GAZZOLA PAVING LIMITED
Emergency Preparedness Policy Statement

Gazzola Paving Limited is committed to the prevention of injury or occupational illness, limiting suffering and losses by ensuring all employees are equipped with an appropriate immediate response to all identified emergency situations. To that end, Gazzola Paving Limited will identify all potential emergency situations applicable to the nature of the work and will identify the proper resources needed to react to these situations properly. Emergency equipment deemed to be necessary will be provided for all locations, well-marked and regularly inspected and maintained.

Gazzola Paving Limited will document appropriate response plans to all emergency situations identified that will include the responsibilities of different workplace parties in cases of emergency for all locations where work is being performed. All employees will be trained on the relevant emergency response plans relevant to their work location.

Everyone at Gazzola Paving Limited is required to understand, follow and undertake their roles and responsibilities under the emergency response plans to reach the goal of limiting suffering, losses and resume normal work as soon as reasonably possible in the event of an emergency situation.

Gazzola Paving Limited will initiate different types of emergency drills to assess the effectiveness of the emergency response plans and take corrective actions when needed. Emergency procedures and response plans will also be reviewed at least annually in the pursuit of continuous improvement and perfect preparedness to emergency situations.

Information related to emergency preparedness will be communicated to all relevant workers, contractors and visitors in addition to government authorities and the community when required.

Virgil Gazzola, Vice-President

March 17, 2022
Date

Section 11-1 - Emergency Plan

PURPOSE

Through the use of a well planned emergency response, the project will be able to limit suffering, losses and resume normal operations as soon as reasonably possible.

SCOPE

A documented emergency plan will be developed for each construction project. Once developed, the scope of the Emergency Plan and requirements (location specific) will be explained to all site personnel.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Developing site and location specific Emergency Response Plans for each workplace with the assistance of the Project Managers and the Superintendents.
- Coordinate with management personnel to ensure emergency drills are conducted where required.
- Arrange training for workers regarding Emergency Response as required.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any emergency situations or deficiencies reported.
- Co-ordination of all emergency drills including evaluations and corrective actions.

Senior Management Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Assist in develop location specific emergency procedures and a response plan where required.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Ensure general communication to all site level personnel the site specific emergency procedures and a response plan.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Superintendent Responsibilities:

- Assist in develop location specific emergency procedures and a response plan where required.
- Post or ensure Constructor or Owner has a site specific emergency procedures and a response plan in a high traffic area available for reference.
- Follow-up on the findings and implement recommendations for each unsafe condition.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Foreman Responsibilities:

- Post the site specific emergency procedures and a response plan in a high traffic area.
- Assist in conducting emergency drill where required.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations, emergency situation or the absence/defect in any equipment or protective device.

PROCEDURE

An Emergency Response plan will be developed for each company location or site by the **Health and Safety Coordinator** and/or **Project Manager** and the **Superintendent,** where a site specific plan has not already been provided by the Constructor or the Project Owner.

All input from relevant workplace parties will be considered on the Emergency Response Plan to reach the goal of minimization of injuries/illness for the emergency situations identified.

The **Health and Safety Coordinator** must do a walk through of the facility to identify the required resources and ensure adequate plans are applicable and implemented. Emergency equipment must be in place, well-marked and regularly inspected and maintained. This includes at a minimum:

1. Appropriate number of fire extinguishers that are:

    a. Inspected Annually by certified company
    b. Inspected Monthly by a competent person internally

2. First Aid requirements:

    a. Fully stocked First Aid kit/station with proper supplies
    b. Qualified First Aider in the vicinity of the Kit/Station on each shift
    c. Appropriate means for transportation of an injured worker to a medical facility

These plans must be available so that in the event of an undesired event, all workplace parties are able to respond in an effective manner.

The **Project Manager** and **Foreman** must undertake a walk through or site review with all location workplace parties to identify the required resources and ensure adequate plan implementation. Emergency equipment must be in place, well-marked and regularly inspected and maintained. This includes at a minimum:

1. Appropriate number of fire extinguishers that are:

    a. Inspected Annually by certified company
    b. Inspected Monthly by a competent person internally

2. First Aid requirements:

    a. Fully stocked First Aid kit/station with proper supplies
    b. Qualified First Aider in the vicinity of the Kit/Station on each shift
    c. Appropriate means for transportation of an injured worker to a medical facility

These plans must be available o that in the event of an emergency, all workplace parties are able to respond in an effective manner.

The Facility Specific Emergency Plan will be posted on the bulletin board or a common high traffic area. Emergency Drills will be conducted annually to evaluate the plan and make any necessary changes. The Health & Safety Coordinator will be responsible for communicating emergency drills and coordination of emergency drills including evaluation of all emergency drills and any corrective actions required.

All **Foreman**, **Workers** and **Subcontractors** will receive an explanation and get training on their role in the Emergency Plans during initial or site orientation meetings.

As a minimum, all emergency plans will include;

- Procedures for Emergencies
- Emergency Phone Numbers
- Maps and/or directions to the nearest medical facility

The Emergency Procedure including all response plans will be reviewed at least annually by Senior Management and updated as needed.

Section 11-1 - Emergency Plan

DISTRIBUTION

The Emergency Plan distribution must be as follows*;*

- reviewed with all of our workers and Subcontractors
- posted on Health and Safety board, in the Site Office, or in other strategic areas around site.

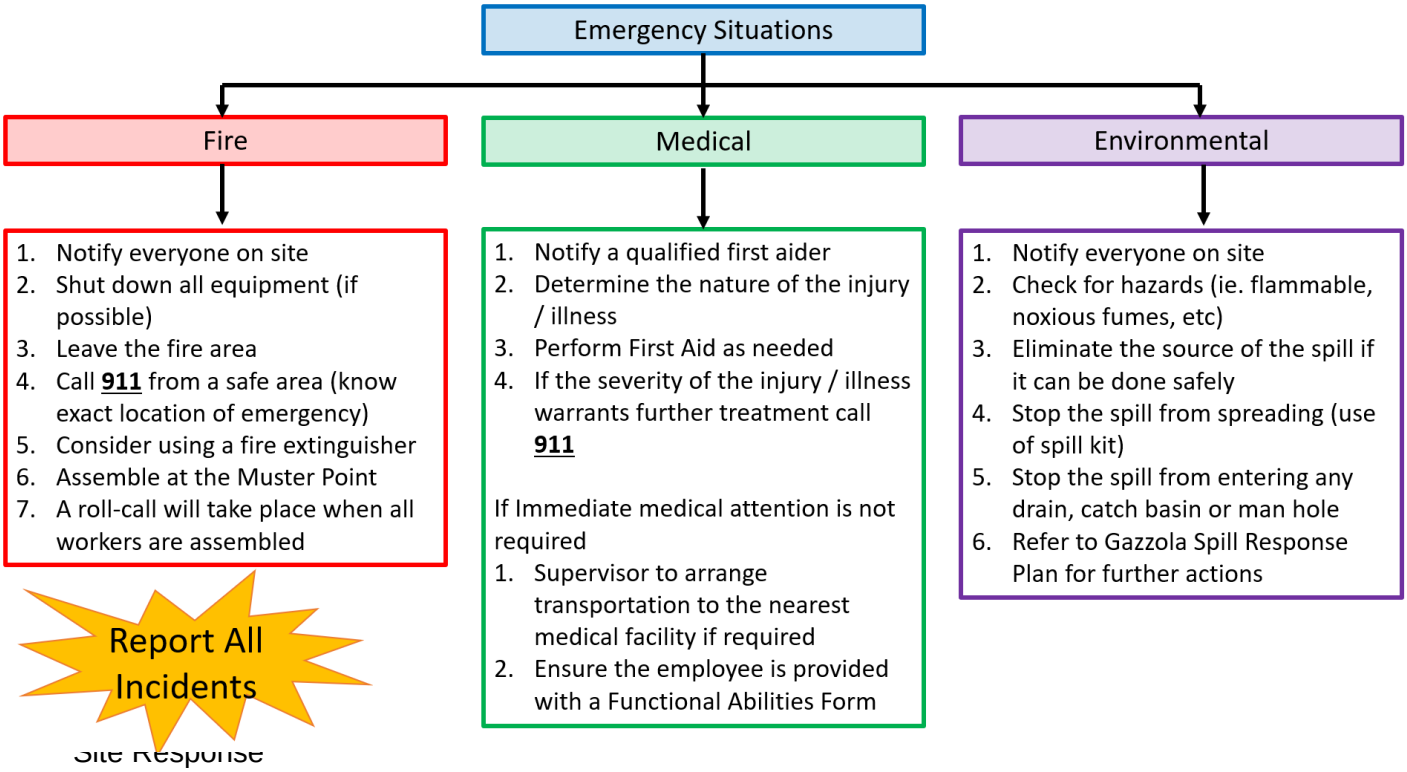
RECORDS

All emergency drills will be documented with the results of the drills provided to the Project Manager and Health and Safety Coordinator for review.

COMMUNICATION

All relevant information will be communicated to as required to all involved including workers, visitor, sub-contractors, emergency response services, government authorities and the community regarding emergency response.

Section 11-1 - Emergency Plan



Site Response

#1 on every list is to notify others. Gazzola Paving has the **3-LONG-HONKS** warning system in place.

- 3-LONG-HONKS means
  1. Press the horn for 5 seconds, wait for 3 seconds,
  2. press the horn for 5 seconds, wait for 3 seconds,
  3. press the horn for 5 seconds
- The 3-LONG-HONKS emergency warning system is not to be confused with the 2-SHORT-HONKS procedure to be done before reversing equipment
- Please do not use 3-LONG-HONKS for anything other than notifying others of an emergency

If you are not on a piece of equipment, you can notify others by using

- Your voice (ex. Yelling for help)
- Your actions (ex. Hand signals indicating for someone or a piece of equipment to stop)
- Your cell phone (ex. Calling 911, Superintendent, Foreman, co-workers, H&S Coordinator, etc.)

Emergencies are something that you need to be prepared for and know how to react to quickly, effectively and safely. Please ask any questions you may have to ensure you are well prepared if an emergency were to occur.

GUIDE TO EMERGENCIES WITHIN FACILITIES

Emergency Personnel

Emergency Response Coordinator (ERC):_____

Alternate:_____

Emergency Response Team (ERT):

Name	Cell #	Company Name

Grouping Areas

Area 1 _____
Area 2 _____

Types of Emergencies

Emergency Evacuation
Fire and Explosion
Medical Emergency
Chemical Spills
Emergency Violence Response
Inclement Weather
Overhead Powerline Contact

EMERGENCY CONTACT LIST

In case of emergency: please contact the first person on the list below. If you are unable to reach that person, leave a message and contact the next person on the list below. Do so until you have spoken to someone and informed them of the emergency situation.

Employee Name	Position/Title	Phone Number

EVACUATION PLAN

In the event of an emergency situation, we require all employees to respond quickly and calmly and evacuate the building to prevent any injuries.

If You Hear the Emergency Alarm:

- Remain calm.
- Turn off the power to your workspace or equipment if safe to do so.
- Leave the area/ building by the nearest, safe exit.
- Close all doors behind as you leave.
- Proceed directly to designated Muster Point
- Advise your Health and Safety Coordinator member at the meeting zone of any observations or status of other employees.
- Remain calm at the meeting zone and await further instructions from your supervisor or ERC/ERT member.

Worker Responsibilities:

- If for any reason the facility must be evacuated, the employees will be advised verbally by their supervisor to evacuate.
- All employees must promptly leave the facility by the nearest safe exit as soon as reasonably practicable.
- All employees will meet at the designated Muster Point for a head count
- Once at the designated Muster Point, all workers must remain there and not re-enter the building for any reason.
- Workers will only be allowed to re-enter the building when it has been deemed safe by the emergency responders.
- Follow directions of the ERC/ERT

Supervisors Responsibilities:

- Ensure all workers under your supervision are aware of the requirement to evacuate the building.
- Exit the building through the nearest safe exit point and proceed directly to the designated muster point.
- Assist in a head count and let the ERC/ERT members know that your workers are accounted for or advise of any missing personnel.
- *Under no circumstances should anyone go looking for missing workers in the building.*
- Provide first aid to injured workers, if trained.
- Follow the directions of the ERC/ERT members or emergency responders.

Emergency Response Coordinator / Team Members (ERC / EMT)

- Call emergency responding personnel (911). The phone numbers are posted on Health and Safety Board or in your Emergency Evacuation Package.
- Exit the building through the nearest safe exit point and go directly to the designated muster point you are responsible for.
- Take a headcount and record all names under the Headcount recording form. Communicate with all ERT members and other employees to gather information and confirm head counts.
- ERC will greet the emergency responding personnel when they arrive.
- Provide the emergency responding personnel with specific event information including if any workers are missing or advise the emergency personnel that all are accounted for.
- Take direction from the emergency responding personnel.
- Allow employees to re-enter the building when given the all clear from emergency responding personnel.
- Communicate with other Management personnel to update the status of the Emergency situation.

HEADCOUNT RECORD

ERC/ERC will take a head count and record each workers name on the list below:

Emergency Response Coordinator Name:_____

#	Employee Names	#	Employee Names
1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

FIRE AND EXPLOSIONS

When you hear the emergency alarm, proceed and follow below:

WORKERS

- Initiate evacuation procedure.
- Exit your area through the nearest or alternate emergency exit.
- Close doors behind you.
- Notify the ERC/ERT when you have arrived at the designated muster point.

SUPERVISORS

- Initiate evacuation procedure.
- Notify ERC/ERT in the designated muster point.
- Assist ERC/ERT member in writing a list of evacuated workers at the designated muster point.
- Await further instruction from ERC or emergency responding personnel.

ERC and ERT

- Initiate evacuation procedure.
- Call 9-1-1 (or appropriate number for fire) and report fire.
- Give your name, the company name, address, major intersections, entrance to site, area of site and advice that persons will be available outside for direction. Remain on phone until 9-1-1 operator terminates the call, remain near phone.
- Communicate with ERT members to gather emergency information and determine who may have been in the building. Establish phone calls to those may be unaccounted for.
- Communicate with emergency responding personnel throughout the emergency situation.

MEDICAL EMERGENCIES

WORKERS

- Notify facility First Aid trained personnel and site management team.
- Initiate evacuation procedure if required.
- Assist if possible and safe to do so.

FIRST AIDER

- Assess the scene to determine personal risks or hazards.
- Assess the victim and wear any Personal Protective Equipment (PPE) for personal protection (gloves, mask).
- Take control of the situation and maintain a calm environment.
- Administer first aid if safe to do so.
- Do not move ill or injured person(s), unless it is essential for their safety. Try to make them comfortable.
- Send a worker to notify Facility Management and ERC.
- Direct a worker or the ERC to direct ambulance where the medical emergency is occurring.
- Have someone call 911 if the situation dictates.

For Serious Injury/Illness:

- Notify ERC or facility management as soon as possible.
- ERC or facility management to call 9-1-1 as soon as possible.
- Give your name, the company name, address, major intersections, entrance to site, area of site and advise that persons will be available outside for direction. Remain on phone until 9-1-1 operator terminates the call, remain near phone.
- ERC/ERT member to clear immediate area and direct coworkers to safe place and maintain a calm environment.
- ERC to direct ambulance and other emergency responding personnel to location of emergency situation.
- Secure scene for investigation.

HAZARDOUS MATERIALS ACCIDENTS AND SPILLS

Any spill or leak of a chemical must be treated as being a potential hazardous material incident until the chemical can be identified. If the magnitude of the incident is determined to be of serious concern, initiate the evacuation procedures and call 911.

WORKERS AND SUPERVISORS

- Initiate evacuation procedure if required.
- If evacuation procedure are not required, notify ERC or facility management as soon as possible.
- Determine the name of the spilled or leaking chemical or material from the label on the container or from the shipping manifest or invoice.
- Initiate cleanup of material if safe to do so.
- If during the cleanup of the hazardous material, any worker shows signs or symptoms of distress, immediately remove the individual to a safe location and call 911 for further assistance.

ERC/ ERT Members

- ERC/ERT to assess hazards at the scene and establish the magnitude of the incident.
- ERC/ERT to identify hazard (review MSDS, containers, etc.).
- ERC/ERT to initiate evacuation procedures and call Emergency Services (911)

SPILL EMERGENCY PROCEDURE

When projects are prepared for chemical spills, fewer errors are made and there is a reduced risk to persons, property and the environment. The essential elements of spill response preparation are; training, hazard information, PPE and written procedures as described below.

Training

Spill response training is provided by the Health and Safety Team to Supervisors and workers. All employees will complete WHMIS prior to commencing work and complete annual refresher training.

Hazard Information

Information on the chemical hazards present at the project shall be kept up-to-date and readily available. Sources of information include the SDS, signs, container labels, posters, and reference books. SDS's will be kept on adjacent to hazardous substances at all times, at an easily assessable location.

Workers

- Proceed with caution and advise others that are in the immediate area of the spill of the potential danger.
- If persons are injured, provide first-aid if the scene is secured and you are trained to do so.
- If the spilled chemical has contaminated persons, lead them to the nearest eyewash or emergency shower and assist in washing off the material. However, do not put yourself at risk and become a casualty.
- Notify Supervisor on the site.
- Minor spills or spills of chemicals of low toxicity and/or volatility can be handled by employees at the location.
- If the nature, quantity or location of the spill exceeds the capacity of departmental personnel to deal with it safely and effectively, then outside help shall be requested by contacting the Health and Safety Team.

Spill Clean-up Response

Project Managers are responsible for ensuring that an adequate supply of spill response equipment is maintained at each project location. The Spill Kits will be customized to account for specific hazards and conditions on each location.
The equipment required includes:

- first-aid equipment
- personal protective equipment
- spill cleanup supplies.

Minor Spill

A minor spill is one that usually presents little or no hazard to person or property and is small enough to be safely cleaned up using the emergency spill kit.

1. Notify all personnel and supervisor in the vicinity of spill or any flammable, toxic, volatile material, etc.
2. Evacuate and post warnings
3. Remove contaminated clothing and enter emergency shower, flush eyes for 15 minutes. Be sure chemical is unreactive with water.
4. Obtain information about name of chemical, approximate quantity, hazards of the chemical (review SDS if available)
5. If is safe to do perform clean up procedures. If clean up materials are not available call Emergency Services.
6. Wear PPE
7. Use a spill control material to contain the spill and move it into a container and removed to a temporary storage area off the site area until disposal has been arranged.
8. Wash the affected area and PPE with appropriate cleaning solution
9. Fill out Incident Report Form

Major Spill

A major spill is one that cannot be contained safely with the materials on the site, threatens safety to life, and/or threatens to enter the sewer system or travel beyond the boundaries of building/property to endanger the environment. The Emergency Services shall be contact.

1. Notify all personnel and supervisor
2. Post warnings
3. Evacuate immediate area
4. Call Emergency Services
5. State your name, location, chemical(s) involved, and the amount spilled
6. Attend to any persons who may have been contaminated. Refer to SDS for first aid information
7. Wait in a safe area for the emergency service team
8. Do not allow unauthorized person to enter the contaminated area
9. Fill out the Incident Report Form

EMERGENCY VIOLENCE RESPONSE

If you observe or are notified of a person(s) in possession of a weapon, forcing entry into the building, or appear to be acting in an extremely aggressive manner, the following steps should be followed:

WORKERS AND SUPERVISORS

- Do not confront the individual.
- Initiate evacuation procedure immediately.
- Call 911 immediately.
- Contact the facility manager/ERC as soon as possible.

ERC/ERT Members

- Do not confront the individual.
- Initiate evacuation procedure immediately.
- Call 911 immediately.
- Inform arriving emergency responding personnel of details known to this point.

INCLEMENT WEATHER EMERGENCY RESPONSE PROCEDURE

Inclement weather shall mean the existence of rain or abnormal climatic conditions (whether they be those of hail, snow, cold, high wind, severe dust storm, extreme high temperature or the like or any combination thereof) by virtue of which it is either not reasonable or not safe for employees exposed thereto to continue working whilst the same prevail. Inclement weather conditions include but are not limited to:

- Tornado
- Wind storm
- Thunder storm and/or lightning
- Snow/ice storm
- Flood

Response to a weather emergency may be based on:

- A warning from a local environmental authority
- Media forecast
- Signs of an upcoming weather emergency

A decision on activating the Inclement Weather Emergency Response Procedure shall be made by the Health and Safety Team and can be based upon the following factors:

- Type of forecast conditions (e.g. wind, snow, ice)
- Severity of forecast condition
- Reliability of the forecast
- Feasibility of continued operation
- Type of work which is taking place
- Traffic and roadway conditions in the surrounding vicinity.

Construction projects shall be secured in response to an inclement weather emergency. Precautionary measures include but are not limited to the following:

- Loose debris shall be tied down and secured
- Electrical equipment shall be covered from exposure to the weather
- Loose tools, material and equipment shall be properly stored and secured
- When material and equipment are covered with tarps; tarps are to be securely tied down
- Scaffolding shall be secured
- Crane operations shall be suspended, and crane equipment shall be secured
- Construction fences and barricades shall be braced and secured.

OVERHEAD POWERLINE CONTACT EMERGENCY RESPONSE PROCEDURE

If your vehicle/machine or you observe that another vehicle/machine made contact with a powerline, the following steps should be followed:

WORKERS AND SUPERVISORS

- Try not to panic, remain calm.
- An attempt should be made to break the contact by driving the vehicle/machine a minimum of 8 meters away from the powerline.

If it is not possible to break the contact:

1. Stay in the vehicle/machine until the power has been isolated and the powerlines removed. Don't risk being electrocuted by attempting to leave the vehicle before power is disconnected.
2. Advise anyone near the incident site to stay a minimum of 8 meters away from the vehicle and anything else in contact with the powerlines.
3. Contact local Electrical Utility immediately to switch off the power and call the emergency services reporting wires down and a life-threatening situation.
4. Treat all powerlines as if they are 'live'.

If the person in the vehicle/machine needs to be evacuated:

An emergency evacuation of a vehicle/machine is extremely dangerous and should only be attempted as a last resort, such as if the vehicle is on fire.

Remember never approach the vehicle/machine to assist in an evacuation and always treat all powerlines as if they are 'live'.

1. If escape from the vehicle/machine is absolutely necessary, it's critical that you jump clear ensuring that you don't have contact with the vehicle and ground at the same time.
2. When you jump, ensure that you land with your feet together and if required, take another one or two jumps with your feet still together, ensuring that you do not touch the vehicle/machine, fall forward or backwards or allow your feet to step apart.
3. You must jump/shuffle with your feet together until you are at least 8 meters clear of the vehicle/machine, power lines or anything else in contact with them. Avoid being in line with the side of the tires as they may explode.
4. Once clear, do not return to the vehicle for any reason.
5. Secure the area and do not let anyone except emergency rescue personnel go near the energized equipment.

EMERGENCY

In case of Emergency call - 911

This Site Address is: _____

_____

Project Name: _____ **Site Phone:** _____

Local Non Emergency Numbers:

POLICE DEPARTMENT- _____

FIRE DEPARTMENT- _____

AMBULANCE - _____

MINISTRY OF LABOUR - _____

Other Emergency Contact Numbers:

GAZZOLA PAVING LIMITED **(___)** _____

_____ **(___)** _____

Utilities:

Hydro - _____

Gas - _____

Directions to the Nearest Hospital

Hospital Name: _____

_____

_____

_____

Site Map

Section 11-2 - Fall Prevention Plan

PURPOSE

A Fall Prevention Plan for all workers is very important in the prevention of falls from heights in construction. Falls from heights in construction continues to be the leading cause of serious and fatal accidents. Through the use of a Fall Prevention Plan, the Site Management Team can Recognize, Evaluate and Control the causes of falls from heights. Developing Rescue Procedures will ensure prompt response and medical aid to the affected worker.

SCOPE

The Fall Prevention Plan must include a review of suspension trauma, rescue procedures, and methods to alleviate the risk for all workers using Fall Protection Harness systems where any potential fall hazard may exist.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Ensure that competent trainers are delivering the training to all required workers and supervisors according to site specific Policies and Procedures, and Occupational Health and Safety Act and Regulations.
- Work with management team to define a site specific Fall Prevention Plan and site specific written fall rescue procedure within the Site Specific Safety Plan (SSP).
- Ensure appropriate training and testing is conducted for all required company personnel to ensure thorough understanding of the appropriate procedures and work practices relating to Fall Prevention.
- Maintain Fall Prevention training records at head office.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Purchase and replace all fall protection equipment as required.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Superintendent Responsibilities:

- Review Subcontractor documents to ensure all Subcontractors can implement their workplace specific requirements and the site specific expectations under the SSP.
- Ensure that regular inspection of all fall protection equipment is completed and documented by a competent worker.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Foreman Responsibilities:

- Ensure potential fall hazards related the work are defined along with the appropriate procedures and required Personal Protective Equipment (PPE) within the site specific SSP.
- Advise all workers and Subcontractors on the risks associated with the assigned work.
- Ensure inspection records on fall protection equipment and devices are kept and maintained.
- Ensure appropriate training records are available on site.
- Ensure that workers are trained to use the equipment and follow the procedures specified for the task in the site specific SSP.
- Ensure that every worker and Subcontractor have the appropriate fall protection equipment including a safety harness, lanyard, shock absorber, rope grab, and self-retracting device for the hazardous or dangerous conditions the worker may be exposed to.
- Check guardrails and covers of floor/roof openings daily to ensure they are installed properly and adequate for the situation.
- Identify appropriate anchor points to be used and configuration of lifelines or other systems.
- Remove all damaged fall protection equipment and/or component from service, and provide appropriate replacements.
- Ensure that a site specific written rescue procedure is in place and known by all the workers and Subcontractors.
- Where so prescribed, maintain existing training records and provide, where required, worker with additional written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Appropriately use and wear all required protective equipment where required.
- Visually inspect all protective equipment prior to use.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

PROCEDURE

The **Project Manager** and/or **Superintendent** must ensure that the Fall Prevention Plan is reviewed with all Workers and Subcontractors. This review should be done in conjunction with the Fall Prevention and Working at Heights Training or site orientation.

Prior to the commencement of work by any of our workers or Subcontractors on a project, it will be the responsibility of the **Superintendent** and the **Foreman** to review the Fall Prevention Plan with each of our workers or Subcontractors during our site level orientation or through Safety Talks.

Where site specific needs vary from the Fall Prevention Plan, the Site Management Team (**Superintendent** and the **Foreman**) with the assistance of the **Health and Safety Coordinator** where required must provide ongoing revisions to the plan accordingly to the site specific hazards.

DISTRIBUTION

The Fall Prevention Plan will be distributed to all workers and subcontractors and available on site for review.

RECORDS

Documentation of all Fall Prevention Training and subsequent reviews of the Fall Prevention Plan will be maintained on site and copied to the Project Manager and Health and Safety Coordinator upon completion of training or reviews.

FALL PREVENTION PLAN

All Employees

Typical fall from heights hazards that are encountered by workers in construction include, however are not limited to the following;

- Elevator shaft openings
- Stair well openings
- Perimeter openings
- Roof tops
- Excavation, Trench or Caisson openings
- Work off ladders
- Elevated work platforms
- Etc.

Fall from heights can be eliminated through the use of any of the following control strategies alone and/or in combination with others;

1. When possible, implement policies restricting certain types of work that put worker at risk of falling from heights
2. Training on Recognition/Evaluation and Control of falls from heights
3. Installation of guardrail systems or floor coverings;
4. Use of Travel Restraint system;
5. Use of Travel Restrict system and
6. Use of Fall Arrest systems when necessary

Falls from Heights Plan

Policies for prevention of falls from heights;

1. All workers must receive fall prevention training prior to the commencement of work and subsequently reviewed on a yearly basis
2. Workers are not allowed to access any unguarded roof areas at any time unless a roof plan has been implemented and the worker has received training on the plan.
3. Workers must not enter areas where guardrails or floor coverings around/over floor openings, elevator shafts are not present.
4. The installation of guardrails around openings and handrails on stairs will only be completed by trained workers utilizing travel restraint systems when necessary. (This must be done under the direction of the Supervisor)
5. Excavation or Trench openings that are not sloped in accordance with the legislative requirements and that a worker could fall into more than 2.4 metres deep shall be protected by an appropriate barrier (Subcontractors responsibility). This will be monitored by the Site Management Team and workers.
6. Caissons must be adequately guarded by the Subcontractor. This will be monitored by the Site Management Team and our workers.
7. Work off ladders will be limited, however, should a worker be required to work off a ladder, the following must be remembered;

- the ladder must be in safe working condition and must be inspected prior to use;
- the ladder must be secured (top and bottom) (stabilizers can also be used to assist with stabilization)
- the ladder must be of an appropriate length and design for the work. Extension ladders must extend 900 millimetres (3 feet) above the floor or landing
- set the ladder up in accordance with the manufactures instructions and as a minimum for extension ladders a ratio of 1 foot out for every 4 feet up
- three-point contact must be maintained while on the ladder;
- ladders are generally intended for access/egress, therefore work from ladders should only be short in duration
- maintain clean footwear while ascending or descending from a ladder
- never set up ladders near live electrical conductors

8. Work off Elevated Work Platforms may be required from time to time. This work will only be performed by trained workers. Fall protection must be used at all times while in powered elevated work platforms.

Travel Restraint and Fall Arrest Components

Travel Restraint, Fall Restrict or Fall Arrest System components may vary in arrangement. All components in the system must be used as per the manufactures instructions and as a minimum, the systems must include the following;

- appropriate anchor points for the type of system in use
- the user must wear a Full Body Harness equipped with a Lanyard (self-retracting lanyard preferred for most applications – some exceptions do exist)
- life lines designed for the system (when necessary)
- rope grab or other movement control device (when necessary)
- self locking connecting devices to connect various components of the systems
- material to protect the life line from being cut, chaffed or abraded (when necessary)

Other Fall Protection System Considerations

- understand how the system can be used safely and do not hesitate to ask for assistance from you supervisor.
- only use the system in accordance with the manufactures requirements
- do not expose the equipment to corrosive materials
- do not expose the equipment to sparks or flames
- inspect the system and all of its components prior to each use
- report any defects of the equipment or absence of devices immediately to your supervisor and only proceed if corrective actions have been taken
- if any fall protection equipment has been involved in a fall, it must be immediately taken out of service and sent to the manufacturer for inspection.
- fall arrest systems must be set up in a manner which will not allow the worker to hit an object or the level below.
- only equipment approved by your supervisor may be used in a fall protection system

Section 11-2 - Fall Prevention Plan

Good Fall Protection Practices

- always be aware of your surroundings
- never rest up against or push on guardrails
- look where you walk and do not step on floor coverings or other objects that may be on the walking surface as those objects may be hiding a floor opening.
- do not walk backwards when you are on a work surface that may contain a floor opening (guarded or not)
- always report unguarded openings and or unsafe floor coverings to your supervisor immediately
- take time to review the following Fall Rescue Procedures and make notes to suit them to your site conditions
- review the Fall Rescue Plan(s) and make note of the equipment required.

Other Site Specific Notes

POST THIS INFORMATION

FALL ARREST RESCUE PROCEDURES

PURPOSE

To safely rescue a worker who has fallen and is suspended in a harness and to prevent the fallen worker from the potential serious health effects resulting from prolonged suspension.

AFFECTED PERSONS

These procedures apply to **ALL** supervisors and employees who are required to utilize Fall Arrest equipment (and/or supervise workers using fall arrest equipment).

POTENTIAL SERIOUS HEALTH EFFECTS OF PROLONGED SUSPENSION

After a worker has been involved in a fall where fall protection devices have deployed and the worker has been suspended, there is potential for "**Suspension Trauma/Orthostatic Intolerance**". This can be a potentially very serious/grave condition for a worker who remains suspended in a harness for a prolonged period after a fall. The vertical position that a worker remains in (for a period of time) after a fall, can lead to venous pooling of blood in the legs. An incorrectly executed rescue can cause cardiac arrest therefore rescuers must understand the phenomenon of orthostatic intolerance and how to rescue a worker who has been suspended in a harness.

Devices such as relief straps should be utilized to aid in the prevention of Orthostatic Intolerance. Workers can maintain them on their harnesses while using fall protection and this should be considered as the first step in any rescue and the prevention of Orthostatic Intolerance.

POST THIS INFORMATION

IF A WORKER IS OBSERVED SUSPENDED IN A FALL ARREST SYSTEM

1. **Assess** the situation – ensure your safety at all times (**DO NOT** attempt a rescue or enter a work area with an unguarded edge without using an appropriate fall protection system). Only trained persons are allowed to conduct rescue operations.

2. **Obtain assistance** – alert your supervisor, the rest of the crew and the Constructor or Owner (identify the exact location and the nature of the emergency).

3. If the suspended worker is conscious, try to determine the extent of his/her injuries so that the appropriate emergency services personnel can be notified.

4. **Call 911-** the supervisor will designate workers to meet emergency services personnel at the entrance to the site.

Note: Time is of the essence, the rescue plan must be initiated immediately to help prevent potential injury to the fallen worker.

OTHER WORKERS MUST:

1. Assist as requested by your supervisor or emergency services personnel.

2. Stay clear of activities. If you are not involved directly in the rescue, remain at a safe distance from any unprotected edges and from the rescue area so as not to interfere with the rescue operations.

3. The status of the affected (injured) worker and further direction will be provided as it becomes available.

POST THIS INFORMATION

OPTION # 1 - FALL ARREST RESCUE – POWERED ELEVATING WORK PLATFORM (PEWP)

Note: Workers will be prevented from exposure to fall hazards when working from the PEWP using a guardrail system and a full body harness with lanyard connected to an appropriate anchor point as defined in the manufacturer's operating instructions.

1. If two workers are performing work from the PEWP, lower the platform to ground level so that one worker may dismount from the platform. PEWP are not designed for use by more than two workers at a time.
2. Once the PEWP reaches the ground, the worker dismounting from the platform should only disconnect their lanyard from the D-ring on their full body harness. The other end of the lanyard should remain connected to the anchor point in the platform for use by the suspended worker upon rescue. The worker dismounting is responsible to call 911 (if necessary). Where necessary (only one worker using the PEWP) attach another lanyard to the anchor point in the PEWP.
3. Raise the platform to a position directly underneath the suspended worker and slowly continue raising the platform until the suspended worker is inside of the guardrails of the platform.
   Extra caution should be taken if the suspended worker is unconscious. If it is suspected that the worker has sustained head or spinal injuries do not move the injured worker, wait until medical help arrives.
4. If the fallen worker is conscious and has not sustained any head or spinal injuries, connect the spare lanyard that is already attached to the anchor point on the PEWP to the d-ring on the back of the suspended worker's full body harness.
5. Disconnect the existing self-retracting lifeline or lanyard.
   Note: The shock-absorbing lanyard or self-retracting lifeline that the suspended worker is connected to should not be removed until **after** the suspended worker is safely inside the guardrails of the PEWP.
6. Once the original self-retracting lifeline or shock-absorbing lanyard is disconnected, carefully lower the platform to ground level.
7. At ground level, administer first aid to the rescued worker, if necessary. Only trained workers are to administer first aid and must have the permission of the rescued worker to do so (if the rescued worker is conscious).
8. Secure the incident scene for further investigation.
9. Notify Construction Project Manager and the Health and Safety Coordinator immediately for direction and notification requirements.

Pre-Job Review

a.	Is the equipment available	☐ Yes ☐ No
b.	Is an operator available	☐ Yes ☐ No
c.	Is the equipment in Reasonable Proximity	☐ Yes ☐ No

PEWP Rescue -- Site Specific Notes _____

_____

_____

_____

POST THIS INFORMATION

OPTION # 2 - FALL ARREST RESCUE – USING AN EXTENSION LADDER

Note: Extension ladders of the correct length must be on site and available to perform this type of Lower level rescue (3 Metres or less). This type of rescue will only be performed if a Power Elevated Work Platform is not available.

1. Rescue of a suspended worker using an extension ladder should only be performed if the suspended worker is conscious and has not sustained any injuries that would prevent him/her from ascending or descending a ladder.
2. Position the extension ladder adjacent to the position of the injured worker with the appropriate ladder set-up.
3. Carefully secure the ladder at the top and bottom.
4. Instruct the suspended worker to climb onto the ladder.

Vertical Lifeline Fall - lifeline extending to the ground

5. Once **three-point contact is established and maintained** on the ladder, the suspended worker will;
   a) ascend to location of the rope grab on the vertical life line
   b) slide the rope grab to waist level
   c) descend 3-4 rungs
   d) repeat steps b and c until the ground level is reached

Vertical Lifeline Fall – lifeline not extending to the ground

6. Once **three-point contact is established and maintained** on the ladder, the suspended worker will remain on the ladder until emergency services arrive;

Pre-Job Review

1.	Is the equipment available	☐ Yes ☐ No
2.	Is an operator available	☐ Yes ☐ No
3.	Is the equipment in Reasonable Proximity	☐ Yes ☐ No

Ladder Rescue -- Site Specific Notes

POST THIS INFORMATION

OPTION # 3 - FALL ARREST RESCUE ASSISTANCE – ZOOM BOOM FORKLIFT

In the event that a Power Elevating Lifting Device is not available, the following procedure has been prepared to aid in the prevention of Orthostatic Intolerance to a worker suspended in a harness. This procedure isn't intended to be used for raising or lowering the worker, rather simply to provide support until Emergency Services arrive.

CIRCULATION RELIEF – USING AN A PLATFORM

STEP 1

A. Ideally purchase or build a sturdy platform with guardrails and a means of securing the platform to the carriage of the Zoom Boom Forklift ahead of time and leave on site for Emergency Rescue purposes only.

B. If A hasn't been done, attempt to locate a platform/cage that can be used for this support function. Secure the platform/cage to the carriage of the Zoom Boom Forklift.

C. If A & B aren't available, build a sturdy/safe makeshift platform (that can be secured in place) using suitable materials that will help provide support for the worker.

STEP 2

1. Zoom Boom Forklift operator to pick up the platform and secure it to the carriage of the Zoom Boom and drive to the desired location.
2. The operator will place the machine in "park", apply the hand brake and carefully lift the platform/cage (angled slightly back towards the carriage – to prevent the secured platform from slipping) into position below the suspended workers feet.
3. The operator will then inch the platform up slowly to allow for the worker to stand on the platform. The suspended worker must remain secured to the fall arrest system at all times.
4. Await the assistance of emergency response personnel and follow their instructions.

Pre-Job Review

1.	Is the Sturdy Platform available	☐ Yes ☐ No
2.	Is an Zoom Lift operator available	☐ Yes ☐ No
3.	Is the equipment in Reasonable Proximity	☐ Yes ☐ No

Forklift/Zoom Lift Relief -- Site Specific Notes

_____

_____

_____

_____

POST THIS INFORMATION