



GAZZOLA PAVING LIMITED

HEALTH & SAFETY MANUAL FOR SUBCONTRACTORS

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OVERVIEW:

Gazzola Paving Ltd. (Gazzola) considers the health and safety of workers on our projects to be important a factor in our success as quality, production and cost. Our construction management team is committed to continuing improvements for the safety of our workers, clients, subcontractors and the environment in which we work. We commit ourselves to the following beliefs:

Site wide safety consistency is essential.

All identifiable hazards can be managed to prevent accidents.

All workers share a responsibility to maintain a safe and healthy workplace and to work safely.

It is our policy to meet or exceed the requirements set out in the Occupational Health and Safety Act and Regulations.

Hazards resulting in injury or property damage can be controlled and further reduced.

Safety is a condition of employment. Every contractor, subcontractor, worker and visitor must comply with company safety policies, rules and procedures.

The safety and health of fellow workers, the community and the environment is the responsibility of every worker, contractor and subcontractor and performance will be continually evaluated.

Management is responsible for and accountable for providing a safe work environment.

We expect excellence in health and safety performance.

Safety cost effective. A safe site is an effectively managed site.

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I. INTRODUCTION

This manual is provided as an overview of safety policies and procedures, which must be followed by all workers, contractors, and subcontractors of Gazzola Paving Ltd.

Workers, contractors and subcontractors should not rely solely on this manual: it is intended to be used as a guideline to prevent injury, illness or loss within our industry.

For specific compliance with statutory requirements, please refer to all applicable Federal / Provincial statutes that establish health and safety requirements, including the Canada Labor Code and/or any Applicable Provincial Occupational Health and Safety acts, regulations or codes.

These guidelines are designed to prevent accidents and injuries. They are based upon contemporary loss control practices and health and safety legislation.

Gazzola Paving Ltd. Requires workers, contractors and subcontractors to place the highest importance and priority on safety. Contractors and subcontractors shall be responsible and accountable for safety including, but not limited to, the safety of its employees, agents, subcontractors, the public and other persons, facilities, property of Gazzola and the property of third parties.

Reference to workers, supervisors and managers shall mean those associated with the contractor or subcontractor. Reference to the constructor or contractor and facilities are explicit with the contractor's name.

Gazzola believes that making safety an integral part of every job and task can prevent all accidents. Safety rules do not guarantee freedom from risk or hazard. They do not cover every job situation. Good judgment will dictate that additional requirements may be required.

II. ENFORCEMENT POLICY

Verbal Warning

A verbal warning will be given where, in the opinion of the supervisor, the violation is of a minor nature and does not pose any direct threat to the health and safety of any person at the workplace. The supervisor will retain a written record of the warning and action taken.

Disciplinary action will consist of a mandatory safety talk regarding the violation and a review of future disciplinary action if the worker commits a future violation.

Written Warning

A written warning will be given where, in the opinion of the supervisor, the violation is of a minor nature and does not pose any direct threat to the health and safety of any person at the workplace or there is a repeat violation. The supervisor will retain a written record of the warning, the action taken and a letter will be placed in the employees file.

Disciplinary action will consist of a mandatory safety talk regarding the violation and future disciplinary action will be received if the worker commits repeated violations or any other Health and Safety violation may result in Mandatory Suspension.

Mandatory Suspension

A mandatory suspension will be issued when, in the opinion of the supervisor or health and safety manager, the violation is of a major nature which will directly endanger the health and safety of any person at the workplace or there is a repeat violation. Possible suspension of the worker will be for a period of one (1) to five (5) days depending on the severity and the nature of the violation.

Disciplinary action will also consist of a mandatory safety talk regarding the violation. Repeated violations of this nature or any other Health and Safety violation will lead to termination.

Mandatory Termination

Mandatory Termination will be issued where, in the opinion of the supervisor or the health and safety manager, the violation is life threatening to one or more individuals at the workplace or there is a repeat violation.

Disciplinary action will consist of a mandatory safety talk regarding the violation termination. It is up to the immediate supervisor and his superior to determine if termination of employment is the appropriate disciplinary action.

III. INSPECTIONS/REPORTING/INVESTIGATIONS

i. WORKPLACE INSPECTIONS & HAZARD REPORTING

- ?? Workplace inspections of construction projects are vital in maintaining a safe workplace and identifying existing or potential hazards in order that appropriate corrective action can be taken.
- ?? An assessment should be made by the Health and Safety Manager in conjunction with the Supervisor of the frequency of inspections required based upon the potential danger at the project. These inspections must be conducted on a regular basis. Reports should then be forwarded to management.
- ?? It is important to observe both conditions and procedures during the inspection. If a hazard poses an immediate threat, take immediate action to eliminate the hazard.
- ?? A follow-up of all reports and action taken to eliminate the hazard must be completed in a timely manner.
- ?? Subsequent workplace inspection will review the items from previous inspections to ensure that remedial action has resolved the problem.

ii. REPORTING AND INVESTIGATING ACCIDENTS

- ?? All accidents and injuries must be reported to the Supervisor immediately who will in turn inform management. All accidents and injuries will be investigated once the occurrence has been attended to and further risks have been eliminated.
- ?? The prime objective of investigating accidents is to prevent recurrence. Knowing how to identify accidents and following the procedures and forms set out hereafter will help prevent the recurrence of accidents.
These procedures include the following:
 - ?? Accidents and Incidents
 - ?? Investigation Required
 - ?? Investigation

- ?? Action of the Investigation
 - ?? Forms
 - ?? Records

?? Follow-up

iii. INVESTIGATION REQUIRED

?? An investigation is required as soon as an accident has been attended to and the risk of further damage is eliminated.

iv. INVESTIGATOR

?? Management will perform the investigation, with the assistance of the Health and Safety Manager.

v. ACTIONS OF THE INVESTIGATION

?? The key actions to be taken by the investigation are:

- ?? Secure the scene.
- ?? Identify witnesses.
- ?? Survey the scene.
- ?? Gather evidence.
- ?? Interview witnesses.
- ?? Analyze the facts.
- ?? Prepare a report.

?? As an aid while conducting an investigation, keep in mind the five W's (who? what? where? when? why?)

vi. RECORDS

?? Keep all records of the investigation and subsequent report of any accidents on file for future reference.

FOLLOW UP:

?? The results of the investigation should be circulated to all Company work sites for the awareness and education of all workers. A review of the accident report and recommendations should be conducted at a Company health and safety meeting. All recommendations for further action should be followed up.

IV. ACCIDENT PREVENTION RESPONSIBILITIES

?? All personnel must understand and comply with all Federal, Provincial and Municipal Acts, Standards and Regulations. A key requirement in all safety legislation is that each person is responsible for working safely with equal concern for the safety of co-workers.

?? All workers, co-workers and management have specific safety responsibilities. Accident investigations have demonstrated that a failure of any person to adequately fulfill their obligations will lead to situations where an accident may occur.

WORKERS:

?? Use protective equipment or clothing as required by that task.

?? Maintain equipment and tools in good condition.

- ?? Report to their supervisor the absence of, or defect in any equipment or protective device of which they are aware and which they may endanger themselves or another worker.
- ?? Report unsafe conditions, practices and hazards ensuring that appropriate interim action is taken to prevent exposure to other personnel.
- ?? Advise any individual to stop if they are working unsafely or ignoring safety rules or practices.

?? If the individual does not stoop when advised, his/her supervisor should then be notified.

?? Exercise the right to refuse unsafe work.

SUPERVISERS

?? Analyze all work to ensure that work is correctly planned to avoid risk of injury or accident and executed in an effective manner.

?? Provide safe job instructions. Ensure each employee understands the hazards, the correct procedures and applicable regulations pertaining to the task.

- ?? Ensure that safety regulations, safe practices and operating instructions are correctly applied.
- ?? Ensure that tools and equipment provided are safe and suitable for the job.
- ?? Ensure that employees perform their work in accordance with correct procedures, protective devices and measures prescribed by the Occupational Health and Safety Act and Regulations.
- ?? Follow up as prescribed by legislation when a worker refuses unsafe work.

MANAGEMENT

- ?? Promote and manage accident prevention programs.

?? Provide job instruction training.

- ?? Supply proper tools and equipment.
- ?? Supply protective clothing and equipment.
- ?? The subcontractor is responsible for all workers working for him and all persons calling on him or doing business with his firm while on a Gazzola project or property. The subcontractor is responsible for training and advising his respective employees of all site specific hazards, safe work practices, procedures and requirements.
- ?? Ensure the safe conduct of visitors.
- ?? Securing compliance with all safety standards, procedures and contracted obligations to Gazzola Paving Ltd.

A subcontractor is responsible for explaining and securing compliance with Gazzola Paving Ltd. rules and practices by any subcontractor engaged by him for work on a Gazzola site as if the subcontractor was a direct employee of the principle subcontractor.

V. CONTRIBUTING CAUSES OF ACCIDENTS

Accident investigations have clearly shown that accidents do not just happen, they are caused. It is rare that an accident is simply an Act of God. Most accidents are caused by some form of substandard practices and/or conditions. The most common immediate causes of accidents are:

SUBSTANDARD PRACTICES

1. Operating equipment without authority.
2. Failure to warn.
3. Failure to secure.
4. Operating at improper speed.
5. Making safety devices inoperable.
6. Removing safety devices.
7. Using defective equipment.
8. Using equipment improperly.
9. Failure to use Personal Protective Equipment properly.
10. Improper loading.
11. Improper placement.
12. Improper lifting.
13. Improper position for task.
14. Servicing equipment in operation.
15. Horseplay.

16. Under influence of alcohol or drugs.

SUBSTANDARD CONDITIONS

1. Inadequate guards or barriers
2. Inadequate or improper Personal Protective Equipment.
3. Defective tools, equipment or materials.
4. Congestion or restricted action.
5. Inadequate warning systems.
6. Fire and explosion hazards.
7. Poor housekeeping.
8. Hazardous environmental conditions: gases, dusts, smokes, fumes, vapors.
9. Noise exposure.

10. Radiation exposure.

11. Thermal exposure.

12. Inadequate or excessive illumination.

13. Inadequate ventilation.

Substandard practices and conditions are almost invariably a result of inadequate project management or planning, as well as supervisory and/or employee error.

VI. PREVENTING ACCIDENTS

Accident prevention is best achieved by being alert, ensuring the safe way to accomplish each task is understood and that every one is ever mindful of changing conditions and situations which may compromise safety.

BEFORE STARTING ANY TASK OR JOB, ASK YOURSELF...

- ?? What are the hazards associated with the job (heat, toxic products, electrical tools, environmental, etc.)?
- ?? What can be done to eliminate these hazards?
- ?? If the hazard can not be eliminated, what protective equipment or procedure is necessary to effectively manage the hazard or risk?
- ?? What could go wrong and what contingency action should be taken to minimize the consequences?
- ??

Have all these questions, and answers, been discussed with everyone involved in the job?

BEFORE CARRYING OUT ANY TASK, ASK YOURSELF...

- ?? Do I understand what is required and the safe way to do this task?

?? Is there a written procedure? (If not should there be?)

- ?? Is this a deviation from a standard procedure? (If so, what exactly is the deviation?)
- ?? What effect could the deviation have on normal procedure? (Is a new job plan necessary?)
- ?? What could go wrong if the operation is carried out?
- ?? What contingency actions are available if the job does go wrong?
- ?? Has everything involved been discussed with those in involved?

?? Has everything above been discussed with those involved in the operation?

You are the one most responsible for safety. This can only be accomplished by accepting that responsibility and doing the right things at the right time in a safe manner. Remember:

**NO JOB IS SO URGENT THAT
IT CANNOT BE DONE SAFELY**

VII. SAFETY GUIDELINES FOR CONTRACTORS, SUBCONTRACTORS AND THEIR EMPLOYEES

ACCIDENTS/INCIDENTS

- ?? Any employee witnessing an accident, incident or near miss is expected to offer assistance in reporting all details to his supervisor.
- ?? All accidents are to be reported to the subcontractor's supervisor who will in turn advise Gazzola's Superintendent and the Health and Safety Manager.

?? Reports are to be prepared for all accidents, incidents or near miss and forwarded to the Superintendent and the Health and Safety Manager.

ACCESS

?? All entrances, exists and access/egress to equipment, platforms, ladders, stairs, and buildings shall be continuously maintained free of all obstruction, overhead danger, etc.

ACCOUNTABILITY

- ?? Each contractor, subcontractor and respective employees are required to comply with all applicable health and safety legislation and with established standards, regulations and procedures.
- ?? Contravention in a safety regulation could result in the issuance of orders and a penalty prescribed and enforced under the Occupational Health and Safety Act.
- ?? **Contravention of a Gazzola policy or procedure could result in the subcontractor or its employee(s) being removed from the project at the discretion of the Health and Safety Manager and Management.**

ALCOHOL/UNAUTHORIZED DRUGS

- ?? Alcohol and unauthorized drugs are prohibited on Gazzola property and work sites. Any person under the influence will be refused entry or removed from the premises.
- ?? Personnel using medically prescribed drugs, which may impair performance or judgment, must inform their respective supervisor.

ASBESTOS

- ?? Prior to commencing operations involving asbestos, contractors and subcontractors shall complete a written **Project Specific Safety Analysis** and submit the completed form to Gazzola's Health and Safety Manager for review and start-up approval.
- ?? **The Project Specific Safety Analysis** form is located in Appendix A, extra copies can be obtained from Gazzola's Health and Safety Manager, 416-936-1606.
- ?? Asbestos insulation may be present in some locations. If asbestos insulation is expected, all work affected is to cease and Gazzola's Health and Safety Manager immediately notified.
- ?? Special procedures are required when working around asbestos. Furthermore the above mentioned special procedures apply to work involving man made mineral fibers such as: fibrous glass, ceramic rock, mineral wool, rock wool and slag wool.

AUTHORIZED

- ?? Defined as any employee as by reason of training and experience has been judged competent by the employer, subcontractor and regulating authorities to perform specific tasks in a safe manner consistent with his job responsibility and in accordance with established standards, regulations and procedures.

BARRICADING

- ?? All open excavations, trenches, open manholes, temporary ground or floor openings, where there could be a hazard presented to any person through trips or falls, must be adequately and properly barricaded in accordance with the Occupational Health and Safety Act and any Regulation enacted there under.

BEARDS/HAIR

- ?? Employees must be clean shaven when the nature of the work requires or may require the effective use of personal respiratory protection.
- ?? Long hair, which may catch in equipment or other facilities, must be appropriately covered by a hard hat or cut to prevent entanglement.

BLASTING & DRILLING OPERATIONS

- ?? Prior to commencing drilling and/or blasting operations, contractors, subcontractors and vendors shall complete a **Project Specific Safety Analysis** and submit the completed form to the Health and Safety Manager for review and approval.
- ?? **The Project Specific Safety Analysis** form is located in Appendix A, extra copies can be obtained from Gazzola's Health and Safety Manager, 416-936-1606.

CHAINSAW USE

- ?? Every chainsaw that is used on a project must be stopped when not being used to cut.
- ?? Chainsaws must be equipped with a chain that minimizes kickback and have a device to stop the chain in the event of a kickback.
- ?? Chainsaws must be held firmly when starting the chainsaw. Chainsaws must be held with two hands at all times while in use.

CLEANING

- ?? Approved cleaning agents are to be used.
- ?? Ensure Material Safety Data Sheets are available.
- ?? The use of gasoline or similar materials capable of giving off hazardous vapors at normal atmospheric temperatures are prohibited for cleaning, carpets, floors, motors, engines or other equipment.

COMPANY

- ?? Company is defined as Gazzola Paving Ltd and its associates and affiliates.

COMPANY FACILITIES

- ?? Contractor or subcontractor workers are not permitted to use any Gazzola facilities, tools or equipment unless a Gazzola supervisory representative grants permission.
- ?? Subcontractor's employees are not permitted to use any lunchroom, locker room or sanitary facilities provided by Gazzola for its employees unless required by contract or when a

COMPRESSED AIR

- ?? Compressed air must not be used for cleaning clothes or directed towards any part of the body.
- ?? Air hoses should not be placed on a sidewalk or roadway unless precautions have been taken to minimize tripping, entanglement or damage to the hose.

?? Verify the source of supply before connecting air-powered tools. Be sure it is industrial air, not natural gas, etc.

COMPRESSED GAS CYLINDERS

- ?? Compressed gas cylinders must be secured in an upright position.
- ?? Compressed gas cylinders (full or empty) must be disconnected, cylinder caps installed and secured in an upright position when not in use or during transportation.
- ?? Compressed gas cylinders must be stored in a safe place away from hazardous work areas when not in use.
- ?? Full compressed gas cylinders must be stored separately from empty compressed gas cylinders.

CONFINED SPACE ENTRY

- ?? Prior to commencing confined spaces entry operations, subcontractors shall have a written program, site specific hazard assessment, ways to control existing or potential hazards, provide proof of training, and ensure that the entry permit is issued for each entry.
- ?? Subcontractors shall complete a written **Project Specific Safety Analysis** and submit the completed form to the Health and Safety Manager.
- ?? **The Project Specific Safety Analysis** form is located in Appendix A, extra copies can be obtained from Gazzola's Health and Safety Manager, 416-936-1606
- ?? Entering a tank or vessel for any purpose is not permitted unless a qualified person has tested the interior conditions and the necessary confined space entry permit issued.
- ?? Tank, vessel or any confined space entry must be made in accordance with the Occupational Health and Safety Act and Regulations for Construction Projects.
- ?? A stand-by person shall be located immediately outside of the confined space work area to render assistance in the event of an unsafe or emergency condition.
- ?? All personnel working inside a confined space must wear a safety lifeline where harmful atmosphere exists or may develop. An appropriate communications system must be developed and enforced between the stand-by person and the inside workers.
- ?? Specific confined spaces entry procedures may be requested at the discretion of Gazzola Paving Ltd.

CONTACT LENSES

- ?? Contact lenses shall not be worn during any work that would expose the wearer to chemicals, gases, vapors, dust or other materials that may harm the eyes or cause irritation.
- ?? Contact lenses must not be worn when wearing self contained breathing apparatus (S.C.B.A.).

DRINKING WATER

- ?? Approved containers used to store drinking water shall be clearly marked and shall not be used for any other purpose.
- ?? Potable water and disposable cups must be available in the immediate vicinity of all work areas.

DYNAMITE

- ?? Dynamite or other explosives are prohibited on Company property unless written the Company representative grants permission.
- ?? Contractors or subcontractors employing explosives on the project must appoint a competent person to oversee all blasting operations; and the name of the competent person must be conspicuously posted at the project.
- ?? Contractors or subcontractors must employ and enforce all O.C.S.A & Ontario Occupational Health and Safety Regulations.

ELECTRICAL HAZARDS

- ?? Prior to commencing electrical maintenance and/or repair operations, contractors and subcontractors shall complete a written **Project Specific Safety Analysis** and submit the completed form to the Health and Safety Manager.
- ?? **The Project Specific Safety Analysis** form is located in Appendix A, extra copies can be obtained from Gazzola's Health and Safety Manager, 416-936-1606.
- ?? No work shall be performed, no material piled, sorted or handled, no scaffolding erected or dismantled, nor, may any tools, machinery or equipment operated in close proximity to electrical power sources where contact or arcing occur.
- ?? All electrical systems shall be de-energized and the controls locked out in accordance with Occupational Health and Safety Act or any Regulations enacted there under.
- ?? Electrical systems shall not be energized except when permission is granted by the person in charge and then, only by a qualified electrician.
- ?? All electrical panels and generators must be equipped with a functional ground fault circuit interrupter (GFCI).
- ?? Ground fault interrupters shall be inspected and tested daily in a manner consistent with the manufacturer's instructions.

EMERGENCIES

- ?? An emergency response plan will be developed at each site prior to commencing work.
- ?? Report all emergencies (fire, spill, serious injury, serious illness, etc.) to the project superintendent and Gazzola's Health and Safety Manager.
- ?? Emergency telephone numbers shall be posted at each job site adjacent to the phone.

EMERGENCY ACTION

- ?? All personnel must be familiar with the emergency procedures established for the work site and their required response.
- ?? In the event of a fire or serious injury to a fellow worker, all qualified employees are expected to take prompt action to render assistance in addition to making the emergency call. Use the available fire fighting equipment provided to extinguish a fire if possible. Once the fire fighting personnel, and/or ambulance arrive, proceed with your normal or emergency duties depending on the nature of the emergency situation.

- ?? Personnel not involved in the emergency action shall leave the area and proceed to their designated safe location and report to their supervisor on arrival.
- ?? Personnel must remain at the designated safe location until an "All Clear" is announced, or alternate instructions are received from the Site Superintendent.

EMERGENCY VEHICLES

- ?? All vehicles and personnel shall give emergency vehicles and response crews the right of way.
- ?? Fire and ambulance routes must be maintained clear and emergency vehicles should be directed by knowledgeable personnel.

EQUIPMENT

- ?? Contractor's equipment, such as trucks, cranes; welding machines, etc. must be maintained in good working condition in accordance with manufacture specifications.
- ?? All equipment must be identified to the Project Superintendent prior to use on site.
- ?? All equipment and tools used by the Subcontractor and his employees must be suitable for the work and the work area environment.
- ?? No equipment shall be modified or altered to perform differently than intended unless written agreement by the manufacturer or certification from a Professional Engineer is obtained.
- ?? Defective equipment shall not be used on a Gazzola project.
- ?? Defective equipment shall be turned off and sufficient measures taken to prevent the equipment from being operated and warning signs posted.
- ?? All mobile equipment and similar vehicles shall be equipped with a functional back up warning device.

EQUIPMENT OPERATION

- ?? Only authorized personnel are permitted to operate, adjust and repair Gazzola equipment.
- ?? No equipment shall be left running unattended.

EQUIPMENT/VEHICLE BACKUP PROCEDURES

- ?? Whenever possible, site conditions should be arranged in order to permit drive - through operations to reduce the need for vehicles or equipment to backup.
- ?? Workers on foot should be kept to a minimum in the vicinity of moving vehicles and equipment.
- ?? Wherever possible, a barricade should be erected to separate workers on foot from vehicles and equipment in motion within the job site.
- ?? Workers in the vicinity of moving vehicles and equipment must wear a reflective vest or an equivalent.
- ?? When vehicles and equipment must travel in reverse within a job site and the vicinity of worker who may be endangered, it is necessary to assign a "spotter". The spotter shall assist drivers/operators while vehicles or equipment are traveling in reverse.
- ?? The signal person or spotter must:
 - ?? Not perform other tasks while acting as a signal person.
 - ?? Be trained or instructed to perform the task.

- ?? Know driver/operator blind spots.
- ?? Remain out of the path of the vehicle.
- ?? Remain in full view of the operator/driver.
- ?? Maintain full view of the workers and obstructions in the path of the vehicle.
- ?? All vehicle/equipment operators signal persons and workers on foot within the construction area must be provided with instructions specific to the conditions and procedures to be employed on the construction site.
- ?? All vehicle and equipment operators, supervisors, signal persons and workers on foot shall be provided with instructions specific to the hazards, conditions and procedures appropriate for the circumstances.

EXCAVATIONS

- ?? Prior to commencing trenching, excavating and boring operations, contractors and subcontractors shall complete a written **Project Specific Safety Analysis** and submit the completed form to the Health and Safety Manager.
- ?? **The Project Specific Safety Analysis** form is located in Appendix A, extra copies can be obtained from Gazzola's Health and Safety Manager, 416-936-1606.
- ?? All excavations and trenches shall be prepared in accordance with the Occupational Health and Safety Act and Regulations for Construction Projects.
- ?? All excavations must be regularly inspected by a competent person in order to ensure the integrity of site conditions and the protective measures employed within or around an open excavation.
- ?? All open excavations or trenches which pose a hazard must be properly guarded by a substantial railing or barricade. Flashing warning lights, appropriate to the area classification, must be installed when necessary.
- ?? All open manholes, removed gratings or floor openings must be guarded with proper barricades or appropriate covers.
- ?? See Underground Facilities
- ?? No worker shall enter an excavation or trench unless properly excavated or shored to ensure his or her safety.

FACILITIES-CONTRACTOR/SUBCONTRACTOR

- ?? Subcontractor's temporary buildings such as, field offices and similar structures may only be placed in areas approved by Owner's representative.
- ?? Open electric or flame heaters are not allowed without the specific approval of the Project Superintendent.

FALL ARREST SYSTEMS

- ?? Prior to commencing operations which may expose a worker to the risk of falling, contractors and subcontractors shall complete a written **Project Specific Safety Analysis** and submit the completed form to the Health and Safety Manager.
- ?? **The Project Specific Safety Analysis** form is located in Appendix A, extra copies can be obtained from Gazzola's Health and Safety Manager, 416-936-1606.

- ?? Appropriately secured body harnesses and lifelines must be worn by employees:
- ?? To ensure that workers are continuously protected at all times from the hazards of falling.
- ?? When working at heights greater than 10 feet above grade level where it is impractical to provide adequate work platforms or staging with guardrails.
- ?? When working over operating machinery, open space or hazardous substance that cannot be guarded.
- ?? When occupying an elevated or aerial work platform.
- ?? When entering a confined space where harmful atmosphere exists or may develop.
- ?? Body harnesses will provide better fall protection against injury (extensive research and testing support this statement). A safety net shall be used when safety harnesses and adequate work platforms are not possible.
- ?? The use of a safety belt as an alternative to a full body safety harness is unacceptable and will not be permitted on Gazzola projects.

FALLING MATERIALS

- ?? When there is a danger of material falling onto work areas or where the public might be endangered, it is required that such areas be barricaded against entry and warning signs prominently displayed on all sides and approaches or protective canopies installed.

FENCING

- ?? Where applicable, construction site perimeters should be fenced off in such a manner and using such temporary fencing materials that will provide high levels of warning and protection to all persons on or attending the work site. Fencing should be erected so as to enhance the overall appearance of the project.

FIRE EXTINGUISHERS

- ?? Contractor & subcontractor employees shall be familiar with the proper use of fire extinguisher equipment.
- ?? A 4A40BC dry chemical fire extinguisher shall be placed at the point of welding, grinding or cutting.
- ?? The contractor & subcontractor shall supply sufficient fire extinguishing equipment to handle any anticipated emergency in the contractor's or subcontractor's respective work area and ensure that the extinguishers charge is confirmed at an appropriate frequency.
- ?? All Welding machines are to be equipped with a 4A40BC dry chemical fire extinguisher.
- ?? Discharged fire extinguishers must be reported and recharged.
- ?? Contractors & subcontractors heavy equipment vehicles shall be equipped with a fire extinguisher.

FIRE FIGHTING EQUIPMENT

- ?? Know the location of fire fighting equipment in your area.
- ?? Fire fighting equipment must be used only for its intended purpose and not removed from its place of storage.
- ?? Do not block access to fire fighting equipment.

FIRST AID/EMERGENCY RESPONSE DEVICES AND PERSONNEL

- ?? All contractors & subcontractors must ensure the provision of trained first aid and emergency response personnel, facilities and adequate supplies as required by the Workers' Compensation Act and First Aid Regulations as well as the Occupational Health and Safety Act and Regulation enacted there under.
- ?? Emergency telephone numbers are to be posted beside telephones in all subcontractor trailers.

FORMWORK AND FALSEWORK

- ?? Prior to the placement of concrete, formwork and false work shall be inspected by a professional engineer (or a competent worker appointed by the engineer) to examine and verify in writing that the form and false work has been erected in accordance with engineered drawings.

FUELING

- ?? All gasoline, diesel and propane powered engines must be shut off when refueling.
- ?? Fuels must be dispensed with a pump and hose.
- ?? Fuels must be stored in approved safety containers and appropriately labeled.
- ?? Material Safety Data Sheets must be available at the area of dispensing.

GRINDERS

- ?? Hand grinders must not be altered and used as a bench grinder.
- ?? Proper grinding wheels matched to the grinder speed must be used.
- ?? Safety glasses and face shields must be worn when grinding.
- ?? Do not remove or make guards inoperative.

GUARDS

- ?? All protective guards for equipment and portable tools must be used as intended by the manufacturer.
- ?? All openings and excavations must be appropriately guarded.
- ?? All stairs having more than four risers must have handrails.

GUARDRAILS

- ?? All guardrails shall be construction assembled and maintained in accordance with the Occupational Health & Safety Act and Regulations for Construction Projects also the Regulations for Industrial.
- ?? A guardrail shall be provided in locations as prescribed in the Occupational Health & Safety Act and Regulations for Construction Projects.
- ?? For guidance on Construction and Assembly of Construction Guardrail, refer to document DS021 as provided by Construction Safety Association of Ontario titled "Guardrails".

HAND TOOLS

- ?? Avoid hand tool injuries by:
 - ?? Using the right tool for the job
 - ?? Maintaining tools in clean and good condition
 - ?? Using tools in the intended way
 - ?? Carry pointed or sharp edged tools in pouches or sheath
 - ?? Hammer head, screwdriver and etc., should be ground periodically to remove mushrooming and rounding
 - ?? Do not hold the work in one hand while directing a screwdriver or chisel with the other. The tools will most likely injure the holding hand when they slip

HOISTING OPERATIONS

- ?? Prior to commencing hoisting operations, contractors & subcontractors shall complete a written **Project Specific Safety Analysis** and submit the completed form to the Health and Safety Manager.
- ?? **The Project Specific Safety Analysis** form is located in Appendix A, extra copies can be obtained from Gazzola's Health and Safety Manager, 416-936-1606
- ?? Boom trucks, mobile and stationary cranes shall be operated by a competent worker.
- ?? Crane operators shall retain their Certificate of Qualification on the project at all times while performing hoisting operations and shall provide the certificate to the contractor on demand.
- ?? Boom trucks and cranes shall be inspected monthly or more often as required.
- ?? The contractor on demand shall complete mobile Crane Logs monthly for each crane on the project; and the log shall be available for review.

HORSEPLAY

- ?? Startling, scaring, pushing, distracting, fighting, etc., is strictly forbidden and will result in immediate termination and/or removal from the project.

HOUSEKEEPING

- ?? The work site is to be kept clean and free from slip and trip hazards.
- ?? All equipment, tools and unused materials at a job site must be returned to their proper storage area when not in use.
- ?? All waste material must be appropriately disposed of in a designated location.
- ?? Keep all walkways, stairs and platforms free of obstructions.
- ?? Clean up all spills immediately. Observe good housekeeping practices at all times and maintain the work area free of combustible/flammable materials and tripping hazards.
- ?? Store all waste or rags in closed metal containers.
- ?? Ensure waste containers are emptied when full.
- ?? Nails shall be removed from all lumber prior to storage or disposal.
- ?? Remove scrap and waste materials regularly during each shift to maintain access/egress routes and at least daily for all other work areas.

JOINT HEALTH AND SAFETY COMMITTEE

- ?? A Joint Health and Safety Committee will be established at all projects where the number of employees regularly exceeds 20 and the expected duration of the project will exceed 3 months; or as prescribed by the Occupational Health and Safety Act.
- ?? Subcontractors shall participate, cooperate and provide supervisory and/or employee representation on the committee, at the request and discretion of Gazzola Paving Ltd.
- ?? A Worker Trade Committee will be established where the number of employees regularly exceeds 50 and the expected duration of the project will exceed 3 months.
- ?? The trade unions shall be actively involved in selection of worker representation.

KNIVES

- ?? A knife shall be used carefully and not as a screwdriver or pry bar.

LADDERS

- ?? Metal or wire reinforced ladders shall not be used in close proximity to electrical equipment.
- ?? All ladders must be inspected and found to be free of defects prior to use. Unacceptable ladders shall be removed immediately from the site.
- ?? Ladders must be equipped with non-slip devices or safety shoes at the foot.
- ?? Ladders must be secured at the top or held by a second person to prevent movement during use.
- ?? The base of an inclined portable ladder shall be no further from the base of the wall or structure.
- ?? When sections of an extension ladder are extended, the overlap between ladder sections must not be less than 3'0" for ladders up to 36'.
- ?? Do not stand on, or work from, the top two rungs of a ladder.
- ?? Stepladders must be fully extended when in use.
- ?? Face the ladders and use both hands while climbing or descending.
- ?? Tools must be carried in a pouch or lifted by a handling or lifting device when ascending or descending ladders.
- ?? Ladders must be appropriately stored and made secure.
- ?? Ladder jack scaffolds are prohibited.
- ?? The area around the ladder base must be free from slippery substances and tripping hazards.
- ?? Landings at the top and bottom of ladders must be free from slippery substances, obstructions and trip hazards.

LANGUAGE

- ?? Where a contractor or subcontractor's employee cannot read or understand English, his supervisor is responsible for ensuring that he thoroughly understands the safety standards and regulations and all other pertinent safety requirements.

- ?? Where a contractor or subcontractor's employee has a communication problem, special procedures, must be developed by the employer to ensure he/she can perform the work in a safe manner and he or she can be made aware of emergency situations.

LIFTING/MATERIAL HANDLING

- ?? Appropriate signs and warning devices must be posted at the perimeter of all areas where hoisting operations are performed.
- ?? Do not lift more than can be safely handled. Get help.
- ?? When manually lifting a heavy object, bend the knees, keep a straight back and use your legs to lift the load.
- ?? Use mechanical equipment wherever practical for heavy objects.
- ?? Only authorized personnel are permitted to operate material hoisting equipment.
- ?? Safe lifting loads marked on lifting devices must not be exceeded.
- ?? All hooks on lifting or hoisting equipment shall comply with safety standards and regulations. See additional regulations for precautions for lifts near energized power lines.
- ?? Persons must not stand or pass under any suspended load.
- ?? The use of a crane, forklift or other equipment as a personnel lift device and/or work platform is prohibited unless it is designed and intended for that purpose.
- ?? A competent person shall regularly inspect cranes and report detailing the findings of the inspection shall be kept with the crane for review by the contractor.

LIGHTING

- ?? All electrical facilities, temporary or permanent must comply with the requirements of the applicable Federal, Provincial or Local Electrical Code and applicable Safety Standards and Regulations.
- ?? Temporary lighting shall be suitable for the work being conducted with cords and cables suitably strung to prevent tripping or entanglement.
- ?? All temporary lighting must be equipped with proper guards to prevent accidental contact with the bulb.

MACHINE GUARDING

- ?? An effective machine guard should have certain characteristics in design and construction. Such a guard should:
 - ?? Be considered a permanent part of the machine or equipment.
 - ?? Afford maximum protection.
 - ?? Prevent access to the danger zone during operation.
 - ?? Be convenient; it must not interfere with efficient operation.
 - ?? Be designed for the specific job and specific machine, with provisions made for oiling, inspecting, adjusting, and repairing machine parts.
 - ?? Be durable and constructed strongly enough to resist normal wear.
 - ?? Not present a hazard in itself.
- ?? Machine guards manufactured and/or provided by the equipment manufacturer shall meet or exceed the requirements of the Occupational Health and Safety Act or any applicable

Regulation(s) enacted there under. Modified or replacement machine guards from other than the original equipment manufacturer shall be designed, manufactured and installed consistent with CSA Z432-94 Safeguarding of Machinery or shall be designed by a licensed Professional Engineer.

MACHINERY

- ?? Guards must be placed on machinery to prevent contact with moving parts.
- ?? Guards must not be removed except when the machine is shutdown and locked out. Guards must be placed before machinery is put in operation.
- ?? Machines must be shut down, locked out and tagged before any repair work is done. This includes electrical, air, steam or other driven equipment.
- ?? Safe operating procedures for machinery must be followed.
- ?? Work over moving machinery is prohibited unless adequate protection is provided.
- ?? Be aware of pinch points where hands/fingers could be caught or trapped.

MARINE OPERATIONS

- ?? Prior to commencing marine operations, contractors & subcontractors shall complete a written **Project Specific Safety Analysis** and submit the completed form to the Health and Safety Manager.
- ?? **The Project Specific Safety Analysis** form is located in Appendix A, extra copies can be obtained from Gazzola's Health and Safety Manager, 416-936-1606
- ?? As a minimum, contractors & subcontractors shall comply with recommendations outlined in the Construction Safety Association of Ontario publication, entitled - Construction Safety Over and Around Water and Ice.

MARKING PHYSICAL HAZARDS

- ?? Hazards shall be appropriately identified, guarded and where appropriate, warning signs should be posted (falling material, noise protection, and overhead electrical power lines).
- ?? See excavations.

NAILS

- ?? Exposed nails and spikes must be removed or bent flat.
- ?? Discarded nails must be properly disposed of and not left on the ground or other surfaces.

NEW OR INFREQUENTLY PERFORMED JOBS

- ?? All new or infrequently performed jobs should have a pre-job review and approved procedures developed when warranted.
- ?? Workers must be oriented to these procedures.

NOISE PROTECTION

- ?? Suitable ear protection devices such as muffs or plugs must be worn while working in areas posted with hearing protection signs or when required by the nature of the work being performed.
- ?? Judgment may be required as to the noise level in areas not posted.
- ?? If there is any uncertainty, hearing protection must be worn.

OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATION FOR CONSTRUCTION PROJECTS

- ?? As a minimum, a copy of the Occupational Health and Safety Act and Regulations for Construction Projects or amendments must be retained at each work site and made available to all contractor & subcontractor employees.

ORIENTATION

- ?? All contractors & subcontractors must provide their respective employee(s) with adequate and appropriate safety orientation prior to commencing work.
- ?? The applicable contractor or subcontractor responsible for visitors must brief visitors.

OVERHEAD ELECTRICAL POWER LINES

- ?? Before any work is begun, the contractor or subcontractor and its applicable employees must investigate and be aware of any overhead electrical power or telephone lines and maintain a safe distance at all times in accordance with the Regulation for Construction Projects.
- ?? Warning signs must be posted where appropriate and applicable.
- ?? A signal person shall assist an operator if any part of the load may approach the minimum distance noted as follows:

Nominal Phase to Phase Voltage Rating	Minimum Distance
750 to 150,000 volts	3 metres
150,000 to 250,000 volts	4.5 metres
More than 250,000 volts	6 metres

- ?? Contractor & subcontractor's employees will use proper entrances and travel routes when proceeding to their work area in order avoid passing through other operating locations.
- ?? Parking shall occur only in designated areas as assigned by the Project Superintendent.

PERSONAL PROTECTIVE CLOTHING

- ?? Wear appropriate protective clothing suitable for the task to cover and protect the body.
- ?? Wear goggles, face shield, rubber gloves, and rubber suits when a worker may be exposed to an acid, caustic or similar hazardous material.
- ?? Sleeved shirts and long pants are mandatory.
- ?? Do not wear neckties, loose sleeves, loose clothing, jewelry, rings, bracelets and necklaces that may be caught in machinery or other devices.

PERSONAL PROTECTIVE EQUIPMENT

- ?? Ensure all personal protective equipment is in good working order prior to use.
- ?? Appropriate personal respiratory protection must be worn when handling any hazardous materials/substances, which poses an inhalation hazard.
- ?? Self-contained breathing apparatus (SCBA) or other approved means of supplied air and breathing protection must be worn whenever prescribed to protect an employee from exposure to harmful gases, vapors or oxygen deficiency. Each employee required wearing such equipment must be instructed and qualified in its use.
- ?? Life jackets must be worn by workers exposed to the danger of drowning in water deep enough for the life jacket to be effective.
- ?? Foot and leg guards must be worn for all work where the lower part of the body is exposed to injury. Such work includes the use of chain saws, jackhammers, tamps, etc.
- ?? Use of chaps is mandatory during chain saw usage.
- ?? Refer to Sections: Safety Glasses/Goggles, Safety Hard Hats, Safety Footwear and Fall Arrest Systems.

PORTABLE FLAMMABLE/COMBUSTIBLE LIQUID CONTAINERS

- ?? Only approved safety containers may be used to store gasoline and other flammable or combustible liquids.
- ?? Only working quantities of flammable or combustible liquids may be present in working areas. Bulk or reserve quantities of such substances shall not be present in working areas.
- ?? Portable containers must be adequately labeled as to contents and hazards.

POWER TOOLS

- ?? Tools must be suitable for the job being performed, in good condition and appropriate to the hazardous conditions that may exist during their use.
- ?? All electrical tools must be either three prong grounded, double insulated or rechargeable.
- ?? Keep guards in place on all power tools.
- ?? Air hoses and electric cords should not be placed on walk and roadways unless precautions have been taken to prevent tripping, entanglement and wear.
- ?? Inspect couplings, hose and hose connections of pneumatic tools prior to use.
- ?? Verify the source of supply before connection air-powered tools. Be sure it is industrial air, not natural gas, nitrogen, etc.
- ?? Ensure air hose is connected to the equipment prior to turning on the air supply.
- ?? The air supply must be shut off when changing pneumatic tools. Chinking the air hose must not shut off air supply.
- ?? Disconnect power tools from power source before making repairs or adjustments.
- ?? Authorized personnel who have received adequate training to ensure competence must only operate explosive actuated fastening tools.

POWERED ELEVATING WORK PLATFORMS

- ?? Ensure powered elevating work platforms are operated in accordance with the manufacturer's specifications.
- ?? Platforms must be level and stable.
- ?? Platforms should be selected in consideration of load requirements, project conditions and equipment limitations.
- ?? Contractors & subcontractors must ensure that their respective personnel using a powered elevating work platform have received sufficient training to operate the platform safely.
- ?? Do not travel in an elevated position.
- ?? A full body harness shall be worn when moving.

PROTECT SAFETY ASSESSMENTS

- ?? Project Safety Assessments will be conducted periodically by Gazzola Paving Ltd and Safety Manager to assess site conditions and compliance to safe work requirements.
- ?? Subcontractors shall participate and cooperate with efforts and recommendations prescribed as a result of all Project Safety Assessments.

PROJECT SPECIFIC SAFETY ANALYSIS

- ?? Prior to commencing work, subcontractors shall complete a written **Project Specific Health & Safety Plan** and submit the completed form to the Health and Safety Manager. 416-936-1606
- ?? Completion of a **Project Specific Health & Safety Plan** shall as a minimum require the following steps:
 - ?? Assessment of the nature and scope of the work to be performed
 - ?? Assess and identify the operations involved and potential hazards that may result from each operation.
 - ?? Develop specific strategies to address each potential hazard scenario
 - ?? Identify worker skill sets require to perform all tasks and evaluate workers to identify and address skill deficiencies.
 - ?? Identify workers who may be affected by potential hazards and develop strategies to address worker requirements
 - ?? Identify the time frame in which the potentially hazardous operation will be performed, and when remedial and preventive measures will be in place to mitigate the potential hazard
 - ?? Complete and submit the Project Specific Health & Safety Plan to the Health & Safety Manager.
 - ?? Communicate to all applicable workers the details of the complete Project Specific Health & Safety Plan
 - ?? Implement all recommendations as prescribed in the plan
 - ?? Monitor the effectiveness of the Project Specific Health & Safety Plan
 - ?? Modify the plan as required to address required changes
 - ?? Changes to the plan must be approved by the Health & Safety Manager
 - ?? Project Specific Health & Safety Analysis Plans must be submitted to the Health & Safety Manager for review and approval prior to commencement of work

RADIOS

- ?? All communication radios are to be carried with an approved belt and holster.
- ?? AM/FM radios or portable cassettes are prohibited from use in the work area except when approved by Owner's Project Representative.
- ?? Permission must be obtained from the Project Superintendent prior to using radios or cellular telephones on or near a project where blasting operations are being conducted.

REPORTING VEHICLE ACCIDENTS

- ?? Any contractor or subcontractor employee involved in a motor vehicle accident on a Gazzola project must report the accident at once to his supervisor who will in turn be expected to advise the Project Superintendent.
- ?? A Gazzola accident report must be prepared and submitted to the Project Superintendent.
- ?? Only essential vehicles are allowed on Gazzola projects.

RESPIRATORY PROTECTION

- ?? Contractors & subcontractors shall arrange and supply suitable respiratory protective equipment when required by the hazards of the job being performed.
- ?? Contractors & subcontractors shall ensure all personnel using respiratory protective equipment are appropriately trained and fit tested to the equipment.

RIGGING

- ?? Know the weight of the load to be lifted.
- ?? Ensure loads are properly rigged and stable during the lift.
- ?? Use tag lines to control loads unless such use will create a hazard.
- ?? Inspect all hardware, slings, cable and equipment before using.
- ?? Replace worn equipment.
- ?? Never rig or hoist any load if weather conditions are such that hazards to personnel or property are created, e.g. high wind velocity, low visibility, etc.
- ?? Specific procedures must be prepared and submitted to the contractor prior to performing an unusual or complex hoisting operation.

ROLL-OVER PROTECTIVE STRUCTURES (ROPS) AND RESTRAINING SYSTEMS

- ?? Roll-over protective structures and restraining systems are required on all mobile equipment except:
 - ?? Rated by the manufacturer at 15 kilowatts or less and has a tare mass of 700 kg or less;
 - ?? Was manufactured before 1980 and is not factory-equipped with adapters to accept a roll-over protective structure.
- ?? Mobile equipment not equipped with a roll-over protective structure shall be restricted to locations and operations where the risk of overturning is minimal.

SAFETY GLASSES/GOGGLES/FACE SHIELDS

- ?? Wear safety glasses with side shield or goggles whenever the nature of the job presents an eye hazard.
- ?? Some areas of the project may require the compulsory use of safety glasses, chemical goggles or face shields. Observe signs indicating this requirement.
- ?? Wearing of safety glasses is strongly recommended as a general practice for those areas and tasks where safety glasses are not mandatory.

SAFETY HARD HATS

- ?? All personnel in all work areas must wear CSA or ANSI approved safety hard hats.

SAFETY INSPECTIONS

- ?? All contractors & subcontractors supervisors and Health and Safety are required to conduct regular safety inspections for all areas for which they are responsible.
- ?? Gazzola will perform additional project safety assessments.

SAFETY FOOTWEAR

- ?? Appropriate CSA approved "green patch" safety boots must be worn in all work areas.

SAFETY SHOWERS/EYE WASH STATIONS

- ?? The contractor & subcontractor will provide emergency eye wash stations for areas not having safety showers and eye wash stations when required by the nature of the work and inherent hazards.

SCAFFOLDS

- ?? Scaffolds, swing stages of other temporary work platforms used for maintenance, installation or removal of equipment must be constructed, maintained and dismantled under the discretion of a competent worker.
- ?? Ladder jack scaffolds are prohibited from use.

SMOKING

- ?? Obey all no smoking signs.

SPILLS

- ?? Clean up all spills or slippery surfaces that would create a slipping or environmental hazard.
- ?? Check MSDS for proper procedure and equipment.

- ?? Report all significant spills to the Project Superintendent and call the emergency number provided by the Project Superintendent (where applicable).

SUBCONTRACTOR SUPPLIED MATERIALS

- ?? All vehicles arriving on the project shall first report to the project office trailer and/or Project Superintendent.
- ?? Contractors & subcontractors shall provide sufficient notice and information to permit Gazzola to assess the circumstances, identify potential hazards or productivity interruptions and implement corrective measures.

TRAFFIC

- ?? Speed Limits must be obeyed.
- ?? Where no speed limit is posted, travel with caution and according to the terrain, job conditions, adjacent work activities and weather conditions.
- ?? All street, railroad stop and warning signs must be obeyed.
- ?? Passengers must never leave or board a vehicle in motion.
- ?? Workers are not permitted to ride in the back of a pickup truck.
- ?? Vehicles parked on a Gazzola project or property must be left with the engine shut off and parking brake set.
- ?? All vehicle accidents occurring on a Gazzola project or property must be reported and an Accident Report prepared.

TRAFFIC CONTROL

Ontario Traffic Manual, Temporary Conditions – Book 7 must be strictly adhered to while carrying out all of the following traffic control procedures.

- ?? Traffic control measures must be employed in order to meet the following objectives:
 - ?? To protect construction crews and the motoring public by regulating traffic flow.
 - ?? To stop traffic whenever required by the progress of work.
 - ?? Otherwise to keep traffic moving at reduced speeds to avoid tie-ups and delays.
 - ?? To allow construction to proceed safely and efficiently.
 - ?? To ensure that public traffic has priority over construction equipment.
- ?? Equipment used for traffic control including, but not limited to signs, delineators, cones, barricades, flashers, barriers, markers and drums must meet all applicable Federal, Provincial or local requirements.
- ?? Where required, the contractor & subcontractor are responsible for appointing a traffic control person and providing both written and verbal instructions.
- ?? The contractor & subcontractor must ensure that the traffic control person is protected from hazards.
- ?? This includes not only personal protective clothing and equipment but also measures and devices to guard against the dangers of vehicular traffic.

UNDERGROUND UTILITIES

- ?? The contractor or subcontractor must request locations of all underground utilities.
- ?? The contractor or subcontractor shall thoroughly review locate information with the utility company' representatives before excavations are begun.
- ?? The contractor or subcontractor shall not dig with out utility locates sheets, if the contractor or subcontractor is found with out utility they will be subject to Gazzola's disciplinary policy.
- ?? Extreme caution must be exercised during excavations, as supplied underground drawings may not be accurate.
- ?? The contractor or subcontractor shall comply with the procedures outlined in the Ontario Ministry of Consumer & Commercial Relations- "**Guidelines for Excavations in the Vicinity of Gas Lines**" when excavating in the vicinity of pipes, conduits and cables for gas electrical and other services.
- ?? Piping and other underground services must not be damaged during excavation.
- ?? The Project Superintendent must be advised of any damage.

VEHICLES AND MOBILE EQUIPMENT (also – see Equipment/Vehicle Backup Procedures)

- ?? Vehicle operators must have a valid operator's license.
- ?? All vehicles must be maintained in proper working order and inspected prior to use.
- ?? All trucks and mobile equipment used at the work site area are to be equipped with working back-up audible warning horns or alarms.

- ?? It is unacceptable to transport workers in the back of a pickup truck or mobile equipment not equipped with a seat and seat belt.

VENTILATION

- ?? Effective ventilation shall be maintained to ensure a proper air supply free of contaminants and impurities that would exceed safe exposures.
- ?? Forced ventilation systems will be required depending o the nature of the work, work environment and atmospheric condition.
- ?? An inadequate air supply will require the use of appropriate personal protective equipment.

VISITORS

- ?? Contractors & subcontractors are responsible for the safe conduct of visitors at the work site and must provide orientation to safety requirements during their visit.
- ?? The Project Superintendent must be advised of all anticipated visitors, new workers, vendors and other workers prior to their arrival.

WEEKLY TAILGATE MEETINGS

- ?? Each contractor & subcontractor shall conduct a tool box safety meeting at least weekly with all respective personnel in attendance.

- ?? Topics to be addressed at tool box safety meetings will be decided in consultation with the Project Superintendent & the Health & Safety Manager.
- ?? Weekly tailgate meetings will be properly documented and the document submitted to the Health & Safety Manager.

WELDING

- ?? Prior to commencing welding operations, contractors & subcontractors shall complete a written **Project Specific Health & Safety Plan** and submit the completed form to the Health and Safety Manager.
- ?? **The Project Specific Safety Analysis** form is located in Appendix A, extra copies can be obtained from Gazzola's Health and Safety Manager 416-936-1606.
(See – Project Specific Health and Safety Plans)
- ?? Inspect all welding or burning equipment before use for leaks and the presence of oil or grease.
- ?? Flash back preventers must be installed on the fuel and oxygen lines at the torch and regulators.
- ?? Safety glasses and face shields must be worn when cutting, chipping or grinding.
- ?? Suitable eye protection must be worn by anyone assisting or working near a cutting, welding, chipping or grinding.
- ?? A fire hose or extinguisher must be readily available at the work area.
- ?? Welding machines must be shut down prior to fueling.
- ?? Remove all combustible materials to a safe distance from the welding area.
- ?? Suitable shielding must be placed around welding and grinding areas to protect personnel in adjacent areas from flashing and flying particles.

WORKER TRAINING

- ?? Contractors & subcontractors must provide their respective workers with adequate training to ensure workers are familiar with their work tasks, the hazards and the application of the Act and all applicable Regulations.
- ?? Proof of training is required whenever a task is required to be performed which necessitates a competent person and/or competent worker as prescribed by the Occupational Health and Safety Act and any Regulation enacted there under.
- ?? All contractors & subcontractors shall ensure their respective workers are trained in the following areas, where applicable:
 - ?? Accident/Incident Investigating
 - ?? Back-Up Hazard Awareness
 - ?? Controlling Traffic Safely
 - ?? Equipment Lock-out Procedures
 - ?? Fall Protection
 - ?? Manbasket Operation
 - ?? Project Site Security
 - ?? Safe Work Practices Near Underground and Overhead Utilities
 - ?? Site Remediation
 - ?? Train the Trainer – Tailgate Safety Meetings
 - ?? Working with Concrete
- ?? Contractors & subcontractors are responsible for the training of their personnel.

- ?? Training may be available through various health and safety delivery organizations, including but not limited to, the Construction Safety Association of Ontario, the Industrial Accident Prevention Association, and Natural Resource Safety Association.
- ?? Additionally, training may be available from unions or private consulting organizations.
- ?? Gazzola reserves the right to evaluate the veracity of training claimed by the contractor & subcontractor.
- ?? The contractor & subcontractor shall immediately furnish to the Project Superintendent any information relating to claimed training, including but not limited to:
 - ?? Training course outline
 - ?? Course curriculum
 - ?? Representative training materials
 - ?? Details relating to facilitation format
 - ?? Name and details of the instructor(s)
 - ?? Documents confirming worker attendance
- ?? Contractor shall be provided on request
- ?? Remedial training shall be provided and paid for by the respective contractor or subcontractor when training is assessed and deemed insufficient, in the opinion of the Project Superintendent.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

- ?? The purpose of the Workplace Hazardous Materials Information System is to ensure that the hazards of all chemicals produced or employed are evaluated, and that information concerning their hazards is transmitted to employers and employees. This transmittal of information is to be accomplished by means of a comprehensive **WHMIS** program, which must include container labeling and other forms of warning, material safety data sheets and employee training.
- ?? Subcontractors shall develop, implement and maintain at the project, a written **WHMIS** program for the nature of work to be performed. Subcontractors must inform their employees of the availability of the program, including the required list(s) of hazardous chemicals, and material safety data sheets required.
- ?? The subcontractor shall ensure that each container of hazardous chemicals on the project is labeled, tagged or marked with the identity of the hazardous chemical(s) contained therein: and must show hazard warnings appropriate for employee protection.
- ?? Subcontractors shall have a material safety data sheet for each hazardous chemical that they use.
- ?? The subcontractor shall provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area. Subcontractors shall also provide employees with information on any operations in their work area where hazardous chemicals are present; and the location and availability of the written **WHMIS** program, including the required list(s) of hazardous chemicals, and material safety data sheets required by the standard.
- ?? The Project Superintendent will advise subcontractors of any chemical hazard that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measure to be taken, and the safe handling procedures to be used.
- ?? In addition, the Project Superintendent will notify all subcontractors of the location and availability of MSDSs.

?? Each subcontractor bringing chemicals on-site must provide the Project Superintendent with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

VI IN CONCLUSION

Think-Plan-Decide-Act Effectively and Safely

Think about the task before you start doing the work.

Plan ahead, layout your work in a safe and logical sequence.

Decide upon the best and safest way to achieve your objective.

Act Proceed with your plan in the safest manner possible considering yourself and those working with or around you.

'SAFETY IS EVERYONE RESPONSIBILITY'