positioned at least 25 m (80 feet) away from the work area unless circumstances or space requirements such as working at or near an intersection dictate otherwise.
  8. Signs advising of a traffic control person ahead must be placed in advance of each traffic control persons station and removed promptly when traffic control persons are no longer on duty at that station.
  9. All traffic control persons must wear appropriate traffic control paddle and reflective clothing.
  10. Safety headgear of a high visibility color with a strip of retro-reflective tape about the crown.
  11. A traffic control person must make all traffic control motions and signals precisely and deliberately so that the meaning of signals can be clearly understood
  12. Where traffic is diverted onto dusty surfaces, the principal contractor must maintain good visibility by the periodic application of water or other acceptable material to grade surface to suppress dust.



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**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ Reflective clothing
- ✓ Proper signage
- ✓ Clean STOP/SLOW sign

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

**Please have employees sign the attendance record for this work practice training session.**

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## 3.8.69 TRENCHING, SHORING & EXCAVATION

### COMPANY SAFETY POLICY

Will:

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to Trenching, Shoring and Excavation.
- ✓ Ensure all employees abide by the Safe Work Practice for Trenching, Shoring and Excavation.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. Excavation work must be done in accordance with the written instructions of a professional engineer if any of the conditions noted in provincial legislation are present.
  2. Nearby hazards must be removed.
  3. Sloping or shoring must be to those specified by provincial legislation.
  4. Safe means of access and egress must be provided for any excavation a worker enters.
  5. Open excavations will be barricaded when unattended.
  6. Care shall be taken in the positioning of equipment at the inner and perimeter of the excavation.
  7. Before excavating or drilling with powered tools and equipment, the location of all underground utility services in the area must be accurately determined, and any danger to workers from the services must be controlled.

The company recognizes the severity of injury involved when not shoring properly. Procedures for this process should be carried out in accordance with the specifications and requirements of a registered professional engineer and /or the provincial OH&S Regulations.

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**NOTE: Only trained workers are allowed to complete the above procedure. NO EXCEPTIONS!**

## **EMPLOYER RESPONSIBILITIES**

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

## **SAFETY EQUIPMENT REQUIRED**

- ✓ Proper PPE.

## **EMPLOYEE RESPONSIBILITIES**

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

**NOTE: The above procedure is only a suggested method. This procedure may vary as the job site conditions warrant.**

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### 3.8.70 WHMIS

#### COMPANY SAFETY POLICY

- ✓ Adhere to the Provincial OH&S Regulation as well as any local Government health and safety regulations.
- ✓ Provide the safest possible conditions for the above procedures.
- ✓ Ensure all employees are properly trained in regards to WHMIS.
- ✓ Ensure all employees abide by the Safe Work Practice for WHMIS.
- ✓ Monitor the effectiveness of this Safe work practice.
- ✓ Update and revise this Safe work practice as deficiencies become apparent.
- ✓ Believe that safety is everyone's responsibility, and a team effort must be made to keep safe work site conditions.

#### SAFE WORK PRACTICE

- ✓ Where multiple trade activity is scheduled, General Contractor is to review in advance the priority of work and schedule the appropriate time frame to allow each trade to complete the scope of work requested.
- ✓ Once the above planning is achieved by the General Contractor, then:
  1. All workers who enter onto a project site must have been instructed in and show demonstrated knowledge of the requirements of WHMIS.
  2. An inventory and applicable MSDS for products used on the jobsite must be in place and maintained at each jobsite.
  3. Workers who are exposed to, or likely to be exposed to hazardous products on the job site must be trained in the safe use and handling of the products.
  4. A current set of MSDS sheets must be maintained at the jobsite and be readily available to all workers on all shifts at the jobsite.
  5. A method of work place labelling for products transferred to containers other than the original, must be developed and implemented prior to the start of the project.
  6. All workers on the project are to be instructed in and made familiar with the workplace labelling system.
  7. Prior to using any hazardous product, workers shall review the product label and as required, the MSDS for the product to ensure knowledge of the safe use of the product.
  8. Workers should only use a product for its original purpose and shall use product solely according to the Manufacturer's directions provided on the label and the MSDS.
  9. Workers shall wear and use personal protection equipment (PPE) as determined by a review of the label and product MSDS.

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10. If a product is removed from its original container and placed in another container, workers shall be responsible for obtaining and placing the appropriate workplace label on the new container.
11. Should there be a spill or leak involving a hazardous product, workers involved shall immediately notify the Foreman or Superintendent.
12. Cleanup shall be done by knowledgeable people and shall be in accordance to the product label and MSDS.
13. Empty hazardous materials containers shall be disposed of according to the product label or MSDS.
14. All products must be stored according to the requirements of the product label or MSDS. Special care should be taken not to store incompatible products in proximity to each other.

### EMPLOYER RESPONSIBILITIES

- ✓ To provide a safe environment in which to perform work.
- ✓ To provide safe tools, equipment and materials to facilitate the work being performed.
- ✓ To ensure all workers are trained and perform the scope of work safely.
- ✓ To ensure that all Supervisors verify and confirm that workers understand all safety aspects of this procedure and that the Safe Work Practice is available to all workers.

### SAFETY EQUIPMENT REQUIRED

- ✓ Proper PPE.
- ✓ As determined by the Product Material Safety Data Sheet (MSDS).

### EMPLOYEE RESPONSIBILITIES

- ✓ To ensure he / she is properly trained and then performs the task safely.
- ✓ To ensure he / she uses only safe tools, equipment and materials to facilitate safe construction.
- ✓ USE COMMON SENSE, if you don't know the procedure or proper equipment to use, **ASK!**

Ensure he/she reviews and understands all applicable Safe Work Practices.

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## 3.10 ISSUE AND REVISION SHEET – SAFE WORK PRACTICES

Revision No.	Manual No.	Person Responsible for Safety Manual and Updates	Date Issued	Next Scheduled Review
1	BC-001	Kenneth G. Wilkes	NOV 2015	NOV 2016
1A				
1B				
2				
3				
4				
5				
6				
7				
8				
9				
10				



# GERR CONSTRUCTION LIMITED

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**April 30, 2020**

**TO: All Gerr Construction Limited Employees and Subcontractors**

**RE: COVID 19 Information, Response & Policy**

In light of the continued spread of COVID-19 and the 'global pandemic' declaration by the World Health Organization, we at Gerr Construction has been taking various precautionary measures and adjusting our operations to ensure the health and safety of our employees, clients, families and the greater community. We will continue to do so as the situation changes. We are making every effort to ensure this situation does not impact the quality of service and support that we are providing to our clients.

**At this time our office and essential project sites remain open**, however, we need to take precautions and enhance our office & site sanitation efforts and put policies in place for business and personal travel, events and meetings. We also continue to provide Gerr team members and its sub-contractors with the most up-to-date health and safety procedures as outlined by Health Canada, Ontario Health Agency and Durham Region Public Health.

**Principles for Gerr Construction:**

1. The health and well-being of our Employees is our top priority.
  2. We will continue to manage our Client and business needs while keeping #1 in mind
  3. We are closely monitoring the situation as it evolves and we will continue to make changes to our processes, policies and procedures as required.
- **If Gerr employees or its subcontractor forces are not feeling well or experiencing any symptoms, they must stay at home and not risk other employees, clients, and subcontractors**
  - **Should a Gerr employee or Subtrade Employee test positive for COVID 19, they will not be permitted to work. Return to work procedures will be followed as outlined by Province of Ontario/Ministry of Health guidelines.**
  - **Subcontractor forces who have recently travelled outside of Canada must self-isolate for 14 days and will not be permitted on Gerr Construction jobsites.**





- Any subcontractors under contract to Gerr Construction must adhere to Gerr's revised COVID 19 policies contained within this document and Gerr's COVID 19 procedures.

Please see below prevention tips as outlined by the Canadian Centre for Occupational Health & Safety to be discussed as part of daily tool box talks:

1. Avoid touching your eyes, nose, and mouth with unwashed hands
2. Avoid coughing or sneezing onto or into your hands, cover your mouth/nose with a tissue and throw the tissue in the trash, and wash your hands afterwards
3. Try to avoid holding metal poles while traveling in public transit
4. Push open doors with the back of your hand, forearm, or shoulder, and push elevator buttons with your knuckles or wear gloves
5. Do not hold on to escalator handrails
6. Mucus droplets from a sneeze can last for a long time, when you sneeze into the crook of your elbow wash your clothes once you get home
7. Notify your supervisor immediately if you are sick with flu-like symptoms

**Prevent the Spread**

**5 Healthy Hygiene Habits**  
to protect against viruses

- Cover your mouth and nose with a tissue when you cough or sneeze, or cough into your sleeve.
- Throw away used tissues immediately.
- Wash your hands, especially after using tissues.
- Avoid touching your eyes, nose or mouth.
- Germs on your hands can transfer into your body.
- Stay home or keep your distance when you are ill or not feeling well. Stay at least 2 metres away to prevent infecting people around you

**How to wash your hands**

Be ready for the flu and other infectious diseases in the workplace.

1. Remove any rings or other jewelry.
2. Wet and lather your hands and wrists with soap. When using bar soap, set it on a rack to dry after use.
3. Scrub for 15-20 seconds: palm to palm, between and around fingers, back of each hand, fingertips and under nails.
4. Rinse thoroughly under running water.
5. Dry hands with a single use towel or air dryer.
6. Protect your hands from touching dirty surfaces while in the washroom, and as you leave.

**information and updates**

- Public Health Agency of Canada
- Provincial and territorial governments
- Local health authorities
- Local Media

**10 Tips for Employers**

- Provide hand washing facilities and extra sanitizing gels in key places.
- Make sure work surfaces are kept clean including door knobs and hand railings as well as shared telephones, keyboards, and boardroom tables.
- Increase the distance between workstations.
- Make sure ventilation systems are working properly.
- Allow working from home where possible.
- Develop corporate policies that let workers know what to expect in terms of sick leave and leave to care for families. Make sure workers know that they can – and should – stay home if they are not feeling well.
- Encourage workers to get a seasonal flu shot.
- Create a business continuity plan that details how you will continue to function during or after a flu and infectious disease outbreak.
- Cross train workers so that others can cover job duties if necessary.

**Staying home when sick and handwashing are the most effective ways to help slow the spread of a virus.**

**www.ccohs.ca/outbreaks/**

**CCOHS.ca**  
Canadian Centre for Occupational Health and Safety

For any personal travel plans, please exercise increased caution and take the appropriate preventative measures to care for your health and safety as well as those you come into contact with.

Gerr team members who have recently travelled to, or are planning to travel to any pocket/area that the virus has been identified are also required to self-isolate for 14 days upon their return to Canada and advise a member of the Senior Management Team before returning to work.

Upon returning from personal out of country travel (regardless of location), Team members are asked to contact a member of the Senior Management Team (SMT) prior to returning to work to ensure that nothing has changed that would affect their return to the office/project site location. Please prioritize your health & well-being. Consult Telehealth Ontario at 1-866-797-0000 or contact your healthcare professional if you develop a fever and symptoms highlighted below.

Stay current with updates and travel advisories from the Canadian Government websites, as well as the CDC's list of high-risk Level 3 regions where non-essential travel is highly discouraged. You can also check the Canadian Travel Advisories website for health notices relating to the latest guidance and recommendations when you travel.

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travelhealth-advice.html>

### **COVID 19 may not show a sign of infection for many days. So how do you know if you are infected?**

- Ensure you are breathing in fresh air
- Take a deep breath and hold your breath for 10 seconds or more without coughing, without discomfort, stiffness, or tightness, etc. it helps to verify there is no fibrosis in your lungs, this basically indicates no infection in critical time.
- Ensure your mouth & throat is moist, never dry
- Take a few sips of water every 15 minutes at least. Why? Even if the virus gets into your mouth, drinking water or other liquids will help wash them down through your throat and into the stomach. Once there, your stomach acids will help kill the virus. If you don't drink enough water more regularly, the virus has a better chance to enter into your windpipe and then into the lungs.

## **How to Prevent**



**Wash**  
your hands well and often to avoid contamination



**Cover**  
your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue



**Avoid**  
touching eyes, nose, or mouth with unwashed hands



**Clean**  
and disinfect frequently touched objects and surfaces

**Important:**

- If you have a runny nose and sputum (phlegm), you have a common cold
- Coronavirus pneumonia is a dry cough with no runny nose
- This new virus is not heat-resistant and will be killed by a temperature of just 26/27 degrees. It hates the Sun.
- If someone sneezes with it, it takes about 10 feet before it drops to the ground and is no longer airborne.
- If it drops on a metal surface it will live for at least 12 hours – so if you come in contact with any metal surface – wash your hands as soon as you can with bacterial soap.
- On fabric it can survive for 6-12 hours, normal laundry detergent will kill it
- Drinking warm water is effective for all viruses. Try not to drink liquids with ice
- Wash your hands frequently as the virus can only live on your hands for 5-10 minutes, but – a lot can happen during that time – you can rub your eyes, pick your nose unwittingly and so on
- You should also gargle as prevention. A simple solution of salt in warm water will suffice.
- Can't emphasize enough – drink plenty of water!

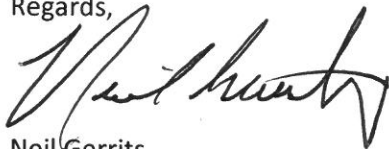
**The Symptoms:**

- It will infect the throat, so you will have a sore throat lasting 3 to 4 days
- The virus then blends into a nasal fluid that enters the trachea and then the lungs, causing pneumonia. This takes about 5/6 days further
- With the pneumonia comes high fever and difficulty breathing
- The nasal congestion is not like the normal kind. You feel like you're drowning. Its imperative you then seek immediate attention.

Should there be any questions or concerns regarding the above, please contact me directly.

Thank you for doing your part to keep yourself, your families, colleagues, our Clients and communities healthy.

Regards,



Neil Gerrits  
President

GERR CONSTRUCTION LIMITED

## Gerr Construction Limited Policies & Procedures for COVID 19

### On Site Best Practices

The health and safety of workers is a top concern amid the global COVID 19 pandemic. During this time, all parties must place an increased focus on health and safety in order to keep our job sites open.

All measures taken to prevent the spread of COVID 19 should be done in compliance with requirements under the OSHA and public health directives issued by the Chief Medical Office of Health.

*In addition, any worker on site must prevent the spread of germs by taking the necessary measures below:*

- Wash your hands often with soap and water or alcohol-based hand sanitizer
- Sneeze and cough into your sleeve.
- If you need a tissue, discard immediately, and wash your hands afterwards
- Avoid touching your eyes, nose, or mouth.
- Avoid Contact with People who are sick.
- Avoid high touch areas where possible, or ensure you clean your hands after.
- Where possible, wear gloves when interacting with high touch areas. Do not touch your face with gloved hands. Take care when removing gloves. Ensure you wash your hands after removing them.
- Wash your clothes as soon as you get home.

### Physical Distance (2 meters)

As advised by the Chief Medical, public health officials and outlined throughout government communications, physical distancing is required to control the spread of COVID 19.

*In order to ensure physical distancing on site the following should be considered:*

- Staggering Start Times
- Staggering Breaks
- Staggering lunches
- Restricting the number of people on-site and where they are assigned to work.
- Controlling the site movement (by limiting the potential for workers to gather, including personnel in material hoists and site trailers).
- Limiting the number of people who use elevators and hoists at one time.
- Holding meetings in an outside or large space to enable physical distancing
- Limiting unnecessary on-site contact between workers, and between workers and outside service providers, and encourage physical distancing in these areas (for example, by removing coffee trucks from site).
- If physical distancing of (2m) cannot be met necessary PPE (mask, gloves, glasses) must be worn by each worker. This includes workers travelling to the jobsite together.
- There shall be no more than 2 people in a vehicle.
- Hand shaking and close greetings are not permitted.

### **On-site Sanitation**

Coronaviruses are spread person to person through close contact, including at work. While employers, supervisors and workers always have obligations to maintain clean worksites, that obligation is under sharper focus during the current COVID 19 pandemic.

*Employers and supervisors should focus on:*

- Access to soap and water (ways to thoroughly clean hands) or alcohol-based hand sanitizer
- Washroom facilities
- Sanitizing commonly touched surfaces or areas (hoists, site trailers, door handles, equipment, residential units)
- Avoid the sharing of hand tools and power tools. If sharing is necessary, enable sanitization of shared equipment.
- Post signage on hygiene and physical distancing so everyone can understand to do their part.

### **Adjust On-site and Production Schedules**

Physical Distancing will result in lower staffing on jobsites: In order to keep sites open employers and supervisors will need to adjust production schedules as the impacts of physical distancing becomes clear.

*Schedules should consider:*

- Limiting number of workers to critical numbers by staggering work schedules
- Sanitation of site workspaces
- Site planning to facilitate appropriate physical distancing (2 meters) between workers during any shift.
- Work-site mobility and transportation, including hoist operations.

### **Track and Monitor Your Workforce**

Due to the latency period of COVID 19, it is important to track where employees have worked. If an employee tests positive for COVID 19, the local public health will ask the employer to provide information on where the employee work as well as the contact information of any other employee who may have been exposed.

*Employers and Supervisors will:*

- Require all workers and subtrades on site complete a Screening Questionnaire daily.
- Employers and Supervisors will consider taking temperatures of each worker daily.

### Responsibilities of the Employer

- Employer will take reasonable care to maintain a safe and healthy workplace under the OSHA and evolve as information regarding COVID 19 changes.
- Ensure proper steps are being taken to ensure the cleanliness of the workplace.
- Supply employees with necessary PPE. Subtrades are required to supply their own PPE. PPE will be available for subtrades if they do not have PPE with them.
- Encourage employees who are feeling ill to stay home.
- Employer will take necessary action in the event of a COVID 19 outbreak on site (per IHSA attached).
- Communicate COVID 19 policies to employees.
- Investigate and report confirmed cases of COVID 19
- Issue discipline as set out in Gerr Construction Safety Policy and Procedures.
- **Refer to IHSA workplace responsibilities for the employer in the construction industry. Responding to a suspected COVID 19 Exposure.**

### Responsibilities of the Employee

- Employees must follow the employers' directions regarding reporting to work and workplace health procedures in the context of the COVID 19.
- Use safety equipment supplied to you.
- Complying with all instructions from the employer concerning health and safety of employees.
- If you have symptoms of COVID 19 (fever, cough and difficulty breathing), you should inform your manager and self-isolate and follow public health direction.
- Employees must report any circumstances in a workplace that is likely to be hazardous to the health and safety of the employees and others in the workplace.
- Practice good hygiene, sanitizing, physical distancing, scheduling and tracking
- **Refer to Guidance on workers responsibilities with COVID 19 (symptoms or exposure) on construction sites attached**

### Responsibilities of Supervisor

- Communicate health and safety policies and procedures to workers on site. Discuss with workers on site (toolbox talks).
- Maintain a safe and healthy workplace under the OSHA and evolve as information regarding COVID 19 changes
- Monitor the workplace daily.
- Monitor and adjust production schedules, as necessary to ensure physical distancing.
- Schedule and provide cleaning, sanitizing of common surfaces and WR facilities.
- Administer questionnaire sheets to all present on site daily. Keep records. Monitor worker activity.
- Practice good hygiene, sanitizing, physical distancing, scheduling, and tracking
- Communicate to employer of any employee or subtrade not following best practices for good hygiene, sanitization, physical distancing.
- **Refer to IHSA Guidance on Supervisor responsibilities with COVID 19 (symptoms or exposure) on construction sites attached.**

### Responsibilities of Subtrades

- Subtrades must provide Gerr Construction Limited their Policies and Procedure for COVID 19 and follow these procedures as well as the procedures as outline in Gerr Construction's Policy and Procedures.
- Supply PPE for their own workers and ensure it is worn.
- Comply with all instructions from the General Contractor concerning health and safety of workers.
- All Workers must complete Screening questionnaire daily. Worker temperature may be requested.
- Adjust schedules as necessary to ensure physical distancing.
- If you have symptoms of COVID 19 (fever, cough and difficulty breathing), you should inform the General Contractor immediately and self-isolate and follow public health direction.
- Subtrades must report any circumstances in a workplace that is likely to be hazardous to the health and safety of the workers and others in the workplace.
- Practices good hygiene, sanitizing, physical distancing, scheduling, and tracking.
- **Refer to Guidance on workers responsibilities with COVID 19 (symptoms or exposure) on construction sites attached**

### Job Site Posting / Material List

- Gerr Construction Limited – COVID 19 Policy and Procedures
- Physical Distance Signage to be posted in various locations.
- COVID 19 Signage
- IHSa inspection template – to be completed weekly and post
- Worker Screening Questionnaire binder
- Hand Sanitizer sign
- Jobsite Trailer and Washroom Sanitation log



# Best practices - Responding to a suspected COVID-19 exposure

## *Workplace responsibilities for the employer in the construction industry*

### Overview

**This is not a legal document and employers are advised to seek legal advice.**

Employers and constructors have obligations to protect workers from hazards in the workplace as set out in the *Occupational Health and Safety Act (OHSA)* and its regulations and the directives coming from the Chief Medical Officer of Health.

Workers should raise any concerns to their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

Ontario is currently in the midst of a global pandemic. While the COVID-19 situation is changing rapidly, the legislation and regulations used to govern Ontario's workplaces are not.

Under Ontario law, employers have the duty to keep workers and work sites safe and free of hazards. Workers have the right to refuse unsafe work. If health and safety concerns are not resolved internally, a worker can seek enforcement by filing a complaint with the ministry's Health and Safety Contact Centre at 1-877-202-0008. Failure of the employer or constructor to comply with the OHSA and its regulations could result in a stop-work order upon inspection by the Ministry of Labour, Training and Skills Development.

### Recognize and assess hazards

Review your COVID-19 protocols before an incident happens. Make sure your procedures clearly state that if employees are not well or experiencing any symptoms, they must stay at home and self-isolate to prevent exposure or risk to other employees and the general public. Ensure your policy has established appropriate response protocols that can be followed.

### Identify controls

Plan ahead to prevent the potential transmission of the virus between workers. Have washroom facilities available for all workers to wash their hands. Plan work and work crews to facilitate physical distancing where possible and use PPE where distancing might not be practical.

Upon learning of a suspected case of COVID-19, you should ensure the supervisor has implemented the protocols for responding to the situation.





## Best practices - Responding to a suspected COVID-19 exposure

### *Workplace responsibilities for the employer in the construction industry can't*

As the employer, you and the constructor both share responsibilities to protect workers on a project and should work together. To this end, the response should include the following measures:

- Ensure that the supervisor is aware of and understands workplace policy and protocols that should be implemented on-site regarding COVID-19.
  - Ensure the supervisor has requested that the worker with suspected COVID-19 leave the workplace immediately, return home, self-isolate as recommended by public health officials, and seek medical advice.
  - Advise the worker of any assistance available for workers in self-isolation.
  - Advise your supervisor about how and what they may say to workers who may have come into contact with the suspected case, taking into consideration confidentiality issues. You may seek guidance on this matter from independent legal counsel and your local public health unit.
  - Have the supervisor conduct a risk assessment for workers who have worked closely with the potentially affected employee. Supervisors should be encouraged to enable workers who may have been exposed to take precautions to protect themselves as appropriate by watching for symptoms and possibly by removing themselves from the workplace for at least 14 days or until COVID-19 is ruled out. Determining if these other workers were exposed is dependent on the circumstances of the work process and interactions with the potentially affected employee. When the exposed workers are not direct employees, this will require communicating with the constructor and other employers.
  - Ask that the supervisor identify locations where the potentially affected worker had recently been and determine how to address decontamination. Advise other potentially affected workplace parties, and close off potentially infected areas. Inform the constructor of areas of common use. Take steps to ensure the cleanliness of the workplace where this worker was working.
  - Identify tools and equipment that the potentially affected worker had recently been using and determine how to address decontamination. Ensure other workers do not use these tools until they have been sanitized. Isolate the tools until cleaned.
- Your protocol for COVID-19 should identify who will be responsible to arrange and oversee any cleaning of tools or surfaces with which the affected worker came in contact.
- If you are notified by public health of a positive COVID result, support and provide information to public health officials to enable the contact tracing process.
- Fulfill Ministry of Labour, Training and Skills Development reporting requirements for infectious disease.



## Best practices - Responding to a suspected COVID-19 exposure

### *Workplace responsibilities for the employer in the construction industry can't*

#### Evaluate

Review your protocols on a regular basis. Ensure your supervisor and the workers are aware of their responsibilities to identify, report, and manage suspected cases of exposure to COVID-19. Reinforce your protocols if you find knowledge is lacking on the processes you have put into place.

Look for opportunities to improve your policies or procedures/protocols by continuing to follow advice of Public Health officials in your area.

Ensure the worker is aware of their responsibility to self-isolate and seek clinical assessment, either through Telehealth Ontario (1-866-797-0000) or by calling their primary care provider. If additional assessment is needed, their primary care provider or Telehealth may direct them to receive in-person care options. For Ontario residents, anyone who suspects that they have contracted COVID-19 should call 811 (NOT 911) instead of going to the hospital or a family doctor. Direct toll-free phone numbers for Ontario residents are: 1-866-797-0000 or TTY: 1-866-797-0007.

Keep in contact with the worker about their health and ask to share any test results they have regarding confirmation of COVID-19. You may need to share the confirmation of COVID-19 with other workers that were sent home due to this exposure or, if permitted by health officials, inform the other workers they can end their self-isolation.



## Guidance on workers' responsibilities with COVID-19 (symptoms or exposure) on construction sites con't

### Control:

- 1. Maintain physical distancing.** Everyone in Ontario should be practising physical distancing to reduce their exposure to other people. They should do their best to avoid close contact with people outside of their immediate families. Close contact includes being within two (2) meters (6 feet) of another person.
- 2. If you become ill.** There is no specific treatment for COVID-19, and there is no vaccine that protects against this coronavirus. Most people with common human coronavirus illnesses will recover on their own. To aid in recovery, you should do the following:
  - Drink plenty of fluids.
  - Get rest and sleep as much as possible.
  - Try a humidifier or a hot shower to help with a sore throat or cough.

**If you start to feel symptoms of COVID-19.** Anyone who begins to feel unwell (fever, new cough, or difficulty breathing) should return home and self-isolate immediately.

People who are self-isolating should seek clinical assessment over the phone; either by calling their primary care provider's office or Telehealth Ontario (1-866-797-0000). If you need additional assessment, your primary care provider or Telehealth Ontario will direct you. If you need immediate medical attention you should call 911 and mention your travel history and symptoms.

### Steps to take:

- Immediately isolate yourself from other workers.
  - Immediately advise your supervisor of your concerns.
  - Report to your supervisor a list of where and who you have been in contact with on the project.
  - Wash or disinfect your hands, avoid touching surfaces, and put on a facemask if one is available.
  - Maintain physical distancing. Physical distancing generally means maintaining a distance of at least 2 metres (6 feet) between persons. By maintaining physical distancing, you are less likely to expose others or be exposed to a respiratory virus.
  - Provide your contact information and obtain the phone number for the supervisor and your employer so that you can inform them of your COVID-19 test results. If the results are negative, this information may allow any other workers who are in self-isolation to learn they are not at risk from exposure to you, and may allow them to return to work.
  - Be aware of the risk of transmission while travelling home and keep your face protection in place. This will help to keep you uninfected and protect others if you are using shared or public transportation.
- 3. How to self-isolate.** Self-isolating means staying at home and avoiding contact with other people to help prevent the spread of disease to others in your home and your community.

Visit the Government of Ontario's coronavirus website and see Section 11 for "How to self-isolate":  
<https://www.ontario.ca/page/2019-novel-coronavirus#section-10>.

It is also strongly advised that all persons over 70 years of age and individuals with compromised immune systems self-isolate. This means that you should only leave your home or see other people for essential reasons. Where possible, you should seek services over the phone or internet or ask for help with essential errands from friends, family, or neighbours.

### Resources

Stay updated with daily government updates on COVID-19:  
Government of Ontario  
Government of Canada  
Public Health Ontario

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For more information visit [ihsa.ca/COVID-19](https://ihsa.ca/COVID-19)



## Guidance on construction supervisor responsibilities (COVID-19 symptoms or exposure)

### Overview

**This is not a legal document and employers are advised to seek legal advice.**

Employers and constructors have obligations to protect workers from hazards in the workplace as set out in the *Occupational Health and Safety Act (OHSA)* and its regulations and the directives coming from the Chief Medical Officer of Health.

Workers should raise any concerns to their:

- Supervisor
- Joint health and safety committee
- Health and safety representative

This will help ensure the employer has taken all reasonable precautions.

Ontario is currently in the midst of a global pandemic. While the COVID-19 situation is changing rapidly, the legislation and regulations used to govern Ontario's workplaces are not.

Under Ontario law, employers have the duty to keep workers and work sites safe and free of hazards. Workers have the right to refuse unsafe work. If health and safety concerns are not resolved internally, a worker can seek enforcement by filing a complaint with the ministry's Health and Safety Contact Centre at 1-877-202-0008. Failure of the employer or constructor to comply with the OHSA and its regulations could result in a stop-work order upon inspection by the Ministry of Labour, Training and Skills Development.

### Recognize hazards and assess risks

**How does the coronavirus spread?** Coronaviruses are spread mainly from person to person through close contact. For example, in a household, workplace or health care centre. Some human coronaviruses spread easily between people, while others do not.

During the course of the day, your hands touch many surfaces. Once contaminated, your hands can transfer the virus to your eyes, nose, or mouth. From there, the virus can enter your body and make you sick.

**What are the symptoms?** Symptoms range from mild, like the flu and other common respiratory infections, to severe. The most common symptoms include:

- fever
- cough
- difficulty breathing
- fatigue

Complications from the 2019 novel coronavirus (COVID-19) can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

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For more information visit [ihsa.ca/COVID-19](https://ihsa.ca/COVID-19)



## Guidance on construction supervisor responsibilities (COVID-19 symptoms or exposure) con't

### Controls

1. **Maintain physical distancing.** Everyone in Ontario should be practising physical distancing to reduce their exposure to other people. They should do their best to avoid close contact with people outside of their immediate families. Close contact includes being within two (2) meters (6 feet) of another person.
2. **Reporting illness.** At this time it is recommended that any worker who has any symptoms related to cold, flu, or COVID-19 be sent home.
  - Employers should advise anyone who begins to feel unwell (fever, new cough, or difficulty breathing) to return home and self-isolate immediately.
  - People who are self-isolating should seek clinical assessment over the phone; either by calling their primary care provider's office or Telehealth Ontario 1-866-797-0000. If you need additional assessment, your primary care provider or Telehealth Ontario will direct you.
  - If you need immediate medical attention you should call 911 and mention your travel history and symptoms.
  - Supervisors are to post contact information in a prominent location for all workers. Advise workers to call you if they or a family member is experiencing any of the symptoms linked to COVID-19. You can then let them know whether they should self-isolate instead of coming into work.
  - When a worker has tested positive and has removed themselves from the site, the supervisor shall remotely communicate with the worker to:
    - o Create a list of people that this worker could have been in direct contact with that day and, if possible, in previous days.
    - o Identify and create a list of locations where the worker was recently working, including common areas such as lunchrooms and washrooms.
    - o Initiate immediate cleaning and disinfection of these locations, since they are potentially contaminated with the COVID-19 virus.
    - o Identify and create a list of tools and equipment that the worker was recently using. These are also potentially contaminated by the COVID-19 virus and need to be immediately cleaned and disinfected.
  - You may seek guidance on this matter from your local public health unit.
  - Remind the worker to minimize the risk of transmitting the virus by maintaining physical distancing practices and using proper coughing/sneezing etiquette while travelling home. This will help to keep areas they visit, as well as their vehicle, uninfected. It will also protect others if they use shared or public transportation.
  - Initiate and arrange for cleaning contaminated areas, tools, and equipment to ensure the appropriate isolation, cleaning, and disinfecting processes are followed.
  - Keep other personnel from accessing these areas until the cleaning and disinfectant products have achieved their contact time, as stated on the manufacturer's instructions.



## Guidance on construction supervisor responsibilities (COVID-19 symptoms or exposure) con't

- **Ministry of Labour, Training and Skills Development reporting requirements.** Employers must report all known positive test results for COVID-19, to:
  - The Ministry (in writing) within four days
  - The joint health and safety representative
  - A trade union (if applicable)

**How to self-isolate.** Self-isolating means staying at home and avoiding contact with other people to help prevent the spread of disease to others in your home and your community.

Visit the Government of Ontario's coronavirus website and see Section 11 for "How to self-isolate":  
<https://www.ontario.ca/page/2019-novel-coronavirus#section-10>.

It is also strongly advised that all persons over 70 years of age and individuals with comprised immune systems self-isolate. This means that you should only leave your home or see other people for essential reasons. Where possible, you should seek services over the phone or internet or ask for help with essential errands from friends, family, or neighbours.

### Resources

Stay updated with daily government updates on COVID-19:

Government of Ontario

Government of Canada

Public Health Ontario





# Stop the Spread of Infectious Disease

If you have a fever, cough, or difficulty breathing, please do not visit an IHSA facility.

If you are at an IHSA facility and are experiencing any of these symptoms, please do not remain onsite and contact your health care provider or Telehealth Ontario (1-866-797-0000).

Please observe the following practices while participating in any IHSA course.



**Use Hand Sanitizers  
in the Building**



**Wash Your Hands**



**Cough or Sneeze into  
Your Arm or Tissue**



**Avoid Touching Your  
Eyes, Mouth and Nose**



**Avoid Close Contact with  
People Who Sneeze or Cough**



**Avoid Coughing and  
Sneezing into Your Hands**

# HAND SANITIZER



**APPLY**



**RUB**



**DRY**

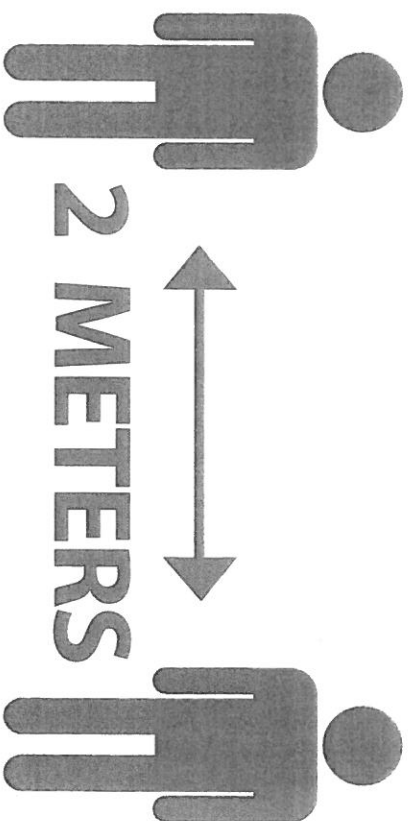
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# MAINTAIN YOUR PHYSICAL DISTANCE





# GERR CONSTRUCTION LIMITED

325 Lake Rd, Bowmanville, ON L1C 4P8  
T: 905-697-2290 | F: 905-697-2723  
www.gerrcon.com

## Gerr Construction Employee, Subcontractor and Visitor Health Screening Questionnaire

The safety of our employee's, subcontractor's and visitor's remains Gerr Construction's highest priority. As the COVID-19 outbreak continues to evolve and spread globally, Gerr Construction is monitoring the situation closely.

To prevent the spread of COVID-19 and reduce the potential risk to our employees, subcontractors and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone working on site.

Name:	Cell Phone Number:
Company Name:	

If the answer is "yes" to any of the questions below, access to the site will be denied:

<b>Self-Declaration by Employee, Subcontractor, Visitor</b>	
1	Within the last 14 days, have you returned from travel abroad?  Yes ___ No ___
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?  Yes ___ No ___
3	Have you experienced any cold or flu-like symptoms in the last 14 days, including fever, cough, sore throat, respiratory illness or difficulty breathing?  Yes ___ No ___

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Access to Site: Approved \_\_\_\_\_ Denied \_\_\_\_\_



# Inspection Template

## COVID-19 Inspection

TYPE: Safety

TRADE:

DESCRIPTION:

ATTACHMENTS:

### Site Communications

1.1	COVID-19 project protocol signs posted at project access points
1.2	Weekly declarations being completed
1.3	COVID-19 project rules posted prominently
1.4	Physical distancing signs posted prominently

### Washrooms

2.1	Washrooms are clean
2.2	Washrooms stocked with soap, water and paper towel
2.3	Garbage bins are available in washroom
2.4	Signs posted instructing how to wash hands

### Physical Distancing

3.1	Workers maintaining physical distancing to extent practical
3.2	Respirators and gloves are being worn where 2m physical distancing is not possible
3.3	Physical distancing maintained during lunch and breaks
3.4	Handshaking and close greetings are not practiced
3.5	Crowding in project trailers is being avoided

### Project Sanitizing

4.1	Trailers, washrooms and other shared spaces are being sanitized
4.2	Tool disinfection stations are readily available

# Inspection Template

4.3	Sanitizer or additional wash spaces are available in sufficient quantity (in addition to washrooms)
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## Deliveries

5.1	Only essential deliveries are being accepted
5.2	Vendors are calling in advance of reporting to site
5.3	Vendors are remaining in cabs where possible
5.4	Physical distancing measures (2m) are being respected

