



THE RED BOOK

Gazzola Paving Limited
Health & Safety

(March 2022)

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GAZZOLA PAVING LIMITED

Health & Safety Policy

At Gazzola Paving Limited we place the utmost importance on the health, safety and well-being of our employees. Senior management recognizes the right of workers to work in a safe and healthy work environment, taking every reasonable precaution for the protection of workers in the workplace. To demonstrate this commitment Gazzola Paving Limited has established the corporate goal of maintaining a safe and healthy workplace. Consistent with this value, is the company's commitment to the successful recovery of injured and ill employees by assisting in their early and safe return to work through implementation of our Return to Work Program.

The Occupational Health and Safety Act and Regulations, the provincial legislation applicable in our operations, is an important piece of legislation that sets the standards for occupational health and safety in the province of Ontario. Gazzola Paving Limited is committed to meeting or exceeding all of the regulations, duties, and the standards set by the Occupational Health and Safety Act.

The Occupational Health and Safety Act is founded upon the Internal Responsibility System. This is a system based upon the overlapping and concurrent duties, noted below, of corporations, officers, directors, managers, supervisors and workers. At each level of our organization the employer, managers, supervisors and workers must understand their duties and responsibilities as they relate to health and safety and work in full compliance with the Occupational Health and Safety Act and the applicable regulations.

Specifically, Gazzola Paving Limited as employer, is ultimately responsible for worker health and safety. The management of Gazzola Paving Limited is committed to, and promises that every reasonable precaution will be taken for the protection of the workers.

Supervisors are responsible for the health and safety of workers under their supervision and are responsible to ensure machinery, equipment and personal protective devices are safe, and in compliance with established safe practices and procedures. Supervisors will also provide employees with adequate introduction and training programs so that all Gazzola Paving Limited employees are qualified to do their job safely.

Every employee shall use safe work practices on all assignments, work in compliance with the law, and work with established policies and procedures regarding health and safety. We encourage every employee to not only be concerned about their own occupational health and safety, but also to ensure healthy and safe work practices on the part of their co-workers. We recognize the worker's responsibility to report all hazards and unsafe acts/conditions and forbid reprisals against workers fulfilling their responsibility.

The continued success of Gazzola Paving Limited is dependent upon our long standing professional reputation for providing quality products and services in a safe and timely manner. We ask you to do your part and work together with your fellow employees and management in complying with the objectives of our corporate health and safety policies and the provisions of the Occupational Health and Safety Act. Gazzola Paving Limited seeks to encourage a cooperative attitude and approach to health and safety in the workplace by all persons. Maintaining effective communications, a proactive, consultative and cooperative approach to health and safety by workers, superintendents, foremen, management, worker health and safety representatives and outside parties will ensure that our objectives of maintaining a workplace free from hazards, injury and illness can be achieved.


Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED Environmental Policy

Gazzola Paving Limited is committed to environmental leadership in all of our business activities. We have established practices and procedures to provide a safe and healthful workplace to protect the environment, conserve energy and natural resources. These practices and procedures will allow us to achieve a healthy and safe environment.

Gazzola Paving Limited is committed to:

- Providing a safe and healthful workplace; ensure personnel are trained and equipped to prevent environmental incidents, and in the event of an incident, respond within their capabilities.
- Disposing of waste safely and responsibly in accordance with applicable laws and regulations.
- Being environmentally responsible in the community where we operate; correcting incidents or conditions that endanger health, safety, or the environment.
- Improving operations and adopting technologies to minimize waste and pollution, and to eliminate health and safety risks.
- Ensuring responsible energy use throughout our business including conserving energy, improving energy efficiency, and choosing renewable over non-renewable energy when feasible.
- Meeting or exceeding all applicable Federal, Provincial and Municipal laws, and work to continually improve our environmental management system.
- Promptly reporting all non-compliance issues and/or incidents in accordance with all applicable Federal, Provincial and Municipal reporting requirements; evaluating causes of non-compliance and implement corrective actions.
- Ensuring periodic review of our compliance with all applicable laws and regulations.
- Maintaining training procedures to ensure all employees are knowledgeable of and are able to comply with all applicable environmental laws and regulations.
- Promptly correcting any practice or condition that is not in keeping with this policy.

Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED

Visitors Policy Statement

At Gazzola Paving Limited we believe that occupational health and safety should always be an integral aspect of our business and everyday lives. We sincerely hope and expect that all visitors will join us in our efforts to make each and every day a safe one and announce your arrival to our staff and sign-in/out upon each arrival. We define visitors under 2 definitions.

Competent Visitor

A competent visitor is someone who have minimum training (WHMIS and Working at Heights where applicable) and received a site specific orientation. In these situations, the following must be maintained;

- Competent visitor is deemed competent to access the identified site areas without a host in accompaniment.
- Competent visitors are required to report concerns, unsafe conditions or situations to their host.

Casual Visitor

The casual visitor is defined where the visitors might not have all required training to function independently and/ or does not receive a site specific orientation. In these situations, the following must be maintained;

- Casual visitors are required to accompany their host at all times.
- Casual visitors are asked to report concerns, unsafe conditions or situations to their host.
- The host will inform each visitor of their safety responsibilities and ensure that the personal protective equipment appropriate for their location and activities is worn or used.

To ensure that our employees and visitors are working in a safe environment we kindly insist that these minimum standards be strictly observed for all workplace parties.

- Always wear required personal protective equipment
- Obey all posted signs and warnings
- Only smoke and/or vape in designated smoking areas
- Be alert and yield to vehicular traffic
- Not touch or interfere with work activities, materials or equipment
- Stay with their host and keep out of restricted areas
- Never enter unguarded areas or areas that have been barricaded

In case of emergency

- Call 911 and state the nature of the emergency, location and the person making the call. Stay on the line until information is confirmed.
- If you hear an emergency alarm (i.e. 3 long horn honks), walk to the nearest safe exit and proceed to the grouping area or muster point. Do not leave the site (Everyone must be accounted for).

Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED

Fit for Duty Policy

Gazzola Paving Limited's Fit for Duty Policy is intended to provide a framework for dealing with the difficult and often sensitive issues stemming from substance abuse and related stress and fatigue. All employees who report to work must be prepared and fit for duties for which they have been hired.

We recognize that substance dependency is considered to be a disability under the Human Rights Code and we intend to comply with the requirements of the Code and any Health & Safety Legislation or required assistance in the implementation of this program.

Definition

Fit for Duty means a state (physical, mental and emotional) which allows the individual to perform assigned tasks competently. Being "Fit for Duty" for any specific task will lie in the sole discretion of the Supervisor for use of Prescription Drugs and Non-Prescription Substances and where applicable and appropriate, other available systems may be used including our Progressive Discipline Policy and removal from site.

Accommodation

Any Employee who is using Prescription Drugs and Non-Prescription Substances and requires accommodation in order to perform the essential duties of a job has a responsibility to communicate the need for accommodation to our management. It is critical that sufficient detail is provided indicating the type and duration of accommodation required and to cooperate in everyone's efforts to respond to the request. We shall review all possibilities to assist the worker with accommodation including transferring a worker to another work location, providing alternate duties, providing a leave of absence, and arranging for professional assistance as required including, when required, obligations of any Union Agreements.

Any employee found by reasonable cause to be under the influence of prescription or non-prescription drugs while performing his or her duties including the operation of company vehicles, may be subject to disciplinary action and or termination.

Maintaining a Valid Operator's License

All individuals that operate equipment or a motor vehicle on behalf of Gazzola Paving Limited are required to maintain a valid operator's license. Any loss of driving privileges (license) must be reported to your supervisor and the individual will no longer be allowed to drive on behalf of the company. The supervisor will notify the health and safety coordinator or applicable management representative.

The following is prohibited for all workers or Subcontractors doing work for Gazzola Paving Limited:

- Use, possession, offering or sale or distribution of prescription or non-prescription drugs, paraphernalia, or un-prescribed drugs for which a prescription is legally required in Canada.
- Presence in the body of prescription or non-prescription drugs for which a prescription is legally required in Canada, or their metabolites



GAZZOLA PAVING LIMITED

Fit for Duty Policy

For these reasons, we have adopted the following stipulations that will be consistently enforced:

- No workers shall distribute, possess, consume or use alcohol or illegal drugs in any company workplace (including parking areas and other Company grounds).
- No worker shall report to work or be at work under the influence of prescription or non-prescription that may or will affect their ability to work safely.
- A worker shall use prescription or non-prescription drugs while at work as directed by the worker's physician, provided that the physician can supply written notice that the product can be used without adverse effect or limitations to the workers ability to perform their work.
- An acceptable physician supplied written notice should include timing of ingestion, frequency of use, manner of ingestion and duration of use.
- If a worker is taking a prescription or non-prescription drug for which there is a potential unsafe side effect, he or she has an obligation to report this usage to the supervisor.
- Workers are responsible for reporting any situations where a violation of the company Fit for Duty Policy may have occurred.
- Supervisors are required to investigate any situation where a violation of the Fit for Duty Policy may exist.
- Review available treatment programs regarding the management of prescription or non-prescription abuse related issues in the workplace.
- Where required, establish an employee assistance program and current contact information for rehabilitation centres, alcohol, drug or abuse assistance resources, etc.

Everyone at Gazzola Paving Limited will strictly adhere to all legal stipulations regarding to prescription or non-prescription drug situations within the workplace including but not limited to; human rights, confidentiality of medical information and records, as well as worker privacy.

Successful implementation of this policy will be ensured through effective planning, application, open communications and monitoring of procedures will result in the reduction of workplace incidents.

Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED

Hazard Assessment, Analysis & Control

Policy Statement

Gazzola Paving Limited is committed to the prevention of illnesses/injuries by immediately eliminating or controlling hazards as soon as they are identified to protect the health and safety of workers and avoiding creating new hazards.

To that purpose, Gazzola Paving Limited will ensure that all hazards associated with all company tasks/activities are identified, assessed, analyzed and controlled. This will include routine, non-routine operations, outside the workplace hazards that may affect internal tasks/activities and the human factors where work is performed. Risks resulting from the identified hazards will be classified, prioritized and a list of the identified critical tasks will be maintained.

Gazzola Paving Limited will perform the following types of hazard assessments:

1. Pre-job Construction & Violence Assessment
{Hazard assessment before starting projects}
2. Daily Hazard Assessment (GAZZ Card)
{Hazard assessment for daily tasks}
3. WTS Job Hazard Assessment (JHA)
{Registry of hazard assessments for the range of tasks/activities performed by GAZZOLA}

During this process Gazzola Paving Limited will consider all legal requirements, applicable standards and guidelines including the Occupational Health & Safety Act & Regulations in addition to considering workplaces with different designs, layouts, machines & equipment.

Gazzola Paving Limited will ensure that hazard assessments, analysis and controls are developed by the co-operation of all the competent appropriate parties of the workplace and that they are reviewed and updated as required or at least annually.

Supervisors will be responsible for conducting daily hazard assessments before starting the work and communicating the information of these assessments to all workers and contractors while ensuring all workers and contractors are following the related procedures properly.

Workers must report all hazards to their direct supervisor immediately as soon as they are identified while following all the required procedures as directed by their supervisors.

Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED Controls Policy Statement

Gazzola Paving Limited will ensure that all workplace hazards are controlled in a timely manner. Control measures for all hazards will be identified during the daily and on-going hazard assessment process. Controls will consist of all the steps and equipment necessary to protect workers from the exposure to hazards.

Gazzola Paving Limited will seek the participation of different company levels in the development and review of Controls. Assigned controls will be documented and approved by Management.

Appropriate control measures shall follow the health and safety system designed to eliminate, minimize or control the exposure to hazards (The Hierarchy of Control).

- i. Elimination
- ii. Substitution
- iii. Engineering controls
- iv. Administrative controls
- v. Personal protective equipment

Gazzola Paving Limited will ensure that assigned control measures meet or exceed the controls required by the legislative requirements and other applicable requirements such as standards, guidelines and manufacturer's instructions.

Gazzola Paving Limited will communicate identified control measures with all affected workplace parties and will make sure that the identified control measures are made readily available at the point of use for all workers.

Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED

Procurement and Contractor Management Policy Statement

Gazzola Paving Limited is committed to the selection of Health and Safety minded subcontractors and service providers. Based on our belief in the Internal Responsibility System and that all workplace parties must work together and do their part in achieving a healthy and a safe workplace, Gazzola Paving Limited will develop Health and Safety criteria to help select, monitor and evaluate subcontractors and service providers. Meeting the criteria should give an indication on the subcontractor's ability and competency to assess and control Health and Safety hazards resulting from work done by the subcontractor or by our Company. Meeting the criteria will also play a role in the continuity of business with the subcontractor or service provider.

Gazzola Paving Limited will maintain open communication channels with all workplace parties including subcontractors and service providers, especially when there is a change that will affect the Health and Safety of the work.

Gazzola Paving Limited, when working as the General Contractor on a project, maintains the right to lead the co-ordination of all Health and Safety requirements on all employers. Gazzola Paving Limited will enforce the Health & Safety measures and procedures prescribed by the Occupational Health and Safety Act (OHSA) and all applicable regulations to ensure the Health and Safety of all workers on the project is protected as listed under the Constructor duties in the Occupational Health and Safety Act (OHSA).



Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED Company Rules Policy Statement

Gazzola Paving Limited has established Company Rules to express the expectations from all employees regarding their behaviour towards co-workers, supervisors, management and the whole company while at work. Since every employee is responsible for Health and Safety in the workplace and to be active and assist in making the workplace safer, the Company Rules has also included basic company safety rules. Company Rules as a whole apply to every person at Gazzola Paving Limited regardless of their title or job duties.

Gazzola Paving Limited will ensure that written company rules are available as both standard and workplace specific rules and will ensure that the written copies are provided to each employee as part of the Red Book's newest version on an annual basis.

Gazzola Paving Limited expects all employees to comply with the company rules and will ensure consistent enforcement of these rules through supervisors and management in all work locations. If any employee violates the company rules, the progressive discipline policy and procedure will apply.

The Progressive Discipline Process will be used as an equal and unbiased means of enforcement of company rules, policies and procedures to all workplace parties.

Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED

Employee Code of Conduct Policy

The Gazzola Paving Limited Code of Conduct brings together a number of existing Gazzola policies and provides additional guidance to all employees ensure compliance.

Gazzola Paving Limited (“Gazzola”) conducts its business with integrity and respect for candidness, truthfulness, and high standards of business ethics. The organization requires that its employees and business partners adhere to these high standards. All employees of Gazzola’s operating companies, must fulfill their responsibilities with honesty and integrity, and must comply with all applicable laws and regulations.

Gazzola provides a positive and ethical work environment that supports doing what is right, respecting others, and performing with high standards.

Scope:

This policy applies to all of the Gazzola operating companies.

Communication:

This policy is communicated to all employees of the Gazzola operating companies through the 4S Training platform.

Code of Conduct Policy:***Our Core Values******Honesty***

- We are open, candid and truthful.

Integrity

- Our word is our bond. We do what we say.
- We live up to the highest standards of fairness and ethical behavior.

Respect

- We work hard to earn our business partners’ trust and respect on every project.
- We are all responsible for building and protecting our reputation as the contractor of choice.

Passion

- We love what we do.
- We take the lead, and we lead by example.

Our Commitment

In support of our core values, each employee, of a Gazzola company, commits to abide by this Code of Conduct. Each of those persons also commits to abide by all the policies referenced in this code that are relevant to that person. Violations will be the cause for corrective action, which may result in disciplinary action up to and including termination of employment or services contract.

Obey the Law & Act Ethically

We will conduct our business in accordance with all applicable laws and regulations.

We will conduct our business in accordance with the highest standards of ethics. Most ethical problems can be avoided by exercising common sense.



GAZZOLA PAVING LIMITED

Employee Code of Conduct Policy

The following statements are warning signs that you are on ethical thin ice:

- “Well, maybe just this once. . .”
- “No one will ever know.”
- “It doesn’t matter how it gets done as long as it gets done.”
- “It sounds too good to be true.”
- “Everyone does it.”
- “Shred that document.”
- “We can hide it.”
- “No one will get hurt.”
- “What’s in it for me?”
- “This will destroy the competition.”
- “We didn’t have this conversation.”
- “This is a ‘non-meeting’.”

You can probably think of many more phrases that raise warning flags. If you find yourself using any of these expressions, stop, think and ask yourself, “Am I acting ethically?”

When confronted with a situation which raises a concern, ask yourself:

- Are my actions legal?
- Am I being fair and honest?
- Will my actions stand the test of time?
- How will I feel about myself afterwards?
- Would I think that others were acting unethically if they acted this way?
- How would it look in the newspaper?
- Will I sleep soundly tonight?
- What would I tell my child to do?
- How would I feel if my family, friends and neighbors knew what I was doing?

Promote a Positive and Ethical Work Environment

We will provide a positive and ethical work environment that supports doing what is right, respecting others, and performing with high standards. We must be careful in our words and our conduct to avoid placing, or seeming to place, pressure on others that could cause them to deviate from acceptable ethical behavior. While all of us must contribute to the creation and maintenance of such an environment, our executives and management personnel assume special responsibility for fostering a positive and ethical work environment

The following conducts and/or behaviours by an employee, while not all-inclusive, are serious infractions that may result in immediate suspension (with pay) pending further investigation. Subsequent termination for cause may occur for the following:

- Theft in any form of company, co-worker and/or client property;
- Falsification of Company records, including timecards or buddy punching, or falsifying client records;
- Illegal gambling as described by the Criminal Code of Canada on Gazzola property and/or on Gazzola paid time;
- Taking part in any illegal activity on Gazzola property;
- Use of profanity, threatening, abusive and/or seriously offensive language or actions in the workplace;



GAZZOLA PAVING LIMITED

Employee Code of Conduct Policy

- Possession or use of alcoholic beverages, narcotics or illegal drugs on Gazzola premises.
- Reporting/returning to work under the influence of same;
- Failing to advise to your Manager/Supervisor if you are taking a prescribed drug which may dangerously impair your judgement and cause harm to you or your co-workers;
- Physical altercations on Gazzola premises. *Examples of physical altercations include actual or attempted physical attacks or threats of exercising physical attacks such as:*
 - Punching
 - Shoving
 - Hitting
 - Biting
 - Kicking
 - Sexual assault
 - Scratching
 - Spitting
- Harassment of any nature, including but not limited to verbal or sexual harassment;
- Indecent or immoral conduct; and
- Disregard for safety policies and/or procedures.

The following conducts and/or behaviours, while not all-inclusive, if repeated, are considered action that will be subject to disciplinary action up to and including termination for cause:

- Disorderly conduct which causes disruption to clients or co-workers;
- Actions which willfully, or with gross negligence, cause the destruction or damage to Gazzola property or that of co-workers;
- Conducting personal, non-business functions during working hours, including, but not limited to, use of personal cell phones (whether for texting or taking calls in undesignated areas), sleeping, or reading personal materials (including novels, magazines and/or newspapers);
- Insubordination;
- Smoking in non-designated areas;
- Participating in the spreading of malicious gossip, damaging rumours and/or engaging in behaviours that will result in an inharmonious workplace;
- Engaging in pranks, contests, feat of strength, unnecessary running or rough and boisterous conduct;
- Eating and/or storing food in non-designated areas;
- Creating or contributing to unsanitary conditions;
- Conversations of an offensive nature occurring in the workplace; and
- Unauthorized personal use of telephones, computers, vehicles or any other employer-owned equipment.


 Virgil Gazzola, Vice-President

March 17, 2022
 Date



GAZZOLA PAVING LIMITED Personal Protective Equipment Policy Statement

At Gazzola Paving Limited, while Personal Protective Equipment are considered a minimum control method to protect from hazards, they are required to be used by everyone at Gazzola Paving Limited including management, supervisors, workers, sub-contractors and suppliers.

To that purpose, Gazzola Paving Limited commits to implement Personal Protective Equipment Programs to ensure all activities requiring PPE are documented. Gazzola Paving Limited will ensure that all employees are provided with PPE that are suitable for the task they are performing, and that a proper replacement process for PPE is in place when needed.

At a minimum, the following requirements must be followed:

- **Construction Projects:** Hardhat, Safety Boots, High Visibility Vest. Safety Glasses when necessary
- **Asphalt Plant:** Hardhat, Safety Boots, High Visibility Vest & Safety Glasses
- **Asphalt QC Lab:** Safety Boots, Safety Glasses when necessary & Respiratory Protection when necessary
- **Snow Operations:** Safety Boots & High Visibility Vest. Hard Hat when outside of vehicle. Safety Glasses when necessary
- **Gazzola Paving Office:** No PPE Required
- **Gazzola Paving Shop:** Safety Boots (and Safety Glasses as required)
- **Gazzola Paving Yard:** Hardhat, Safety Boots, High Visibility Vest. Safety Glasses when necessary

The PPE program will clarify all criteria used for the selection of the Personal Protective Equipment including the legislative requirements and the types of activities performed.

Gazzola Paving Limited will use specific written rules and guidelines for the proper fitting, care and use of different types of PPE and will ensure that all employees are trained on and aware of these rules.

It is the responsibility of all workers to inspect their Personal Protective Equipment daily before each use and to maintain them in good condition. PPE maintenance and inspections must follow the legislative and manufacturer's requirements.

Virgil Gazzola, Vice President

March 17, 2022

Date



GAZZOLA PAVING LIMITED Preventive Maintenance Policy Statement

Gazzola Paving Limited commits to implement preventive maintenance programs to ensure all machines and equipment are serviced according to the manufacturer's specifications and meeting all the legislated requirements.

The preventive maintenance program at Gazzola Paving Limited will consist of the following parameters:

- 1- **Machinery and Equipment Inventory:** A comprehensive list of all machinery and equipment owned or leased by Gazzola Paving Limited that carries all the required information
- 2- **Preventive Maintenance Schedules:** Maintenance schedules for different parts of the machines/equipment, at least annually or more frequently as required by the legislative and/or the manufacturer's requirements
- 3- **Preventive Maintenance Activities:** All maintenance activities performed must be recorded including the type of the machine/equipment, the date it was performed and the type of maintenance or the corrective action performed

Gazzola Paving Limited will ensure that only appropriately qualified personnel are designated to perform preventive maintenance activities.

Gazzola Paving Limited will ensure that overdue for maintenance and/or defective tools, machines, equipment and vehicles will be tagged and removed out from service until they are ready for service after maintenance or repairs.

Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED Training Policy Statement

Gazzola Paving Limited believes that training and education will enhance our staff's knowledge and in turn provide them with the knowledge and skills required to implement sound accident prevention strategies.

To that purpose, Gazzola Paving Limited will ensure that all employees have acquired the proper training and education upon hiring and before performing any task. The training needs will be assessed according to the company training needs and the legislative requirements and will be provided by competent trainers only.

Gazzola Paving Limited is also committed to train all employees on the company's Occupational Health and Safety Management System including information on the purpose, roles, responsibilities and rights, importance of conformity, potential consequences for deviations and non-compliance and importance of participation within the System.

Gazzola Paving Limited will ensure that all workers receive a proper Orientation using the Company Specific Employee Guideline - Red Book Package. The Orientation will provide every company employee with the specific health and safety expectations prior to commencing their employment obligations. Orientations are mandatory for all workers and is completed for new, returning and workers changing positions.

Copies of the Red Book will be provided to the employees hired, in addition to receiving the yearly updated version during the Annual Refresher Orientations.

Gazzola Paving Limited will maintain records of training certificates and completed Orientations of all employees, while also entering the appropriate data digitally into a Training Matrix.

Virgil Gazzola, Vice President

March 17, 2022

Date



GAZZOLA PAVING LIMITED Communication Policy Statement

Gazzola Paving Limited believes that on-going communication and keeping open channels plays an essential role in maintaining a healthy and a safe workplace.

Gazzola Paving Limited is committed to remove information barriers by communicating the latest and all updated health and safety information with all parties. This approach will help our employees take the right decision when it comes to health and safety issues or concerns.

Gazzola Paving Limited will adopt numerous ways of communicating information internally, which includes but are not limited to:

1. JHSC Meetings
2. Management Meetings
3. Workplace Orientations
4. Annual Refresher Orientations
5. Tailgate Safety Talks

Gazzola Paving Limited will hold at least one Company wide meeting known as the Annual Refresher Orientation for all employees that will include the Occupational Health and Safety Management System and its implementation. The Orientation Package will include Safe Work Practices (SWP), workplace health and safety responsibilities, Workplace Task Standards (WTS), requirements, obligations and rights and significant changes to the Health & Safety systems

Gazzola Paving Limited commits to perform all types of communication in a manner that will be understood by the receiver of the message and in an environment that allows the opportunity for input and feedback from all participants.

Gazzola Paving Limited will receive, document, respond and maintain records of internal and external Health and Safety Communications as required.

Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED

Workplace Inspections Policy Statement


Gazzola Paving Limited is committed to conducting workplace inspections in compliance with the Occupational Health & Safety Act and the applicable Regulations. Workplace Inspections are conducted to identify, monitor, follow-up and control or eliminate all hazards.

To that purpose, Gazzola Paving Limited will ensure that all locations and sites where work is being performed by Gazzola Paving Limited undergo workplace inspections including machines and equipment pre-use inspections. Inspections will be completed and documented by the applicable personnel and adhering to the regulated frequencies. Documented inspections must identify deficiencies and corrective actions taken or a schedule for correction and follow-up when necessary.

Gazzola Paving Limited will ensure that inspections checklists and reports consider all legal requirements, applicable standards and guidelines including the Occupational Health & Safety Act & Regulations in addition to considering manufacturer's specifications for machines & equipment.

Gazzola Paving Limited will communicate the results of workplace inspections with all relevant workplace parties including senior management regularly to ensure actions are agreed and follow-up is done when needed. Supervisors will be responsible for including sub-contractors in the process of Inspections when required.

In addition to Inspections performed by workers and Operators of equipment, all workers are encouraged to participate in the Inspections process by raising concerns and pointing out hazards to the Supervisors, providing input and feedback through suggestions and recommendations.



Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED Investigations and Reporting Policy Statement

Gazzola Paving Limited is committed to conducting incident investigations to determine the causes and contributing factors. Determining the appropriate conclusions will result in implementing the proper corrective and preventive measures to help prevent a reoccurrence.

It is the responsibility of all workers to report all incidents including near misses immediately to their direct supervisor. Subcontractors are required to report all incidents to Gazzola Paving Limited's Site Superintendent immediately. When needed, Supervisors will start an incident investigation in a timely manner.

Gazzola Paving Limited will ensure that all Investigations team members including all supervisors are trained on the legislative and company specific reporting requirement and investigations procedures. The investigation team is responsible for the determination of any Health & Safety deficiencies including the root causes of the incident to help decide on the necessary actions.

Completed Investigations will be documented for communication and continuous improvement purposes.

Gazzola Paving Limited commits to follow all legislative incident notification requirements mentioned in the Occupational Health & Safety Act and the applicable regulations.

Gazzola Paving Limited will communicate the results of incident investigations with all relevant workplace parties including senior management regularly to ensure actions are agreed and follow-up is completed when needed. Supervisors will be responsible for including sub-contractors in the process of Investigations when required.

Corrective and Preventive actions implemented as a result of an incident investigation will be assessed for effectiveness to ensure they are serving the main goal of preventing reoccurrence of incidents.

Virgil Gazzola, Vice-President

March 17, 2022

Date



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



GAZZOLA PAVING LIMITED Statistics and Records Policy Statement

Gazzola Paving Limited believes that one of the most important requirements to achieve continual improvement is to regularly monitor and measure Health and Safety performance.

To that purpose, Gazzola Paving Limited will ensure that a system is established to document, maintain and keep records on all Health and Safety information required by the Company's Health and Safety Management System and internal policies and procedures.

Records will include but not limited to:

1. Near Miss Reports
2. First Aid Treatments
3. Accident Investigation Reports
4. Regulatory Inspection Reports

Gazzola Paving Limited will analyze the collected records to extract statistical data for all locations where work is being performed. Statistical data collected will be used to identify trends and compare Health and Safety performance of the company with past performance. Statistical data will be measured using qualitative and quantitative measures appropriate to the company's operation while considering leading and lagging performance measures.

Gazzola Paving Limited will record the statistical data along with the analysis and the resulting trends identified on the Annual Report during the annual review process. The annual report including all recorded data will be communicated with all employees during the Annual Refresher Orientation.

Virgil Gazzola, Vice President

March 17, 2022

Date



GAZZOLA PAVING LIMITED Legislation and Other Requirements Policy Statement

Gazzola Paving Limited will identify all legislative requirements applicable to the scope of work including the Occupational Health and Safety Act and all applicable legislations, regulations, standards and guidelines.

It will be the responsibility of Gazzola Paving Limited to maintain compliance with all applicable legislative and other requirements and ensuring that all documentation related to the legislative and other requirements is up to date.

Gazzola Paving Limited will ensure the availability of relevant legislations and all other posting requirements in all work locations visibly posted for all employees.

To that purpose, Gazzola Paving Limited will ensure that a system is established to document, maintain and keep records on all Health and Safety information required by the Company's Health and Safety Management System and internal policies and procedures.

Gazzola Paving Limited will regularly evaluate compliance with all legislative and other requirements that are applicable to the scope of work. The goal of the evaluation is to identify gaps and opportunities for improved compliance.

Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED

Workplace Harassment Prevention Policy Statement

Workplace Harassment

Workplace Harassment is defined to mean “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or sexual harassment”. The following examples as cited from the Canadian Human Rights Commission are to be considered different forms of harassment. It can include comments or actions related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation.

Sexual Harassment

Sexual Harassment is defined in the Occupational Health and Safety Act as engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. In addition, making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

A reasonable action taken by an employer or supervisor relating to the management and direction of its workplace is not considered Workplace Harassment.

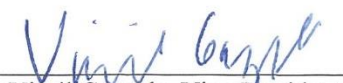
Gazzola Paving Limited recognizes the right of workers to work environment free of workplace harassment. Gazzola Paving Limited is committed to a workplace that values people and is free from Workplace Harassment. Every employee, contractor, and/or visitor in our workplace will be treated fairly and with respect. It is the responsibility of senior management, managers, supervisors, workers, contractors and visitors to ensure that a harassment free workplace is fostered and maintained.

Successful implementation of this policy will be ensured through effective planning, application, open communications and monitoring of procedures regarding the prevention of Workplace Harassment. All workplace parties will receive training regarding standards of workplace behaviour, their roles and obligations, and procedures for dealing with their concerns and issues.

Any potential situation of harassment that can affect the workplace or another worker shall be immediately reported to their supervisor or directly to Senior Management. All of these incidents shall be investigated and where appropriate measures will be taken.

Retaliation against persons who bring a complaint of harassment is strictly prohibited and will be dealt with accordingly.

A complaint of Workplace Harassment that is intentionally fraudulent, frivolous or malicious may be subject to disciplinary action.



Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED Workplace Violence Prevention Policy Statement

For the purpose of this Policy, the term Workplace Violence as defined in the Occupational Health and Safety Act is as follows:

Workplace Violence

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker;
- (c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Gazzola Paving Limited recognizes the right of workers to work environment free of workplace violence. Gazzola Paving Limited strives to provide all employees, suppliers, contractors and visitors with an environment free of Workplace Violence. Mutual respect must be the basis of interaction, cooperation and understanding among all staff and/or contractors. Gazzola Paving Limited will not tolerate or condone behaviour that is likely to threaten the health and safety of any of our workers or contractors. This policy applies to all business operations and personnel as well as social events that are organized by or on behalf of the company.

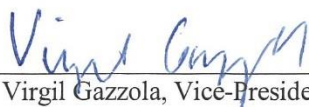
Acts of Workplace Violence can take the form of either physical contact or threat of physical contact. They may occur as a single incident or may involve a continuing series of incidents. Abuse in any form destroys worker confidence and lowers workplace morale. This in turn reduces productivity and can impact quality of life.

Any potential situation of violence that can affect the workplace or another worker shall be immediately reported to their supervisor or directly to Senior Management. All of these incidents shall be investigated and based on the findings appropriate measures will be taken, including disciplinary action and contacting of local authorities.

Successful implementation of this policy will be ensured through effective planning, application, open communications and monitoring of procedures regarding the prevention of Workplace Violence. All workplace parties will receive training regarding standards of workplace behaviour, their roles and obligations, and procedures for dealing with their concerns and issues.

Retaliation against persons who bring a complaint of actual or perceived violence is strictly prohibited and will be dealt with accordingly.

A complaint of Workplace Violence that is intentionally fraudulent, frivolous or malicious may be subject to disciplinary action.


Virgil Gazzola, Vice-President

March 17, 2022
Date



GAZZOLA PAVING LIMITED Return to Work Policy Statement

The focus of Gazzola Paving Limited is to implement an effective Return to Work Program (RTW) that will ensure the well-being of our most valuable resource, our workers. This RTW program is a temporary measure (in some extreme cases - permanent) that will facilitate a safe and early return to work in the event of a disabling workplace accident and provide every opportunity for injured workers to return to gainful employment.

The primary goal of a RTW plan is a return to the pre-injury job as soon as possible. By comparing the physical demands of the job and the functional abilities, the RTW coordinator, supervisor and the employee can determine if the job needs modifying and if accommodations would be required.

The RTW Program will facilitate a safe and early return to work for workers who have sustained a workplace injury while employed with our company while providing every opportunity for injured workers to return to gainful employment in the event of a disabling workplace accident.

Once an injured worker has been placed on an RTW program, the supervisor for that worker along with the return to work coordinator will be expected to follow the program with the injured worker and keep Management updated as required.

This Program can only be successful if there is commitment, cooperation and communication between the employer and workers and as necessary the treating physician, health care providers and the Workplace Safety and Insurance Board (WSIB).

Assigning ownership in any RTW Program is vital in achieving desired results. As such, identifying and understanding each party's role and responsibility is the first key.

The RTW Program Coordinator will ensure regular communication exists between Worker, Supervisor and the Health Care Provider.

The Injured Worker will return all completed documentation provided from the health care provider, follow the functional abilities recommendations from the completed third page of the Form 8 and any modified duties provided by the company.

The Health Care Provider will provide medical treatment to an injured worker while adequately completing the Form 8 during the initial visit and provide the completed third page of the Form 8 to the worker. This third page represents the functional abilities information found during the assessment. Every subsequent visit, the physician will complete a functional Abilities Form provided by the injury party.

The WSIB will monitor the progress of the workers return to work and provide assistance if either the employer or the workers have any difficulty or dispute concerning either parties' cooperation with the RTW. Either party could contact the WSIB for assistance. This includes the assistance of a WSIB assigned Return to Work Mediator who will assist both workplace parties in resolving any or all disputes that need to be addressed.

The success of our RTW program is essential to provide every opportunity for injured workers to return to gainful employment and will provide us with the opportunity to accommodate an injured worker and facilitate the goal of returning a worker to his or her pre-injury duties as soon as possible.

Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED Management Review Policy

The Senior Management at Gazzola Paving Limited is committed to regular review of the Occupational Health and Safety Program. Management review will be conducted regularly during management safety meetings for all aspects of the health and safety program including policies, procedures, documents and recorded safety performance indicators.

Senior Management of Gazzola Paving Limited is also committed to an annual review of the Occupational Health and Safety program in its entirety in addition to the review of yearly statistical data collected with the aim of assessing the success and effectiveness of the Occupational Health and Safety Program and Continuous Improvement.

The Senior Management at Gazzola Paving Limited will initiate and maintain an action plan for continuous improvement based on the annual review. The continuous improvement plan will be based on current health and safety trends such as:

- Injury/illness cause,
- Workplace inspections,
- Injury/incident investigations,
- Hazard reports,
- Work refusal reports,
- Joint health and safety committee recommendations, and
- All other health and safety information available.

Improvement opportunities from the above list will be developed as current health and safety objectives.

All improvements to Gazzola Paving Limited health and safety program will be recorded, and the revisions will be communicated to all employees through the health and safety posting board, or where necessary, through a training or orientation session.

Virgil Gazzola, Vice-President

March 17, 2022

Date



GAZZOLA PAVING LIMITED Management of Change Policy Statement

Gazzola Paving Limited believes that change must be managed, starting with proper assessments when there is a need for change, going through an approval system for agreed changes and communicating all change results to all applicable parties.

Gazzola Paving Limited will identify situations where change is needed, that will include as a minimum:

1. Changes in the applicable legal requirements
2. Significant changes in our work processes, equipment, control measures, organization or work locations
3. Introduction of new products, processes or services
4. Introduction of new Health & Safety knowledge or technology
5. Any other change that may have a significant effect on our Health & Safety Management System

All approved changes must go through the process of task and hazard assessments to identify the resulting hazards and the appropriate control measures that must be taken.

Gazzola Paving Limited will communicate changes to the Health and Safety Management System on at least annual basis during the Annual Refresher Orientations for all employees. Gazzola Paving Limited will also assess training needs and perform training on significant changes when required.

Gazzola Paving Limited will maintain records of all applied changes to the Health & Safety Management System in addition to the corresponding communication with all applicable parties.

Virgil Gazzola, Vice-President

March 17, 2022

Date

INTRODUCTION

The Red Book is one component of our Health and Safety Program. These guidelines apply to all employees, contractors and subcontractors who perform work on behalf of Gazzola Paving Limited.

These guidelines have been developed to help employees understand the duties and responsibilities of the employer, Foreman/Superintendents, workers and the Joint Health and Safety Committee in maintaining a proactive, dynamic Health and Safety Program.

These guidelines are a vehicle for creating health and safety awareness. Once we are aware of a dangerous condition, we can then implement the proper control strategies to prevent contact or exposure to the given hazard or situation. These control principles will be reinforced through general and specific training and education sessions.

As stated in our Health and Safety Policy, we believe that sound health and safety principles, built into all aspects of our operations, will enhance the effectiveness and efficiency of Gazzola Paving Limited. Using the concept of the Internal Responsibility System (IRS), through open lines of communication, objective discussions and cooperation between workers, Foreman/Superintendents, management, and the Joint Health and Safety Committee, the organization's objective of a workplace free of hazards and illnesses can be achieved. As a team, we must work towards controlling and eliminating hazardous situations. This is sound business practice and it will benefit everyone in the company.

We expect all employees, contractors and subcontractors performing work on behalf of our company to work in compliance with the Occupational Safety and Health Act (the Act) and pertinent Regulations and follow these safe operating standards and procedures so that a workplace free of hazardous conditions or situations will ensure a safe and healthy working environment.

If you do not understand an issue or topic presented in these guidelines or if you have a health and safety concern, do not hesitate to ask your Foreman/Superintendent for assistance and clarification.

1. WORKPLACE RESPONSIBILITIES

Occupational health and safety is everyone's responsibility.

Under the Occupational Safety and Health Act, everyone in the workplace has specific duties to follow to ensure the workplace is healthy and safe.

The duties and procedures outlined herein are not to be considered all-inclusive, these roles and responsibilities may change with the evolution of the Health and Safety Program.

1.1 Employer Responsibilities:

- Ensure that the Occupational Health and Safety Policy, Program, and safe operating principles are in place and adhered to.
- Provide appropriate equipment, materials and protective devices, and training in their safe use, limitations and care.
- Inform a worker or a person in authority over a worker, about any hazards in the workplace and outline the control strategies which must be implemented to prevent exposure to that danger.
- Acquaint Foreman/Superintendents and workers of the potential hazards associated with physical agents and with the safe storage, transport, use and disposal of physical or chemical agents.
- Ensure that written safe operating procedures outlining measures and practices to be taken or followed for worker protection are available, understood and carried out.
- Conduct training programs for workers, managers, Foreman/Superintendents and Joint Health and Safety Committee members as required.
- Post in the workplace a copy of the Occupational Safety and Health Act and pertinent Regulations and/ or information.
- Comply with the standards eliminating or reducing employee exposure to hazardous chemical, physical or biological agents.
- Ensure that emergency response procedures are developed, understood by all staff and training drills are carried out.
- Comply with any orders and requirements of Inspectors, Directors or other representatives of government regulatory agencies.

1.2 Foreman/Superintendent Responsibilities:

- Advise workers of the existence of any actual or potential dangers in the workplace.
- Respond to any health and safety concern raised by a worker.
- Investigate all incidents/ accidents, and initiate corrective actions to correct the situation or prevent a recurrence.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Ensure that all workers work in compliance with the Occupational Safety and Health Act and Regulations and the Company Health and Safety Standards.
- Ensure that work is performed in a safe manner and all required Personal Protective Equipment, devices or clothing, are properly used and maintained.
- Initiate progressive disciplinary action, according to policy.

1.3 JHSC Member / H & S Representative Responsibilities:

The Joint Health and Safety Committee Members / Health and Safety Representatives will be actively involved in the following activities:

- Completing monthly workplace and/or project safety inspections
- Promoting workplace health and safety.
- Conducting workplace inspections and investigations when required.
- Identifying unsafe acts, situations and conditions.
- Making recommendations to management and workers for the improvement of workplace health and safety.
- Assisting in the development, implementation and maintenance of the Health and Safety Program.
- Participating in regular committee meetings.
- Assisting Foreman/Superintendents and/or the Health & Safety Coordinator in delivering safety awareness training sessions.

Make sure you know your safety representative. Remember that health and safety concerns should first be addressed with your Foreman/Superintendent.

1.4 Worker's Rights and Responsibilities

You should never have to be worried that you will get in trouble for asking questions or reporting a problem. It's against the law for your employer or your Foreman/Superintendent to punish you in any way for doing what the Occupational Health and Safety Act states or for asking your employer or Foreman/Superintendent to do what they are expected to do. This is called a "reprisal." It's even against the law for your Foreman/Superintendent or employer to threaten to punish or fire you for raising health and safety concerns. If there is a concern, please contact the Gazzola Health and Safety Coordinator, or if needed, the Ontario Ministry of Labour (Toll Free: 1-877-202-0008).

Worker's Rights:





- **Right to know** - of the potential or actual hazards
- **Right to participate** - in workplace health and safety
- **Right to refuse unsafe work** - which could adversely affect their health and safety
- **Right to refuse work when at risk of workplace violence** – workplace violence is likely to put your physical well being at risk.
- **Right to a Workplace free of Harassment (Workplace and Sexual)** – workplace harassment may put your mental and physical well being at risk

Worker's Responsibilities:

- Work in compliance with the Appropriate Provincial Health and Safety Legislation and Gazzola Health and Safety Standards.
- Report unsafe acts and conditions/hazards to Foreman/Superintendents.
- Immediately report to your Foreman/Superintendent all work-related incidents, accidents or illnesses and any medical attention sought for a work-related injury.
- Conduct work in a safe manner, using and maintaining all required personal protective equipment, devices or clothing.
- Shall not remove, modify, or make ineffective any guard or protective device or control system.
- Shall not operate any equipment, vehicle or device that they have not been trained and authorized to use.
- Shall work in a manner that will not endanger themselves or any other employee. This includes engaging in pranks, contests, feats of strength, unnecessary running or rough and boisterous conduct.

2. WORKPLACE SAFETY RULES AND CONDUCT

Every employee is responsible for workplace Health and Safety - be active and assist in making your workplace a safer place to work. The Company Safety Rules are as follows:

- **Personal Electronic Devices:** Personal electronic devices (including cellular phones, music devices and radios) are not permitted to be used while working and shall remain with personal belongings (out of sight) during working hours. Electronic earbuds and headsets for music devices and cellular phone are not to be used. 
- **Personal Protective Equipment (P.P.E.):** Minimum P.P.E. for projects and the Asphalt Plant consists of: C.S.A. Type 1 Class E hardhat, C.S.A. 'Green Patch' safety boots, C.S.A. Class 2 or equivalent high visibility vest or jacket and C.S.A approved safety eyewear when necessary. See PPE requirements on Page 24 for more information. Eye protection is required at the Asphalt Plant 
- **Other Personal Protective Equipment:** In order to undertake some workplace tasks, additional PPE must be worn. (i.e. Working at Heights, Confined Spaces, Grinding of Asphalt containing Asbestos) PPE will be provide by Gazzola when required.
- **Clothing:** For worker protection, clothing should not be loose or torn. Boot soles should not be oily or slippery. The wearing of rings, bracelets and necklaces should be avoided and hair longer than shoulder length should be secured so it does not present a hazard. Sleeveless shirts and shorts are not allowed on construction projects, at the shop or at the asphalt plant. Hand, face and skin protection are to be worn when required to protect the worker from potential hazards.
- **No Smoking or Vaping:** 529 Carlingview Drive and 345 Attwell Drive are completely smoke and vaping free properties. Furthermore, as per the Smoke Free Ontario legislation, smoking is prohibited in any of Gazzola's vehicles and equipment. Smoking is strictly prohibited near flammable or combustible gases and materials. Obey all 'No Smoking' signs. 
- **Zero Tolerance for Drugs and Alcohol:** Drugs and alcohol are not permitted on company property, in company vehicles or on projects. Any worker found in possession of or under the influence of drugs or alcohol will be disciplined up to and including dismissal. All employees are expected to be Fit for Duty when reporting for work. 
- **Prescription Medications:** Tell your Foreman/Superintendent of any prescription medication you are taking that may impair your ability to work safely and/or operate vehicles and equipment.
- **Reporting Injuries, Vehicle Accidents, Incidents & Near Misses:** All injuries, vehicle accidents, incidents, and 'near misses' - no matter how minor - must be reported immediately to your Foreman/Superintendent. The Foreman/Superintendent will conduct his/her investigation and report it to management.
- **Reporting Unsafe Practices and Conditions:** Workers are obligated by law (and Gazzola Paving Limited) to report unsafe practices or hazardous conditions immediately to your Foreman/ Superintendent so that corrective action can be taken.

- **Zero Tolerance for Violence and Harassment:** All reported cases of violence and harassment will be investigated and any worker found to be involved will be disciplined, up to and including dismissal.
- **Code of Conduct:** All employees shall adhere to the Gazzola's Code of Conduct Policy and work within the core values noted of Honesty, Integrity, Respect and Passion.

SITE SPECIFIC COMPANY RULES

- **Placement of Tools and Materials:** Never place tools or materials near edges / openings, as these items may fall onto someone below. Keep all tools and materials at least six feet back from edges and openings.
- **Heavy Lifting:** Always seek assistance or use mechanical lifting devices when attempting to lift heavy material. Avoid awkward postures and use proper lifting techniques.
- **Path of Travel Safety:** Avoid the path of travel of machinery. The Safe Limit of Approach is three meters from skid steers and ten meters from all other machinery and vehicles. When operators must enter Safe Limit of Approach zone, they must slow the equipment or machine to walking speed and not make any sudden movements.
- **Skid Steer Safety:** Operators are to avoid sudden fast spinning and reversing movements as ground workers will have difficulty anticipating and reacting to movement.
- **Backing Vehicles and Equipment:** Operators are to avoid reversing whenever possible. When the operator's view of the intended path of travel is obstructed, a signal person must be used to direct the operator. The signal person shall stand in a position that is in clear view of the operator but not in the intended path of travel. The operator is to stop backing immediately, put the vehicle in park and await further instruction (or get out and survey the scene personally) if visual contact is lost with the signaler (and/or any other workers) and if an Emergency Stop signal is sounded.
- **Equipment Operator Qualifications:** Do not operate any equipment/machinery unless you have been given proper instruction and authority to do so.
- **Daily Vehicle and Equipment Inspection Checklists:** Daily checklists are to be completed prior to operating mobile vehicles and equipment. Completed checklists are to be submitted for review and filing.
- **Riding on Equipment:** No one should be riding in or on equipment unless they are in a proper seat with a seatbelt.
- **Seatbelts:** Seatbelts must be worn in all vehicles and when operating machines that have seatbelts.
- **Horseplay:** Do not engage in any prank, contest, unnecessary running or boisterous conduct.
- **Power Tools:** All electrical hand tools shall be grounded or double insulated.
- **Avoid Working Alone:** Always use the 'Buddy System' to avoid working alone. If it is necessary, arrangements should be made by the foreman to check on the worker at regular intervals.
- **Compressed Gas Cylinders:** All cylinders shall be transported, stored and secured in an upright position with the protective cap in place.

- **Do Not Remove:** Do not remove or make ineffective, any protective device, equipment or thing, required by Gazzola or the Act and Regulations (i.e. seatbelts, guards, etc.). If your work requires the removal of a protective device, use appropriate safety measures to protect yourself and others; and when the work is finished (or you leave the area), replace the protective device immediately. Report any missing or defective protective devices to your Foreman/ Superintendent. Do not remove a Lock-Out-Tag-Out lock that you did not personally apply.
- **Designated Substances:** If a worker comes into contact (or thinks they may come into contact) with a designated substance as prescribed under the Occupational Health and Safety Act and Regulations (i.e. asbestos, lead, mercury, etc.), the worker will stop working and immediately report it to their Foreman/ Superintendent for investigation and corrective action.

3. DAILY HAZARD ASSESSMENT AND TRAFFIC PROTECTION PLAN FORM THE “GAZZ” CARD

The GAZZ Card program is a key component of the Gazzola workplace health and safety system. It is used to assist Foremen/Superintendents in planning, organizing and communicating safety and production activities. The GAZZ Card consists of a Daily job Hazard Analysis Report and a Daily Traffic Protection Plan. The process is:

Plan:

1. Walk the project at the beginning of each shift and think about the job tasks and the associated hazards
2. Determine safety controls needed for elimination / reduction of the potential hazards

Communicate:

3. The Foreman/Superintendent verbally communicates all hazards, potential hazards and controls to the workers during the daily GAZZ Card huddle at the beginning of every shift, before starting work
4. The Foreman / Superintendent will ensure understanding and all who were present are to sign the GAZZ Card

Work:

5. Do not begin work until you are confident that you understand the work, and its hazards, and that you can safely complete the work
 - If you have any questions or concerns (i.e. you need training, equipment or PPE) discuss with your supervisor prior to beginning work
6. If the work / tasks have changed or new hazards have been identified, the Foreman / Superintendent is to update the GAZZ Card accordingly and communicate with the workers.

This hazard assessment is undertaken to determine potential hazards and the control strategies, which must be employed to perform our daily work activities safely. The Workplace Task Standards document can be referenced to find hazards and control strategies relevant to each task.

The GAZZ Card will be completed each day by the Superintendent for each project for which Gazzola Paving Limited is the Constructor and by the Foreman for the crew they supervise as a subcontractor. It is reviewed on site daily, at the beginning of each shift, before starting the work, to “break down” the job into individual components (tasks) and identify all requirements necessary to perform these tasks.

The Foreman/Superintendents completing and reviewing the Daily Hazard Assessment and Traffic Protection Plan as part of the GAZZ Card must assess all aspects of the scheduled work activities.

All employees who participate in the GAZZ Card and/or are informed of the pertinent hazards and controls as identified on the GAZZ Card, are to print their name and initial the GAZZ Card indicating that they have understood the information.

4. REPORTING

In the event of any Hazardous Acts/ Conditions, Incidents/ Accidents, and Injuries/ Illnesses, prompt reporting of the situation is essential. Workers must follow facility and/or site-specific reporting requirements to ensure that appropriate emergency services can be notified immediately. In the event of a medical injury, assist as you are able. In the event of a fire or spill, leave the hazard area. In any case - contacting the trained responding parties is paramount to employee health and safety.

4.1 Unsafe Acts, Hazards and Near Misses

A Near Miss is an event that, should circumstances have been different, the result would have been an injury or damage (physical, chemical, biological, etc.) to a person or property.

Immediately report to your Foreman/Superintendent any unsafe acts, hazards and Near Misses that may have the potential to cause injury or damage. A hazard is anything in the workplace that could hurt you or others around you. In theory – the more near misses that are documented and investigated, more controls can be put in place, in result more incidents / injuries can be prevented.

Some examples of workplace hazards (if not properly controlled for) include:

- Obstacles, debris, poor housekeeping
- Defective equipment
- Working near mobile equipment
- Workplace violence / harassment
- Repetitive movements
- Working at heights

You also need to think about less obvious hazards related to your work – such as chemicals, fumes, and toxic dust. Some of these hazards can make you very sick.

Employers and Foreman/Superintendents have a duty to inform workers of health and safety hazards. Workers have a duty to report any hazard as soon as possible, so it can be corrected.

The best way to control a hazard is to eliminate it. If this is not possible the hazard will be attempted to be controlled or reduced (depending on how long and often exposed) through the use of one of the following practices:

- Engineering controls (i.e. machine guard)
- Administrative or work practice controls (i.e. Path of Travel Safety)
- PPE (High visibility vests when working around/near mobile equipment)

4.2 Vehicle Accident Reporting

A Vehicle Accident is an incident or event, that typically results in vehicle, equipment or property damage and possible personal injury.

In the event of any incident with your vehicle or equipment, immediately report the incident to your Foreman/Superintendent and follow the following process:

- Stop your vehicle immediately. Do not leave the scene of an auto accident without identifying yourself and rendering appropriate assistance within your capabilities. Notify your Foreman/Superintendent.
- Call 911 if required (i.e. injured persons, leaking fuel, fire)
- Do not move injured persons unnecessarily. Unskilled handling may cause minor injuries to become serious.
- Move yourself and vehicle, if possible, to a safe location without endangering yourself or others in the process.
- Exchange information. The law requires that you give your name, address, vehicle registration number, insurance information, and (if requested) display your driver's license to the other driver.
- If you strike an unattended vehicle, police must be contacted
- Assist your Foreman / Superintendent in completing the Gazzola **Initial Incident Notification** Form



INITIAL INCIDENT NOTIFICATION

Date and Time of Incident:		Date and Time Reported:	
Job No./ Exact Location Are:			
Contractor/Sub-contractor <input type="checkbox"/> Yes If yes, Company's Name: /Third Party Involved: <input type="checkbox"/> No			
Incident Severity: <input type="checkbox"/> Minor <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Critical			
Incident Classification: <input type="checkbox"/> Near Miss <input type="checkbox"/> First Aid <input type="checkbox"/> Medical Treatment <input type="checkbox"/> Work Refusal <input type="checkbox"/> Fatality			
<input type="checkbox"/> Motor Vehicle Incident		<input type="checkbox"/> Fire or Explosion <input type="checkbox"/> Security Related	
<input type="checkbox"/> Property or Equipment Damage		<input type="checkbox"/> Clinic visit, No Treatment (FA Assess)	
<input type="checkbox"/> Other (please describe)			
<input type="checkbox"/> Spill or Release	Volume (Litres)	Product/Material	
Name of persons involved	Employer	Parts of the body injured (If applicable)	
		<input type="checkbox"/> Head	<input type="checkbox"/> Elbow
		<input type="checkbox"/> Eye	<input type="checkbox"/> Wrist
		<input type="checkbox"/> Neck	<input type="checkbox"/> Hand/Fingers
		<input type="checkbox"/> Shoulder	<input type="checkbox"/> Hip
		<input type="checkbox"/> Back	<input type="checkbox"/> Leg
		<input type="checkbox"/> Arm	<input type="checkbox"/> Knee
		<input type="checkbox"/> Ankle/Foot	<input type="checkbox"/> Other(describe)
Description of Incident: (As appropriate, include chronology, summary or injury or illness – if any)			
Immediate Response Measures Taken: (for injury/illness, include details of initial treatment provided)			
Description of Machinery/Equipment/Vehicle involved:			
Reported Submitted by:		Signature:	
Reported Submitted to:		Signature:	

4.3 Incident/Accident Reporting

An Incident / Accident is an event or occurrence that can adversely affect property or personnel in the completion of a job task.

All employees and/or subcontractors must be instructed to report all incidents to their Foreman/Superintendent or the project Superintendent immediately. Assist your Foreman / Superintendent in completing the Gazzola **Initial Incident Notification** Form. A formal investigation will be conducted regarding incidents such as the following:

- Fires
- Property Damage
- Violence and/or Harassment (No Injuries)
- Notices Required by Legislation or Governing Authorities

4.4 Workplace Injury / Illness Reporting

An Injury is physical harm or damage to a worker's body caused by an accident. An Illness is a disease or period of sickness affecting the worker.

All employees and/or subcontractors must be instructed to report all incidents to their Foreman/Superintendent or the project Superintendent immediately. A formal investigation will be conducted regarding incidents as follows:

- Work Related Injuries / Illnesses
- Professional Medical Aid Required

The Foreman/Superintendent will conduct the investigations with the assistance of the Health and Safety Coordinator and where required the Project Manager. Members of the investigation team will be provided training in the appropriate investigation techniques through their Foreman/Superintendent Awareness Training.

The investigation team will complete the investigation using the appropriate Gazzola Reporting Form which provides all details required to complete the form. It is the responsibility of the Foreman/Superintendent to identify contributing factors and conduct follow up actions to prevent reoccurrence.

4.5 First Aid

First Aid is help give on site to a sick or injured worker. In the event of an injury where medical treatment is required, First Aid shall be continued until arrival of an ambulance or transport to a hospital.

All First Aids have to be reported to the Foreman/Superintendent and recorded. There is a First Aid Treatment Log in the plastic sleeve attached to the first aid kit **to be completed any time first aid supplies are used which shall be recorded on the Treatment Log sheet** (both from the large first aid kit as well as the smaller 'extra recourses' kit).

Minor Injury: Use the first aid supplies found in the external black pouch attached to the first aid kits and record it on the First Aid Treatment Log.

Major Injury: Do not hesitate to break the inventory seal and use the First Aid Kit as needed. Complete a Work-Related Injury & Illness Reporting Form.



Hard Hat Sticker – indicating that this person has been trained in Standard First Aid

4.6 Critical Injury (Regulation 420/21)

For the purposes of the Act and Regulations, "Critical Injury" means an injury of a serious nature that;

- a) places life in jeopardy
- b) produces unconsciousness
- c) results in substantial loss of blood
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- f) consists of burns to major portion of the body, or
- g) causes loss of sight in an eye

4.7 Prescribed reportable incidents (Regulation 420/21)

- A worker falling a vertical distance of three metres or more
- A worker who falls and whose fall is arrested by a fall arrest system
- A worker becoming unconscious for any reason
- Accidental contact by a worker or by a worker's tool or equipment with energized electrical equipment, installations or conductors.
- Accidental contact by a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment or its load with an energized electrical conductor rated at more than 750 volts.
- Structural failure of all or part of falsework designed by, or required by the regulation to be designed by, a professional engineer
- Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure
- Failure of all or part of the structural supports of a scaffold
- Structural failure of all or part of an earth or water retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench
- Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it
- Overturning or the structural failure of all or part of a crane or similar hoisting device

For a more concise listing, refer to the most current edition of Occupational Health and Safety Act and Regulations for Construction Projects (O.Reg.420/21).

5. WORKPLACE INSPECTIONS

Weekly Project Safety Inspections completed by Superintendents – Superintendents, or their designate, are to conduct weekly documented workplace inspections. Each inspection must identify any observed hazards and describe corrective actions to be taken.

Additionally, Foremen / Superintendents are to observe and document compliance / non-compliance of established Safe Work Practices. Each inspection must ensure that “Follow-up” actions are completed and communicated to all required workplace parties.

Monthly Health and Safety Representative (H&S Rep.) Safety Inspections – Ensure that Monthly Inspections are conducted in the workplace by the worker health and safety representative / JHSC Designate. Each inspection must identify any observed hazards and describe corrective actions to be taken. Additionally, H&S Reps. are to observe and document compliance / non-compliance of established Safe Work Practices. Each inspection must ensure that “Follow-up” actions are completed and communicated to all required workplace parties.

Additionally, **fire extinguishers** are to be inspected monthly and **first aid kits** need to be inspected quarterly (at least once every three months) by a competent person.

During the fire extinguisher inspections, one is looking to see that they are in the proper location, have no physical damages (i.e. dents), the pin is in place, the hose is securely attached and that the fire extinguisher is charged (the yellow arrow is within the green region of the indicator dial). After completing the monthly inspection, if the fire extinguisher is in good condition, the person who completed the inspection is to sign and date the attached inspection tag. If the fire extinguisher is not in the proper location, has been deployed or has damaged or missing components, exchange it for an operational fire extinguisher at the shop.

During the first aid kit inspections, one is looking to see that the inventory seal is intact as this indicates that the contents of the kit has been untouched and therefore the kit remains fully stocked (as per Regulation 1101). If the inventory seal is broken, please return the First Aid Kit to the office. The contents of the kit will be restocked (to comply with Regulation 1101 standards), and a new inventory seal will be put in place. The inspection is to be documented on the Record of Inspection form which is in the plastic sleeve attached to the first aid kit.



The Hard Hat Sticker to the left indicates that the person is a H&S Rep. (and/or a member of the Gazzola JHSC).

Daily Equipment Pre-Operational Inspections – The Equipment Pre-Operational Inspection is to be completed by the operator prior to using the equipment - NO EXCEPTIONS. The operator is to write the specific details on the Equipment Pre-Operational Inspection, as well as immediately report all problems to the Foreman / Superintendent. The Foreman / Superintendent is to ensure that an inspection has been completed and that defects are reported as required.

Equipment Pre-Operational Inspection can be done using the Equipment Inspection form on-line on the 4S platform.

The equipment to be used and inspected in accordance with the manufacturer's requirements. Unsafe Equipment shall NOT be operated.

Vehicle Inspection (Circle Check) – The Vehicle Inspection is to be completed by the driver prior to using the vehicle - NO EXCEPTIONS. The driver is to write the specific details on the Vehicle Inspection, as well as immediately report all problems to the Foreman / Superintendent. The Foreman / Superintendent is to ensure that an inspection has been completed and that defects are reported as required.

Vehicle Inspection book to remain with the vehicle and not move vehicle to vehicle.

Vehicle Inspection can be done using the Vehicle Inspection form on-line on the 4S platform.

Unsafe Equipment shall NOT be operated

The **Daily Equipment Pre-Operational Inspections and Vehicle Inspection (Circle Check)** can now be done electronically on the 4S platform.

Defective Vehicle, Machinery and Equipment

In the event that a vehicle, machinery, vehicle or piece of equipment is found to be damaged or defective, the supervisor will:

- Notify the maintenance department of the machinery/equipment/vehicle immediately for repair
- arrange for replacement.

Regardless of the situation, the below procedures should be followed:

1. Worker/Operator to report deficiencies/damage to supervisor.
2. Worker/Operator and supervisor to inspect the broken machinery/piece of equipment to decide what type of action is required. (e.g. Repair on site, remove from use, etc.)
3. Turn off/deactivate machinery/equipment/vehicle (complete “lock-out” as required) and complete entry into log book (as required).
4. Supervisor to ensure machinery/ equipment is placed in safe, secure location and is unavailable to workers/operators.
5. If dealing with damaged/defective equipment, supervisor must make arrangements to get the machinery/equipment in good working order. Only competent and trained persons are authorized to repair defective tools and equipment and, upon repair, authorize them as approved for use.
6. If equipment is rented, Supervisor or Management to contact the rental company to return the machinery/equipment.
7. The lock out tag (if attached) shall stay affixed to the machinery or equipment until all required inspections, maintenance and service activities are completed.
8. Once the machinery, equipment or vehicle has received the necessary inspection, maintenance and/or service, an approved for use the approving maintenance person shall notify the Supervisor to identify it as ready for use.

6. LOCKOUT / TAGOUT PROCEDURE

Lock-Out Tag-Out procedures shall be employed to achieve Zero Energy by neutralizing all potential sources of energy or power in the equipment/ machinery to be worked on and to prevent inadvertent or unauthorised re-energization. No part of the equipment should be capable of inadvertent activation or movement, which may lead to injury. Removing a fuse, closing a valve or turning a switch is not an acceptable isolation from the energy source.

Definition

Lockout is the placement of a lockout device on an energy isolation device (circuit breaker, slide gate, line valve, disconnect switch, etc.) to ensure that the equipment being controlled cannot be operated until the lockout device is removed. A lockout device utilizes a positive means such as a lock (key or combination type) to hold an energy isolating device in a safe position and prevent the energization of a machine or equipment. The lockout device must be substantial enough to prevent removal without use of excessive force or unusual techniques.

Tagout is the placement of a tagout device (a tag or other prominent warning device and a means of attachment) on an energy isolation device to indicate that the equipment being controlled may not be operated until the tagout device is removed

General Lock-out Tag-out Practices:

- Prior to performing any maintenance or repairs on electrical equipment, authorization must be maintained and Lock-out procedures followed to ensure de-energization of actual or potential sources of energy
- Be aware of all potential energy sources: hydraulic, electrical, chemical, pneumatic, gravitational, radiation, thermal, stored, mechanical
- Only trained and authorized personnel are to perform Lock-out Tag-out
- Verify Zero-Energy - test operation switches to verify that the equipment cannot be restarted, if lockout has not occurred, do not proceed
- All tools, devices and equipment, including personal protective equipment, that are used for working on or near energized exposed parts of electrical devices, must be designed, tested, maintained and used appropriately
- Only one key per lock is available and used



TAGS (Shall):

- Be made of non-conducting material
- Be secured to prevent inadvertent removal
- Be placed, conspicuously, at the location of the operation switch and at Lock-out devices
- State the reason for the Lock-out Tag-out
- Show the name of the person responsible for the Lock-out Tag-out
- Show the date on which the lock was put in place

**Removal of Locks:**

- The worker who locks-out the machine/equipment is the only person who is permitted to remove the tag when the task is complete
- Under no circumstances shall a worker remove any lock and tag, other than their own
- Do not share or loan out Lock-out Tag-out Keys

7. PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

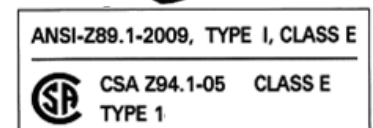
The following requirements apply to all employees, contractors and subcontractors. Workers will receive instruction and training regarding the limitations of the equipment or device and the proper use, fitting, care and maintenance of the equipment or device. If PPE needs to be replaced, the worker is to provide the damaged PPE to their Foreman / Superintendent in exchange for the new PPE.

Minimum PPE Requirements:

- **Construction Projects:** Hardhat, Safety Boots, High Visibility Vest. Safety Glasses when necessary
- **Asphalt Plant:** Hardhat, Safety Boots, High Visibility Vest & Safety Glasses
- **Asphalt QC Lab:** Safety Boots, Safety Glasses when necessary & Respiratory Protection when necessary
- **Snow Operations:** Safety Boots & High Visibility Vest. Hard Hat when outside of vehicle. Safety Glasses when necessary
- **Gazzola Paving Office:** No PPE Required
- **Gazzola Paving Shop:** Safety Boots (and Safety Glasses as required)
- **Gazzola Paving Yard:** Hardhat, Safety Boots, High Visibility Vest. Safety Glasses when necessary

7.1 Head Protection

- Where exposed to the hazard of being struck by falling objects, an CSA Type 1 Class E approved hard hat, in good condition, must be worn
- Hard hats are required at all times on construction projects
- Workers must visually inspect the hard hat every day before using it
- Workers must check the shell for cracks, dents, deep cuts, or gouges - if the surface appears dull or chalky rather than shiny, the hard hat may have become brittle
- Workers must check the suspension for cracks or tears - ensure straps are not twisted, cut, or frayed
- If a worker finds any signs of damage or degradation, remove the hard hat from service immediately
- Never wear a baseball cap or other material under the hard hat
- Hard hats should normally be worn facing forward - it may be worn backwards only if it has reverse orientation markings



CSA label stamped into the shell
indicating Class E hard hat

7.2 Foot Protection

- In all of Gazzola's Industrial and Construction workplace, all workers must wear CSA Certified Grade 1 Footwear (Green Patch/ heavy duty with sole protection) safety boots that provides appropriate foot protection for the location
- Foot Protections or safety boots must be properly laced and tied at all times
- Foot Protections or safety boots must have proper sole to protect against electric shock under dry conditions (OMEGA patch)



7.3 Eye and Face Protection

- Workers are required to wear CSA approved safety glasses when performing work
- Eye protection is required when completing tasks that may cause debris to dislodge or become airborne, therefore having the potential to cause an eye injury (i.e. welding, cutting, grinding, drilling, pumping fluids, using explosive actuated tools, working in dusty conditions, working with compressed air or other gasses, and working with chemicals that the M.S.D.S. / S.D.S. state the requirement for eye protection) regardless of location
- Eye protection shall consist of goggles or glasses that are designed to afford suitable eye protection

Face Protection

- Full-face protection (i.e. a face shield) must be worn to protect workers against the hazards of flying projectiles, hot liquids or hazardous chemicals
- A face shield is not considered eye protection
- If respiratory protection and eye protection are also required the best solution is a full-face respirator which provides eye, face and respiratory protection

7.4 Hearing Protection

- Hearing protection is required in workplaces when working near equipment where noise levels exceed 85 decibels (dBs)
- Hearing protection will be either plugs or muffs – the type of hearing protection used may vary according to the noise levels
- Dual Protection** may be required in certain high noise situations – this requires wearing ear muffs and ear plugs

Recommended Hearing Protection

Level of Noise Exposure L_{EX} (dBA)	Grade	Class
< 90	1	C
< 95	2	B
< 100	3	A
< 105	4	A
< 110	Dual*	
> 110	Dual†	

* Dual hearing protection required. Use a minimum of a Grade 2 or Class B earmuff and a Grade 3 or Class A earplug.

† Dual hearing protection required. It is also recommended that exposure durations be limited, octave-band analysis be conducted for attenuation predictions, and twice-annual audiometry be provided to the affected individuals.

Note: These recommendations are based on a daily 8-hour exposure. Adapted from CSA Standard Z94.2-02

(Excerpt from the CSA Z94.2 Hearing Protection standard)

7.5 High Visibility Safety Clothing

- All shall wear a retro-reflective vest or retro-reflective garments in addition to his/her other personal protective equipment when exposed to vehicular traffic and/or mobile equipment hazards or as required by project owner's requirements. **High Visibility Safety Clothing shall be Fluorescent Blaze or International Orange in colour only (CSA Z96-2015 Class 2 Level 2 – Fluorescent Yellow-Green or Fluorescent Orange-Red)**
- Arm & leg bands are provided and must be worn while on construction projects at night



7.6 Hand Protection

- Gloves are to be worn as required for the prevention of hand injuries
- Use the right gloves for the job
- Check the SDS or Supplier Label to see whether a product must be handled with gloves and what types of gloves are required
- Neoprene gloves are available and shall be used as required (i.e. when working with propane)



7.7 Respiratory Protection

- Workers are required to wear NIOSH approved respirators where workers will be exposed to hazards from toxic gases, fumes or dust
- The respirator type used must be approved for the specific hazard
- Workers will be trained in the proper donning, fitting and seal checks as well as the applications and limitations for the type of respiratory protection issued



7.8 PPE - Fall Arrest

PPE required for Working at Heights.

- A CSA approved full body harnesses and self-retracting lanyard must be worn at heights of /or greater than 10 feet from the edge of any raised work surfaces or roof edges, unless proper scaffold or guard rails are provided
- All components of a fall arrest system involved in arresting a worker in a fall, shall be taken out of service - lanyard and full body harness shall be disposed of after investigations are completed
- **All employees working at heights must have Working at Heights training and use appropriate fall protection**

7.9 Skin Protection

- Wear the cuff of your pants over your boots
- Aprons, coveralls and other job specific clothing (i.e. Tyvek suits) may be required for some job functions and will be available when necessary

7.10 Other

- Additional, alternative or specialized Personal Protective Equipment will be provided by Gazzola as is necessary for the task and/ or when recommended on a product's SDS. (i.e. neoprene gloves, Tyvek suits, air quality monitors, etc.).

There are also a number of items which should **NOT be worn** by employees in the Industrial and Construction workplaces:

- Loose or torn clothing must not be worn to avoid the possibility of unintentional entanglement
- Dangling jewellery must not be worn
- Long hair must be confined – tucked inside hard hat/shirt or put up in pony tail

8. PROGRESSIVE DISCIPLINARY POLICY

8.1 Disciplinary Actions for Employees

- Verbal Warnings (documented to record the date, time and specific of the warning)
- Written Warnings (formal documentation)
- Suspension Without Pay (formal documentation)
- Termination of Employment (formal documentation)

Gazzola Paving Limited Reserves the right to remove anyone (worker or subcontracted company) from a project or property immediately for just cause.

8.2 Disciplinary Actions for Subcontractors (Workers and Company)

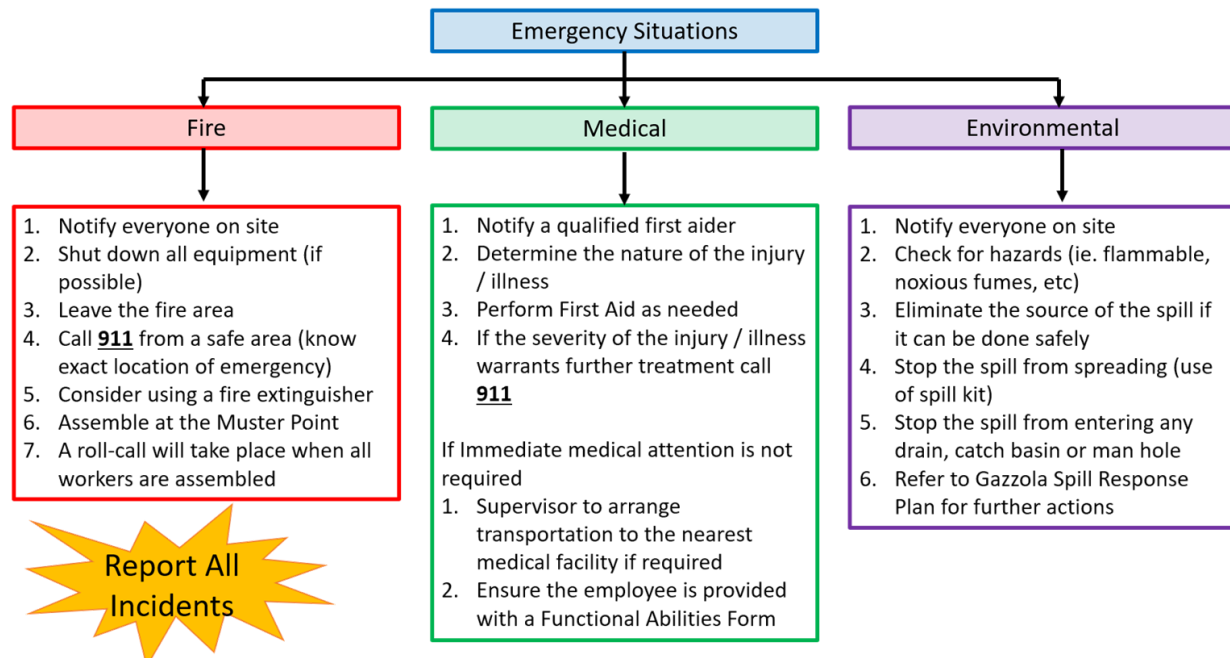
- Verbal Warnings (documented informally)
- Written Warnings (formally documented)
- Banned from site

Gazzola Paving Limited Reserves the right to remove anyone from site immediately for just cause.



Note: If someone breaches Gazzola Paving Limited's Zero Tolerance Policies (Zero Tolerance for Drugs and Alcohol & Zero Tolerance for Violence and Harassment), any worker found to be involved will be disciplined, up to and including dismissal.

9. IN CASE OF EMERGENCY



#1 on every list is to notify others. Gazzola Paving Limited uses a **3-LONG-HONKS** warning system.

- 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.

Muster Point:

- Know The Location Of The Designated Muster Point
- Muster points are indicated on the GAZZ Card each day.

Fire Emergency - Fire Extinguishers:

- Remember P.A.S.S
- Pull the pin on the extinguisher
- Aim the nozzle of the extinguisher at the base of the fire
- Squeeze the trigger on the extinguisher
- Sweep the nozzle side to side



IMPORTANT

Ensure 911 is called immediately for all fires. Do not delay calling 911 in order to fight the fire.

IMPORTANT

On construction projects 3 long blasts of a vehicle/equipment horn will serve as an emergency alert.

IMPORTANT

- Do not allow spills to enter catch basins, ditches, creeks or rivers.
- All spills must be cleaned up and the materials properly disposed of.



IMPORTANT

- Review evacuation, muster point and contact person especially at times when working alone or with minimal staff

10. FIRST AID

A listing of all First Aid Trained personnel can be found on the Health and Safety Board, along with locations of all first aid kits. **Know who your First Aiders are!** Workers with Standard First Aid training are identified by this hard hat sticker.



First aid kits have been made readily available for all sites and crews. First Aid kit locations are identified on the GAZZ Card each day, noted on Project Safety Plans and during worker orientations. First aid kits are stocked as per Regulation 1101 standards (Regulation 1101 can be found posted on the Health and Safety Boards).



When a worker may be exposed to dislodged or airborne debris that has potential to cause an eye injury, an eyewash will be provided.

The First Aid Treatment log sheet is to be filled whenever first aid kits supplies (i.e. bandages, dressings, etc.) are dispensed.

When Medical Treatment is Required from a Physician/Clinic or Hospital

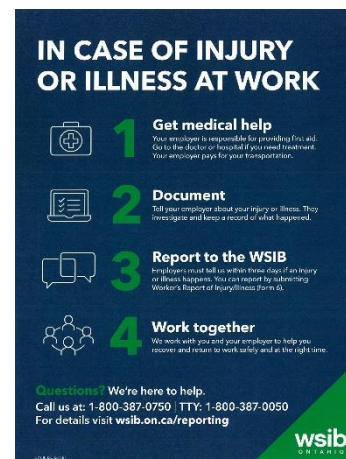
The Foreman/Superintendent will:

- Ensure that the worker is transported promptly to the appropriate medical facility (i.e. hospital, Urgent Care or doctor's office)
- A copy of the Letter to the Health Care Provider, a blank Form 8, and a blank Functional Abilities Form are to be given to the worker for completion by the health care professional
- The Foreman/Superintendent will complete a Work-Related Injury & Illness Reporting Form (with the assistance of the injured worker).



The Worker will:

- Take the Letter to the Health Care Provider, blank Form 8, and blank Functional Abilities Form to the health care professional and report the outcome to their Foreman/Superintendent immediately following treatment or as soon as possible thereafter.
- When seeking medical attention outside of normal working hours, follow the above procedure if possible and report to your Foreman/Superintendent and the Health and Safety Coordinator when your treatment is complete. The worker should obtain a completed W.S.I.B. Form 8 (Health Professional's Report).



11. EARLY AND SAFE RETURN TO WORK (W.S.I.B.)

Gazzola Paving Limited will make every reasonable effort to accommodate injured workers.



When a workplace injury or illness prevents an employee from performing his/her regular job, Gazzola will work closely with the employee, health care professionals and the W.S.I.B. to ensure modified work is available which matches the worker's functional abilities in order to allow for a return to their pre-injury job.

The co-operation of the injured worker is essential. You can assist in the Early and Safe Return to Work Program by:

- Discussing the Company's program with your Doctor/Health Care Professional
- Ensuring that the Doctor/Health Care Professional understands the modified jobs available and your willingness to participate
- Maintaining contact with the Gazzola employee coordinating your return to work/modified duties. All Doctor's appointments scheduled during working hours are to be arranged with the employee coordinating your return to work.
- Assisting the Gazzola employee who is coordinating your return to work in identifying modified work that is appropriate for your physical limitations.
- Extending your best effort in performing the modified work.

IMPORTANT

- When performing modified duties you must report any difficulties (i.e. changes in your condition) to the Health & Safety Coordinator.
- Should you feel you are unable to come to work for any reason you must IMMEDIATELY call the Health and Safety Coordinator. NO EXCEPTIONS.

12. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

Workers who may be exposed to WHMIS controlled products / materials, must be trained in WHMIS 2015.

Labels:

- Work Place Labels

- Product name
- Hazards
- Precautions
- Reference SDS

- Supplier Labels

- Product Name
- Name of Supplier
- Hazard Symbol(s)
- Risk Phrase(s)
- Precautionary Measures
- First Aid Measures
- Reference to SDS



Safety Data Sheets (SDS – 2015):

SDS can be found posted with Health and Safety Boards or on the online database that the Foremen and Superintendents can access. The following are components of an SDS:

- Identification
- Hazardous Ingredients
- Composition / Information on Ingredients
- First Aid Measures
- Fire Fighting Measures
- Accidental Release Measures
- Handling and Storage
- Exposure Controls / Personal Protection
- Physical and Chemical Properties
- Stability and Reactivity
- Toxicological Information
- Ecological, Transport, Regulatory Info., Disposal Considerations
- Other Information

Pictograms

WHMIS (2015)



Responsibilities:

- Report missing labels to your supervisors
- Know where to access SDSs
- Comply with SDS user instructions
- Comply with training, PPE, and all relevant regulations

****Report any new products bought / used, to the Health and Safety Coordinator, so the SDS can be requested**

and made available.

Please Note: WHMIS 1998 has been phased out and replaced by WHMIS 2015. There maybe products still found that have the older WHMIS 1998 labelling, so please beware and notify your Supervisor if found.

13. WORKING AT HEIGHTS (WAH) AWARENESS

Only those who have Working at Heights Training are permitted to don fall protection and complete work at heights. (Ontario Regulation 213/91)

Everyone needs to know how to identify a potential fall Hazard:

1. Falling more than 3 meters (10ft)
2. Falling more than 1.2 meters (4ft) if the work area is used as a path for a wheelbarrow or similar equipment:
 - Falling into operating machinery
 - Falling into water or another liquid
 - Falling into or onto a hazardous substance or object
 - Falling through an opening on a work surface
3. Over and above #1 if a worker is exposed to a fall of 2.4 meters (8ft) or more from the any of the following work surfaces:
 - The surface of a bridge
 - A roof while formwork is in place
 - A floor, including the floor of a mezzanine or balcony
 - A scaffold or other work platform, runway or ramp

If you have **NOT** been trained in Working at Heights but see any of these potential fall hazards present, stop work immediately and inform your Foreman/Superintendent.

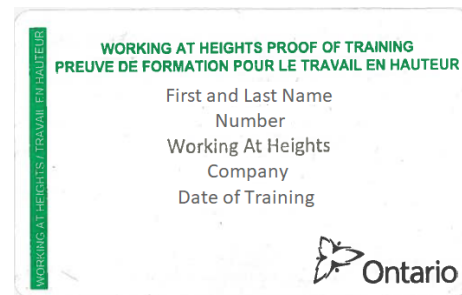
14. CONFINED SPACE AWARENESS

Only those who have Confined Space Entry Training are permitted to enter a confined space. (Ontario Regulation 632/05)

A Confined Space means a fully or partially enclosed space,

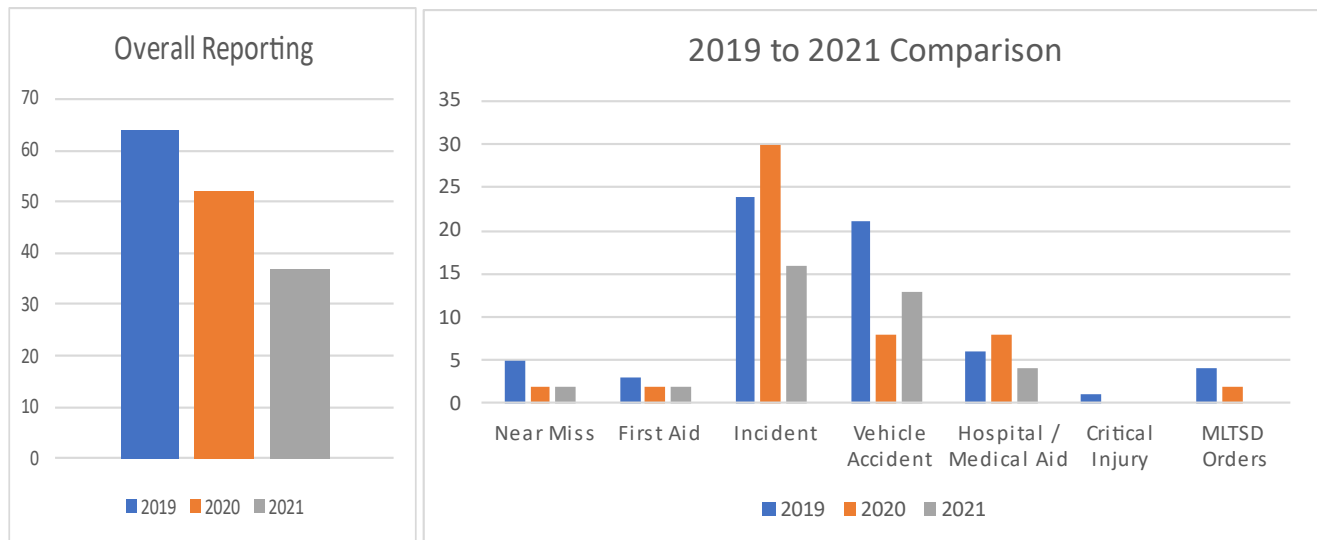
- (a) that is not both designed and constructed for continuous human occupancy, and
- (b) in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it

If you have not been trained in Confined Space Entry but the location of your work seems to match the above criteria indicating that it is a confined space, stop work immediately and inform your Foreman/Superintendent.



15. ANNUAL STATISTICS, TRENDS & RECOMMENDATION, OBJECTIVES AND ACTION PLAN

Annual Statistics & Comparison 2019 vs 2020 vs 2021:



Trends & Recommendations:

Leading:

Daily JHA (Gazz Cards):

A total number of 873 Gazz Cards (Daily JHA) have been conducted by our supervisors on site this year. The number includes 567 Gazz Cards that were conducted with Gazzola working as a sub-contractor. Gazz cards provide identification of work specific daily hazards and provide communication to all workplace personnel prior to starting each workday.

Site Orientations:

16 site-specific orientation sessions were provided in 2021 to Gazzola's employees and subcontractors on different worksites. Site Orientations provide useful information on important H&S requirements for the specific sites.

Weekly Inspections:

In 2021, Gazzola's supervisors have conducted 65 weekly inspections to ensure the safety of all employees and subcontractors.

Monthly H&S Rep/JHSC Inspections:

A total of 39 monthly inspections were conducted in 2021 in compliance with the OHSA. Inspections were conducted between our shop, plant, depot and a number of sites where a H&S representative was required to be selected.

Tailgate talks:

In 2021, Gazzola's supervisors have conducted a total of 124 tailgate talks on different worksites to increase awareness on various H&S topics and to improve compliance with Gazzola's H&S policies and procedures. Our Workplace Task Standards (WTSS) have been serving as tailgate talk topics to improve workers' familiarity with safe operations of their tasks.

Daily Pre-use Inspections:

A total number of 3076 Pre-use inspections have been conducted by our operators of equipment this year. The number includes 227 inspections that contained deficiencies and were forwarded to the shop for correction or repairs. Another 3379 Pre-use inspections were conducted for our CVOR vehicles. While the number does not cover the whole year as the record keeping requirement under the CVOR regulations is for 6 months, this should improve in the next year due to the transition to the 4S electronic system where the records can be retained for more.

Lagging:

Near Misses:

During 2021 Orientations, Safety Meetings and Tailgate Talks, all were reminded of the definition of a Near Miss and how to report it. However, the number of near misses reported remains at two in 2021, the same as 2020, which in-turn, was a reduction from 5 reports in 2019. Now, with the switch to electronic reporting, Gazzola is aiming for and expecting an increase in Near Miss reporting. Providing an instant and easy reporting electronic system should impact on the reporting numbers and removing a few barriers to the workers engagement with the system.

Gazzola's Health and Safety department will continue to educate Workers, Foremen and Superintendents on the importance of Health and Safety reporting including Near Misses no matter how minor an event may seem. This topic will, again, be addressed at the Spring Orientation, new employee Orientations, throughout the year with tailgate talks and the JHSC will continue to discuss any recorded near misses and collaborate on potential controls and preventative measures. Tailgate talks, instructional conversations, and other discussions both onsite and in the office, will also re-iterate the importance of reporting.

First Aid:

First aid reports also remain at 2 reports vs 2 reports in 2020 and 3 reports in 2019. As mentioned on the past Annual Reports, reporting of on-site administration of first aid is still lacking when we compare to safety materials being distributed.

Gazzola Health and Safety department will continue to educate Workers, Foremen and Superintendents on the importance of reporting first aid events to the Health and Safety department. This topic will, again, be addressed at the Spring Orientation, new employee Orientations, throughout the year with tailgate talks and at the JHSC meeting. With the adequate first aid records, potential controls and preventative measures cannot be evaluated and put in place.

Incident

The Incident category includes various types of events that did not result in injuries of any type to employees or others including: Violence & Harassment Incidents, Subcontractor or public incidents, property damage, fire, chemical spills. A significant improvement has been achieved in the form of an approximately 50% reduction in the number of incidents to 16 incidents in 2021 down from 30 in 2020.

Vehicle Accident

While Gazzola was able to reduce the number of vehicle accidents to 8 in 2020 vs 21 vehicle accidents in 2019. The number of vehicle accidents has risen again to 13 accidents in 2021. The increase in numbers correlates with an inclusion of vehicle accidents caused by a subcontractor or a 3rd party under this category for this year. Even though, some of these accidents may not be connected with Gazzola's drivers, they happened during our work operations and Gazzola strives to reducing these numbers by further enhancement of the awareness on the subject through training and by increasing enforcement of traffic control measures.

Hospital / Medical Aid

While 2020 showed a 30% increase in trips to the hospital or visits a doctor office with 8 visits, up from 6 visits in 2019. In 2021, Gazzola has been able to achieve a 50% reduction in this category from last year with only 4 medical aid situations. Gazzola continues to seek further reduction in medical aid incidents and overall prevention of injuries.

Critical Injury

Gazzola has achieved its goal of Zero critical injuries in 2021. Gazzola will always pursue a zero rate of critical injuries as part of the general goal of protecting the health and safety of all employees.

MLTSD Order

A positive absence of MLTSD orders in 2021 is a good indication for legislative compliance which work as the minimum base for Gazzola's operations.

Objectives for 2022	
Based on the annual management review and the annual report, the following objectives have been identified for 2022:	
1.	On-going goal of improving Health and Safety Reporting and Tracking via: <ul style="list-style-type: none"> Continue rolling-out all of our site safety forms electronically on 4S for easier reporting and tracking. Educate workers on electronic use of forms with the goal of improving near miss and first aid reporting.
2.	Passing COR 2020 Standard Audit: <ul style="list-style-type: none"> Further enhancement of our H&S Program in accordance with the COR 2020 standard audit and our last COR external audit corrective actions and recommendations. Conduct and pass our COR internal audit next year using the new COR 2020 Standard.
3.	Expanding our Hazard Assessment Registry: Objective includes inserting new additions or updates to our Workplace Task Standards (WTS) system that speak to hazards specific to the Asphalt Plant & QC Lab.
4.	Maintain our Zero critical injury rate: <ul style="list-style-type: none"> Additional awareness be spent in Orientations, Tailgate Talks and training concerning space and time when working with equipment /vehicle around property and workers on the work sites. Continue to monitor accident reports for further trends and common caused to allow for effective proactive changes to the Health and Safety system. Continue to educate on the importance of Violence and Harassment in the Workplace (through Orientations, Tailgate Talks, Safety Meetings, etc.) with an emphasis on mutual respect of one another
5.	Job-site Emergency drill: Objective includes the introduction of a emergency drill on a project where Gazzola is the general contractor.

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5.	Job-site Emergency drill: Objective includes the introduction of a emergency drill on a project where Gazzola is the general contractor.

Action Plan

Item	Objective	Action	Resource	by	Target Date
1	On-going goal of improving Health and Safety Reporting and Tracking	Continue rolling-out all of our site safety forms electronically on 4S for easier reporting and tracking	Meetings & Communication between Gazzola's H&S Department & 4S	H&S Department	June 2022
		Improved annual near miss and first aid reporting as a result of electronic reporting	4S electronic H&S Management System	All employees	December 2022
2	Passing COR 2020 Standard Audit	Implement the COR audit corrective action plan items compatible with new COR 2020 standard	COR audit action plan	Management	September 2022
		Conduct and pass our COR internal audit next year using the new COR 2020 Standard	<ul style="list-style-type: none"> • Audit Tools • Document Review • Site observations • Interviews 	COR Internal Auditor	September 2022
3	Expanding our Hazard Assessment Registry	Objective includes inserting new additions or updates to our Workplace Task Standards (WTS) system that speak to hazards specific to the Asphalt Plant & QC Lab	<ul style="list-style-type: none"> • WTS • Observations & Inspections • JHSC approvals 	H&S Department	December 2022
4	Maintain our Zero critical injury rate	Additional awareness be spent in Orientations, Tailgate Talks and training concerning space and time when working with equipment /vehicle around property and workers on the work sites	4S Online Training	Management	December 2022
		Continue to monitor accident reports for further trends and common caused to allow for effective proactive changes to the Health and Safety system	4S Statistics Reporting	Management	December 2022
		Continue to educate on the importance of Violence and Harassment in the Workplace (through Orientations, Tailgate Talks, Safety Meetings, etc.) with an emphasis on mutual respect of one another	4S Online Training	Management	December 2022
5	Job-site Emergency drill	Perform a emergency drill on a project where Gazzola is the general contractor	Project Crews	H&S Coordinator	August 2022

16. WORKPLACE TASK STANDARDS LIST

Task	Rating	Task	Rating
Asbestos Milling	A	Hazardous Agents (Physical)	A
Asphalt Milling	A	Manual Snow Removal Operations	A
Asphalt Paving	A	Noise	A
Confined Space	A	Traffic Control	A
Equipment and Machinery Operation	A	Trenching and Excavating	A
Hazardous Agents (Biological)	A	Working at Heights	A
Hazardous Agents (Chemical)	A		
Asphalt Plant Operations	B	Powered Elevating Work Platforms	B
Concrete Work (Forming and Pouring)	B	Removal and Demolition	B
Equipment Repairs (Blocking)	B	Snow Removal Operations	B
Hazardous Energy Control	B	Underground Hazards and Locates	B
Hoisting and Rigging	B	Workplace Violence and Harassment	B
Hot Work	B	Crack Sealing Operations	B
Night Work	B	Crushing Screening Operations	B
Overhead Hazards (Powerlines)	B		
Administrative Duties	C	Housekeeping	C
Compressed Gas	C	Hydraulic Equipment	C
Driving and Vehicle Operation	C	Ladders	C
Extension Cords	C	Loading and Unloading	C
Fencing and Hoarding	C	Maintenance and Cleaning	C
Fire Extinguishers	C	Manual Material Handling	C
Fuel Powered Tools and Equipment	C	Power and Hand Tools	C
Fueling and Refueling	C		

All of the tasks listed above have a Workplace Task Standard (WTS) and are prioritized based on their assigned risk rating before the application of controls. The specific workplace task standard (WTS) will carry an assigned risk rating before and after the application of controls.

The “A” rated Tasks have been identified as Critical Tasks. They have a WTS that includes a Hazard Assessment, Safe Work Practices and a detailed Safe Job Procedure.

The “B” rated Tasks have a WTS that includes a Hazard Assessment, Safe Work Practices and a general Safe Job Procedure.

The “C” Rated Tasks have a WTS that includes a Hazard Assessment and Safe Work Practices.

Risk Rating: (Risk Rating takes into account the Frequency and Severity of the Hazard)			
Severity		Frequency	
		Low (Monthly)	High (Daily)
Low (First Aid/Minor property damage)		C	B
Medium (Medical Aid/Moderate property damage)		C	A
High (Critical Injury/High property damage)		B	A
C	Low Risk:	Low risk of injury or equipment / property damage.	
B	Medium Risk:	Medium risk of injury or equipment / property damage.	
A	High Risk:	High risk of injury or equipment / property damage.	

17. TRAFFIC CONTROL

Road Traffic Control involves directing vehicular and pedestrian traffic around a construction zone, accident or road disruption, thus ensuring the safety of the construction workers, general public and emergency response teams.

A Traffic Control Person (“TCP”) is a worker who directs vehicular traffic.

This worker shall:

- i. Be a competent person
- ii. Not perform any other work while directing vehicular traffic
- iii. Be positioned in such a way that he or she is endangered as little as possible by vehicular traffic
- iv. Be given adequate written and oral instructions including a description of signals to be used

A TCP must wear the mandatory PPE (C.S.A. Type 1 Class E hardhat, C.S.A. ‘Green Patch’ safety boots, C.S.A. Class 2 or equivalent high visibility vest or jacket and C.S.A approved safety eyewear)

A TCP should complete training and carry the “Handbook for Construction Traffic Control Persons”.

Requirements of a good TCP.

- i. Of sound health, good vision and hearing
- ii. Mature judgement and pleasant manner
- iii. A good eye for speed and distance to gauge on-coming traffic
- iv. Able to give clear simple directions to motorist and pedestrians

APPENDIX A: MANDATED / LEGISLATED POSTINGS

These documents are posted on the Health and Safety Boards as well as available here in the Red Book.

Health & Safety at Work – Prevention Starts Here

Health & Safety at Work

➤ Prevention Starts Here

Ontario's Occupational Health and Safety Act gives workers rights. It sets out roles for employers, supervisors and workers so they can work together to make workplaces safer.

➤ Improve Health and Safety:

- **Find out** about your Joint Health and Safety Committee or Health and Safety Representative.
- **Talk** to your employer, supervisor, workers, joint health and safety committee or health and safety representative about health and safety concerns.

**Call the Ministry of Labour,
Training and Skills Development
at 1-877-202-0008**

Report critical injuries, fatalities,
work refusals anytime.

Workplace health and safety information,
weekdays 8:30am – 5:00pm.

Emergency? Always call 911 immediately.

Find out more:

ontario.ca/healthandsafetyatwork



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➤ Workers have the right to:

- **Know** about workplace hazards and what to do about them.
- **Participate** in solving workplace health and safety problems.
- **Refuse** work they believe is unsafe.

➤ Workers must:

- **Follow** the law and workplace health and safety policies and procedures.
- **Wear** and **use** the protective equipment required by their employer.
- **Work** and **act** in a way that won't hurt themselves or anyone else.
- **Report** any hazards or injuries to their supervisor.

Employers must NOT take action against workers
for following the law and raising health and safety concerns.

➤ Employers must:

- **Make sure** workers know about hazards and dangers by providing information, instruction and supervision on how to work safely.
- **Make sure** supervisors know what is required to protect workers' health and safety on the job.
- **Create** workplace health and safety policies and procedures.
- **Make sure** everyone follows the law and the workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

➤ Supervisors must:

- **Tell** workers about hazards and dangers, and respond to their concerns.
- **Show** workers how to work safely, and make sure they follow the law and workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

Form 82 - In Case of Injury at Work

IN CASE OF INJURY OR ILLNESS AT WORK



1

Get medical help

Your employer is responsible for providing first aid. Go to the doctor or hospital if you need treatment. Your employer pays for your transportation.



2

Document

Tell your employer about your injury or illness. They investigate and keep a record of what happened.



3

Report to the WSIB

Employers must tell us within three days if an injury or illness happens. You can report by submitting Worker's Report of Injury/Illness (form 6).



4

Work together

We work with you and your employer to help you recover and return to work safely and at the right time.

Questions? We're here to help.

Call us at: 1-800-387-0750 | TTY: 1-800-387-0050

For details visit wsib.on.ca/reporting

wsib
ONTARIO

Employment Standards in Ontario – What you need to know

Ministry of Labour, Training and Skills Development

Employment Standards in Ontario

The *Employment Standards Act, 2000* (ESA) protects employees and sets minimum standards for most workplaces in Ontario. **Employers are prohibited from penalizing employees in any way for exercising their rights under the ESA.**

What you need to know

Public holidays

Ontario has a number of public holidays each year. Most employees are entitled to take these days off work and be paid public holiday pay. Visit [Ontario.ca/publicholidays](https://ontario.ca/publicholidays).

Hours of work and overtime

There are daily and weekly limits on hours of work. There are also rules around meal breaks, rest periods and overtime. Visit [Ontario.ca/hoursofwork](https://ontario.ca/hoursofwork) and [Ontario.ca/overtime](https://ontario.ca/overtime).

Termination notice and pay

In most cases when terminating employment, employers must give employees advance written notice of termination or termination pay instead of notice. Visit [Ontario.ca/terminationofemployment](https://ontario.ca/terminationofemployment).

Vacation time and pay

There are rules around the amount of vacation time and pay employees earn. Most employees can take vacation time after every 12 months of work. Visit [Ontario.ca/vacation](https://ontario.ca/vacation).

Leaves of absence

There are a number of job-protected leaves of absence in Ontario. Examples include sick leave, pregnancy leave, parental leave and family caregiver leave. Visit [Ontario.ca/ESAguide](https://ontario.ca/ESAguide).

Minimum wage

Most employees are entitled to be paid at least the minimum wage. For current rates visit [Ontario.ca/minimumwage](https://ontario.ca/minimumwage).

Other employment rights, exemptions and special rules

There are other rights, exemptions and special rules not listed on this poster, including rights to severance pay and special rules for assignment employees of temporary help agencies.

Subscribe to our newsletter and stay up to date on the latest news that can affect you and your workplace. Visit [Ontario.ca/labournews](https://ontario.ca/labournews).

Learn more about your rights at:

[Ontario.ca/employmentstandards](https://ontario.ca/employmentstandards)
1-800-531-5551 or TTY 1-866-567-8893

 @ONTatwork  @OntarioAtWork  @Ontarioatwork

APPENDIX B: MEMBER AND FAMILY ASSISTANCE PLANS (MFAP)

Member and Family Assistance Plans (MFAP) are professional counselling and referral services to help eligible Members and their insured Dependents confidentially deal with a broad range of personal and work-related problems, such as:

- Marital issues / Family problems
- Child related concerns
- Alcohol misuse
- Drug abuse
- Career and vocational concerns
- Emotional difficulties
- Financial worries
- Legal problems

Member and Family Assistance Programs Contact Information:

Local 183 Members:

- Call Homewood Health Incorporated
- TOLL FREE: 1-866-462-8047
- Website: www.homewoodhealth.ca

Local 230 Members:

- Call Homewood Health Incorporated
- TOLL FREE: 1-866-462-8047
- Website: www.homewoodhealth.ca

Local 793 Members:

- Call Shepell FGI
- TOLL FREE: 1-800-461-9722
- Website: <https://www.shepell.com/en-ca/>

Member Health (access to doctor 24 / 7)

- Toll FREE: 1-800-484-0152

Non-Unionized Employees with Company Benefit Program Coverage:

- Call Manulife - Employee Counselling Services (Workplace Advisor)
- TOLL FREE: 1-866-644-0326
- Website: <http://www.manulife.ca/>

