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, General Manager

March 15, 2021
Date

Section 2-1 – Pre-Project Requirements

PURPOSE

The Pre-Job Construction Activities & Violence Risk Assessment Form is a listing of considerations that the site management team will have at their disposal to assist with the establishment and continuation of site specific accident prevention strategies.

SCOPE

The pre-project requirements will be a combination of checklists designed to give the management team a guideline for consideration before and during the duration of the project.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Provide Pre-Job Construction Activities & Violence Risk Assessment Form and documentation where required.
- Collect completed Pre-Job Construction Activities & Violence Risk Assessment Form for review and distribution of required documentation.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

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

Project Manager Responsibilities:

- Review Subcontractor documents to ensure all Subcontractors can implement their workplace specific requirements.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Superintendent Responsibilities:

- Complete all required Pre-Job Construction Activities & Violence Risk Assessment Form and documentation is complete and available for review where required.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Foreman Responsibilities:

- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

Workers Responsibilities:

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

PROCEDURE

As it relates to the project and prior to the start of the project, the **Superintendent** will;

1. Review and complete the requirements for required health and safety material and site specific information on site where all workers may have access as referenced on the Pre-Job Construction Activities & Violence Risk Assessment Form **(2-1-1 - Form)**
2. When completed, the Superintendent will send the completed copy of the Pre-Job Construction Activities & Violence Risk Assessment Form **(2-1-1 - Form)** to the **Health and Safety Coordinator**.
3. Ensure that the site level requirements as part of the Daily Hazard Assessment – GAZZ Card have been reviewed, completed and documented.

DISTRIBUTION

Distribution of the completed documentation for the Pre-Job Construction Activities & Violence Risk Assessment Form will be distributed as follows;

- Superintendent
- Health and Safety Coordinator

RECORDS

All records will be documented and maintained in the Project Health and Safety Files and at Head Office by **Health and Safety Coordinator**.

2-1-1 Form - Pre-Job Construction Activities and Hazard Identification Form

Completed By (Print Name):

Project # and Location: Project Start Date:

List Subcontractors to be used:

Construction Activities	Provide Details About the Location and Type of Work (Write N/A if Not Applicable to Project)
Asphalt Milling and/or Paving	
Work Near Vehicle Traffic (Highway/Roadway, Long Term/Short Term Closure)	
Type of Concrete Work (Curbs, Manholes, demolition etc.)	
Catch Basin / Manhole Adjustments	
Laying Road Base	
Night Work Required (Type of Work to Be Done)	
Powerline Work	
Trenching or Excavation	
Confined Space Entry (Manhole Entry)	
Designated Substances (Asbestos, Lead)	

Revision Date: March 15, 2021

Overhead Hazards (Power Lines, Bridges, Signs)	
Working at Heights	
Anticipated Extreme Temperatures (Heat or Cold Stress)	
Specialized Hazardous Products/Chemicals (Hydrated Lime)	
Work Near Water (Lake, River, Pond)	
Mobile Cranes / Hoisting	
Other Activity or Hazard	

Construction Project Violence Risk Assessment *Project Superintendent to consult with the H&S Rep regarding Workplace Violence and Harassment. Ensure Violence and Harassment training during orientation. Ensure Violence and Harassment documentation is posted on the project.*	
Will anyone be working alone?	
Will project location increase risk of workplace violence? (i.e. reportedly high crime area)	
Are hours of operation likely to increase the risk of violence? (e.g. night work)	
Other Activity or Hazard	

Section 2-2 – GAZZ Card – Daily Hazard Assessment

PURPOSE

GAZZ Card is a vital component of the Health & Safety Manual and organizing health, safety, and production activities. The GAZZ Card consists of a Daily Job Hazard Analysis Report and a Daily Traffic Protection Plan. This analysis is undertaken as part of our GAZZ Card to determine potential hazards and the control strategies, which must be employed to perform our daily work activities safely, while the same concept is applied related to traffic hazards on the Traffic Protection Plan.

SCOPE

The GAZZ Card will be completed daily prior to commencement of work / shift and reviewed on site to discuss the work tasks involved and identify the associated hazards and all control requirements necessary to perform these tasks.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Arrange for specific Hazard Assessment to be produced, scheduled and distributed as required.
- Assist is developing the site specific packages and Hazard Assessment documents as part of the GAZZ Card.
- Receive copies on a weekly basis of completed GAZZ Cards from the Foremen and/or Superintendent.
- Comply with all the requirements as defined under the Occupational Health and Safety (OHS) Act and Regulations.
- Assist in developing hazard awareness and training for all workplace and site personnel.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Approve processes and distribution of Daily Hazard Assessment Procedure and GAZZ Cards.
- Take all measures reasonably necessary in the circumstances to protect employees from exposure to any related hazards at all locations.
- Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.

Project Manager Responsibilities:

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

Section 2-2 – GAZZ Card – Daily Hazard Assessment

Superintendent Responsibilities:

- Contacts all Foremen on the project daily to discuss the specific work (hazards, controls, etc.) that will occur over the next 24 hours.
- Are responsible for completing the GAZZ card for work being performed by their crew when no Foremen on site.
- Ensure a specific Daily Hazard Assessment & Daily Traffic Protection Plan - GAZZ Card for all workplaces activities and sites are maintained and their records are in place.
- Review findings with each Foreman to ensure that corrective measures are taken.
- Follow-up on the findings and implement recommendations for each unsafe condition.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Foreman Responsibilities:

- Are responsible for completing the GAZZ card for work being performed by their crew
- Foreman is to walk the project / work area, Assess the specific hazards present, plan the work to be performed and decide upon the applicable hazard controls using the GAZZ card.
- At a minimum, prior to starting work, gather the workers in a huddle and discuss the hazards and controls. Paying in particular to any hazards that are out of the ordinary
- GAZZ cards are to be signed by workers at the time the GAZZ Card is completed
- Communicate known related hazards are defined with a Project Safety Plan and appropriate PPE is provided, maintained and used as directed on the GAZZ Card where required.
- Take prompt and appropriate action when unsafe conditions of any established Daily Hazard Assessment activities, traffic hazard or any other hazards have been identified or concerns regarding content is raised by workers.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with verbal and written instructions as to the measures and procedures to be taken for protection of the worker.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

Workers Responsibilities:

- Where provided, follow all requirements as defined within the the GAZZ Card as directed by your Foreman and/or Superintendent.
- Report any damage or missing guards, PPE or equipment immediately to your Foreman.
- Workers are encouraged to provide constructive feed back to the GAZZ Card based on their work experience and knowledge of site level activities.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

Section 2-2 – GAZZ Card – Daily Hazard Assessment

PROCEDURE

The GAZZ Card Process will provide identification of work specific daily hazard and provide communication to all workplace personnel prior to starting each work day. We require genuine effort into the completion of the process.

The Superintendent will provide / preparation an Project Safety Plan, Hazard Analysis package of Work descriptions, Traffic Protection Plan and scheduled activates as part of the GAZZ Card (Form 2-2-1).

All Supervisory personnel who will be conducting and overseeing the descriptions and scheduled activates will conduct the Daily Hazard Assessment & Traffic Protection Plan components of the GAZZ Card describing the above described activities and identify all necessary control strategies to perform these tasks safety and on time.

When working under a General Contractor, the Superintendent responsible for the work site will conduct the Daily Hazard Assessment & Traffic Protection Plan components of the GAZZ Card.

When working with Subcontractors on a worksite and acting as the constructor, the Foreman will conduct the Daily Hazard Assessment & Traffic Protection Plan components of the GAZZ Card. The Superintendent will communicate with the Foreman daily to coordinator the work activities and may assist in this process when requested.

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

Job Tasks and associated hazards that need to be controlled can be identified or prevented through scheduling and proactive activities. Identification with the job specific daily assessment & traffic protection will be reviewed by all workplace parties. The completed GAZZ Card will be filed, submitted by to the Health and Safety Coordinator weekly, and available on site.

The GAZZ Card will identify hazards associated with the work tasks by assess the risks within the job by:

- Ensuring controls are in place prior to commencing work so that risks are kept to an acceptable level.
- Pre-job planning to increase the reliability of work.
- Identifying activities required for the job at the start of the day.
- Document site level due diligence as well as potential areas of improvements.
- Defining and labeling hazards within the job as follows:

Section 2-2 – GAZZ Card – Daily Hazard Assessment

Risk Rating: (Risk Rating takes into account the Frequency and Severity of the Hazard)

Severity	Frequency		
	Low (Monthly)	Medium (Weekly)	High (Daily)
Low (First Aid/Minor Property Damage)	C	B	B
Medium (Medical Aid/Moderate Property Damage)	C	B	A
High (Critical Injury/High Property Damage)	B	A	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.

- Hazards ratings as listed on the GAZZ Card are implemented as part of the job with all listed controls already in place.
- Risk rating as listed as part of the rating system definition is a combination of Severity and Frequency as listed within the Hazard Chart.
- The outcome of the completed GAZZ Card will provide daily awareness of all identified work activities, hazards and controls for all workplace parties.
- Provide a comment and feedback section for workers to participate in the ongoing hazard assessment process.

The Superintendents will collect all completed GAZZ Cards weekly and bring them to the head office for review and analysis during regular management meetings.

When the GAZZ Card is completed detailing the required daily activities, the Foreman or Superintendent will review the Daily Hazard Assessment with all applicable workplace personnel on site. All personnel will sign the GAZZ Card indicating that they have received and understood the information presented.

DISTRIBUTION

1. Upon completion of the GAZZ Card, the competent person(s) who conducted the analysis will complete and sign the GAZZ Card and distribute copies to the applicable Parties as required.
2. A copy of each completed GAZZ Card will be filed on site for review as needed.

RECORDS

All records of the GAZZ Card of will be sent to the Health and Safety Coordinator and maintained in the Health and Safety File for a prescribed time period specific to the work activity.

TRAFFIC CONTROL DEVICES:

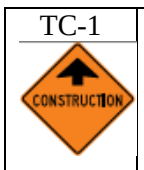
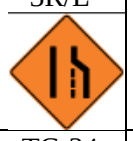
TC-1	TC-2B	TC-21	TC-3R/L	TC-54	TC-4	TC-19	TC-13
							
TC-25R	TC-14	TC-15	TC-34	TC-12 R	TC-9	Rb-91	Rb-92
							

Table A Work Zone Component Dimensions: Very Short and Short Duration Work (Non-freeways)

		Normal Posted Regulatory Speed Limit **				
	Dimension	50 km/h or lower	60 km/h	70 km/h	80 km/h	90 km/h
1a*	Taper length for full lane closure (m)	10 – 15	20 – 30	30 – 40	50 – 60	70 – 80
1b*	Taper length for roadside work (m) ***	3 – 5	5 – 7	7 – 10	10 – 12	15 – 20
2*	Longitudinal buffer area (LBA) (m)****	(30)	(40)	50	60	75
3*	Maximum distance between markers (m)*****	4 – 6	4 – 6	8 – 10	8 – 10	10 – 12
	Minimum number of markers for taper	at least 4 markers	at least 5 markers	at least 5 markers	at least 7 markers	at least 8 markers
4*	Minimum tangent between tapers (m)	30	30	60	60	80
5*	Distance between construction signs (m) ******	20 – 30	20 – 30	50 – 60	50 – 60	70 – 80

PROCEDURE:

1. Identify the speed limit of the roadway

2. Determine the duration (Short is less than 24 hours; Long is more than 24 hours)

3. Calculate the traffic volume (300 x # of cars in 3 minutes; High Volume = 3000 + cars daily)

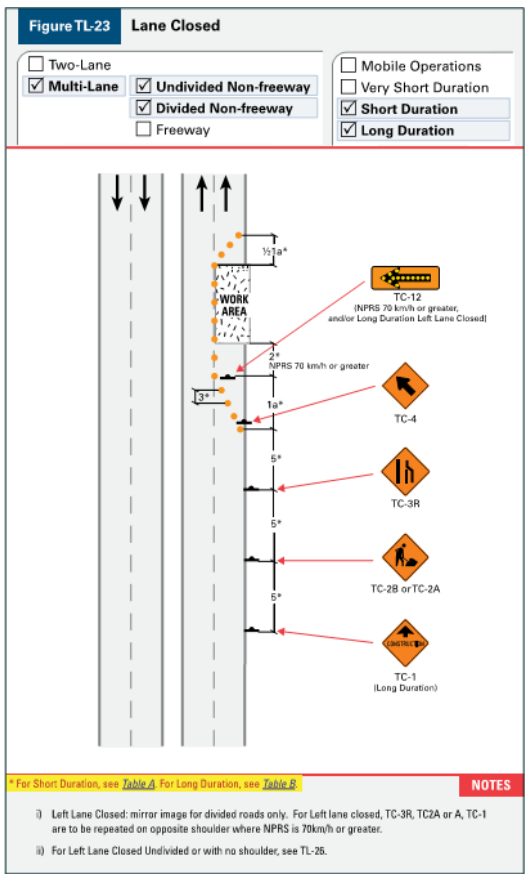
4. Select the appropriate TL # from Book 7 (if applicable) or Refer to the project specific Traffic Control Plan.

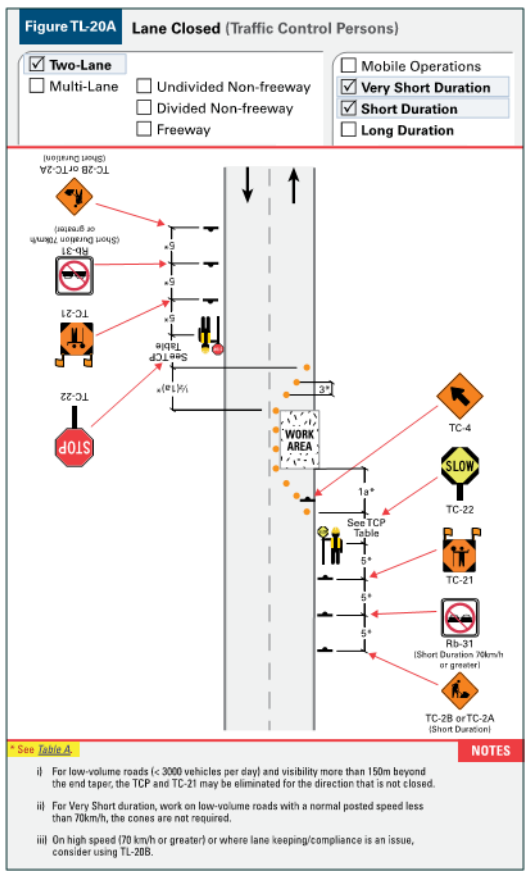
(Additional traffic control requirements or deviations from the Book 7 need to be detailed.

5. Notify Police, Fire & EMS for road closures (Must allow for passage of emergency vehicles through traffic control areas as quickly as possible).

6. Apply identified controls to mitigate hazards and safely set-up / remove traffic control areas by abiding by Book 7 Procedures

TYPICAL LAYOUT EXAMPLES:





'Gazz Card'
(Daily Job Hazard Analysis Report)

☐ Subcontractor ☐ General Contractor

Time: am / pm Date: d d / m m / y y y y

Weather: (Temperature, Humidity, Conditions & Warnings)

Site Location / GTAA OCC #: (Address, Nearest Location to be used as landmark in the case of an emergency)

ZERO TOLERANCE FOR VIOLENCE, HARASSMENT & SUBSTANCE ABUSE
(PLEASE CONTACT THE HEALTH AND SAFETY COORDINATOR FOR CONFIDENTIAL REPORTING)

Emergency Information

On-Site First Aider:	On-Site Health and Safety Representative:
Nearest Emergency Room:	Fire Extinguisher Location: ☐ Fire Extinguisher Inspected (Monthly)
Muster Point Location:	First Aid Kit & Eye Wash Location: ☐ First-Aid Kit Inspected (Quarterly)
Emergency Numbers: ☐ General (911) ☐ GTAA - (416) 776-3033	Nearest Defibrillator: (Is there a defibrillator at / near the project? Pulse Point app can help find defibrillators.)
Previous Day's Notable Occurrences: Date: d d / m m / y y y y	(ex. Non Compliance, Near Miss, Incident / Injury, Follow-up notes from Previous Inspection)

MINIMUM SITE EXPECTATIONS

☐ Red Book Present ☐ Fit for Duty ☐ Appropriate Work Attire & PPE Worn ☐ Site-Specific Orientation Done for ALL ☐ No Violence or Harassment Issues ☐ Emergency Procedures Reviewed (ex. 3 long honks)

Others / Notes: (ex. All minimum requirements accounted for.)

DO NOT SIGN UNTIL YOU UNDERSTAND AND AGREE WITH THE IDENTIFIED SITE HAZARDS & SAFETY CONTROLS FOR TODAYS WORK

Attendance: (Print Name & Company)	Initial	Attendance: (Print Name & Company)	Initial
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

Name of Person Filling out this form: _____ **Project / Job #:** _____

Rating: A = High risk of injury or equipment / property damage. **B** = Moderate risk of injury or equipment / property damage. **C** = Low risk of injury or equipment / property damage.
* N/a/ = Not Applicable; PPE = Personal Protective Equipment; CSA = Canadian Standards Association; FR = Fire Resistant; V&H = Violence and Harassment; WTS = Workplace Task Standard; GFCI = Ground Fault Circuit Interrupter; WHMIS = Workplace Hazardous Material Information System; MSDS/SDS = Material Safety Data Sheet (WHMIS 1989) / Safety Data Sheet (WHMIS 2015); WAH = Working at Heights

Job / Task / Activity: (ex. Paving, Milling, Concrete Forming, Concrete Demolition, Manhole / Catch Basin Work, Water Main / Sewer Work etc.)

Hazard Description (Cross out if N/A*)	**Safety Control Measures Used** (Checkmark the applicable controls)	**Rating** (Write)	**Notes** (Must write a note for all applicable hazard)
Hazards Reduced with Proper use of PPE* (ex. Noise, Collision, Falling Objects)	☐ High Vis. PPE (orange or yellow) ☐ Eye Protection (CSA Approved) ☐ Hearing Protection ☐ PPE Pre-Use Inspection ☐ Working at Heights Equip. ☐ Fit Tested Respirator ☐ Class 3 PPE for Night Work ☐ CSA Hard Hat ☐ Safety Boots ☐ Gloves ☐ FR* Clothing ☐ Face Shield ☐ Tyvek Suit ☐ (Other)	A B C	(ex. Compliance with Site PPE Requirements)
Hazards Reduced with Safe Workplace (ex. Night Work, Workplace V&H*)	☐ Manual Material Handling WTS * ☐ Hazardous Energy WTS ☐ Adequate Access / Egress ☐ Adequate Lighting (night) ☐ V&H Policy Compliance ☐ Machine Guarding ☐ Local Fire Extinguisher ☐ Water ☐ Washrooms ☐ Housekeeping ☐ Eye wash ☐ Ventilation ☐ Use of GFCI* ☐ (Other)	A B C	(ex. Saws to be used are guarded)
Mobile Equipment (ex. Trucks, Machinery)	☐ Equipment and Machinery WTS ☐ Competent Operators ☐ Minimize Reversing ☐ Back-up Alarms/Beacons ☐ Sound horn x2 Before Reversing ☐ Separate Work Areas from Equipment Areas ☐ Safe Limit of Approach ☐ Operator Manual ☐ Inspections ☐ Backing Lanes ☐ Signalers ☐ Path of Travel ☐ (Other)	A B C	(ex. Dump trucks reversing, signal person present)
Vehicle Traffic (ex. Freeway, Roadway)	☐ Traffic Control WTS ☐ Traffic Protection Plan Completed ☐ Project Traffic Control Plan ☐ (Other) ☐ (Other)	A B C	(ex. See attached Traffic Protection Form)
Weather / Temperature (ex. Heat / Cold Stress)	☐ Hazardous Agents WTS ☐ Hydration ☐ Breaks as Required ☐ Buddy System ☐ Weather Monitoring ☐ (Other) ☐ (Other)	A B C	(ex. If the Humidex exceeds 42°C consider heat stress)
Overhead Hazards (ex. Powerline)	☐ Overhead Hazards (Powerlines) WTS ☐ No Storage under Powerlines ☐ Signal Person ☐ Danger Signage ☐ Specific Truck Clean-out Area ☐ Safe Limit of Approach ☐ (Other)	A B C	(ex. "Danger Due to Overhead Powerlines" signs posted)
Underground Hazards (ex. Utilities)	☐ Underground Hazards WTS ☐ Contact #s Available ☐ Valid & Current Locates ☐ Locate Sheets with Operator ☐ Locate Markings Visible ☐ Pre -Excavation meeting ☐ Pre-mark White Lining ☐ Verify Locate ☐ Signalers ☐ Tolerance Zone ☐ Vacuum Truck ☐ Hand Digging ☐ (Other) ☐ (Other)	A B C	(ex. A locate refresh has been scheduled 5 days prior to expiration)
Hazardous Agents (Chem., Phys. & Bio. *)	☐ Hazardous Agents WTS ☐ Compressed Gas WTS ☐ WHMIS* Training ☐ MSDS/SDS* Reviewed ☐ Spill Kits Present ☐ WHMIS Labeling ☐ (Other)	A B C	(ex. MSDS/SDS are onsite)
Pedestrian Traffic	☐ Construction Fence ☐ Barriers ☐ Warning Tape ☐ Police ☐ Traffic Control Person ☐ Signage ☐ (Other)	A B C	(ex. Fencing present, preventing public access)
Designated Substances (ex: Asbestos)	☐ Hazardous Agents WTS ☐ Trained Worker ☐ Wash facilities Available ☐ Amended Water Available ☐ Disposal Compliance ☐ Asbestos Warning Signs ☐ (Other)	A B C	(ex. Tyveks suits and P100 respirators are issued and the SJP was reviewed)
Trenching / Excavations	☐ Trenching and Excavating WTS ☐ Soil Type Determined ☐ Sloping/ Shoring ☐ Trench Boxes with Drawings ☐ Access/Egress (Ladders) ☐ Fencing / Guard Rails ☐ (Other)	A B C	(ex. Soil Type determined to be _____)
Confined Spaces (ex. Manhole Entry)	☐ Confined Space WTS ☐ Trained Workers ☐ Continuous Gas Monitoring ☐ Entry Permit ☐ Attendant / Rescuer(s) ☐ Rescue Equip. ☐ (Other)	A B C	(ex. Gas detectors bump tested and worker training verified)
Working at Heights (ex. 3m↑; Trench 2.4m)	☐WAH* WTS ☐ WAH Training ☐ Guard Rails ☐ Travel Restraint Equip. ☐ Fall Protection Equip. ☐ Equipment Inspection ☐ (Other)	A B C	(ex. Guardrail present protecting bridge edge)
New Worker Onsite	☐ Orientation Complete ☐ Emergency Procedure Review ☐ Contact List Distributed ☐ Task Specific Training ☐ Mentor Assigned ☐ (Other) ☐ (Other)	A B C	(ex. Orientation for the new worker has been arranged with the H&S Coordinator)
Other Hazard	☐ Other ☐ Other ☐ Other ☐ Other ☐ Other ☐ Other ☐ Other	A B C	

Gazzola Paving Limited (est. 1952)	**Traffic Protection Plan**	Time: am / pm	Date: d d / m m / y y y y
	☐ Subcontractor ☐ General Contractor	Site Location / GTAA OCC #: (Address, Nearest Location)	

Considerations:	**Notes / Diagram / Description of TL Modifications:**
Posted Speed Limit: _____ Typical Layout #: (if applicable) Hours of work: From: _____ To: _____ Days of Lane Closure: From: _____ To: _____ Traffic Control Person(s): ☐ No ☐ Yes (# of TCP: _____) If Yes: ☐ Visual Contact ☐ Radio Contact Traffic Volume: (300 X # of cars in 3 min.) ☐ Low ☐ High (3000+ Cars/Day) Road Type: ☐ Freeway ☐ Single-Lane Roadway ☐ Multi-Lane Roadway Duration: ☐ Mobile Operation ☐ Very Short (Max. 30 Minutes) ☐ Short (Max. 24 Hours) ☐ Long (24 + Hours)	

Hazards: (Checkmark the hazards present)		**Controls:** (Checkmark the controls to be used)		
Driving / Road Condition: ☐ Debris / Obstacles ☐ Slippery ☐ Uneven / Potholes ☐ Other Reduced Visibility: ☐ Characteristics of the Road (ex. hill, bend, lane shift, intersection) ☐ Night Work ☐ Weather (ex. fog, rain) ☐ Other	Onsite Considerations: ☐ Access to Nearby Businesses ☐ Close-by Vehicle Traffic ☐ Construction Traffic ☐ Obstacles (ex. materials and equipment) ☐ Onsite Congestion ☐ Other Work Within Closure ☐ Overhead Work ☐ Pedestrians ☐ Reversing Equipment ☐ Other	☐ Book 7 Setup Procedures Reviewed ☐ Police Onsite Additional Protective Measures: ☐ Increased Taper Length Used ☐ Variable Message Signs Used ☐ Increased Longitudinal Buffer Area ☐ Posted Speed Reductions ☐ Extra Traffic Control Devices Used Night Work: ☐ Additional High Visibility Clothing (High Vis. Coveralls, Arm/Leg Bands) ☐ Lights Positioned to Not Blind Oncoming Traffic	Worker Protective Measures: ☐ Assemble Devices Away from Road ☐ Workers Maintain 1m Traffic Buffer ☐ Worker Traffic Exposure Minimized ☐ Worker Escape Route Designated ☐ Traffic Control Person(s) (TCP) ☐ TCP to Always Face Traffic ☐ Equipment/Vehicles as Blockers ☐ Buffer Lane Highway: ☐ Pace Vehicle ☐ Pilot Vehicles ☐ Other	General Measures: ☐ Place Vehicles Upstream ☐ Sidewalk Closure Signage ☐ Unused Signs Covered ☐ Vehicles Facing Traffic ☐ Lane Closure(s) ☐ Maintain 3m Lane Width ☐ Temporary Concrete Barrier Wall ☐ Barriers ☐ Crash Truck Used ☐ Traffic Lane is Fully Paved or Fully Milled ☐ Other ☐ Other

☐ For Long Term Closures a drive through inspection has been completed and the traffic control measures were noted to be properly maintained at the end of the work period.

Form Prepared by: _____ Project / Job #:_____

Section 2-3 – Workplace Task Standards

PURPOSE

Due to their inherent hazards and to ensure compliance with the Occupational Health and Safety Act and Related Regulations, various tasks (including underlying hazards, jobs and activities) will require Job Hazard Assessments (JHA), Safe Work Practices (SWP) and Safe Job Procedures (SJP), to be developed. All (3) (JHA, SWP, SJP), will be combined into a 'Workplace Task Standard' (WTS) document, for each respective task or hazard. WTS will be developed to specify legislative, regulatory and company specific compliance requirements.

SCOPE

Workplace Task Standard (WTS) are task or hazard specific documents, combining Job Hazard Assessments (JHA), Safe Work Practices (SWP) and Safe Job Procedures (SJP). WTS are to be used as an orientation and reference document, providing company specific health and safety awareness information to all workplace parties.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Develop, in conjunction with other workplace parties, a company-wide Task/Hazard Inventory, where related jobs can be broken into tasks and critical tasks/hazards can be identified.
- Assist in developing WTS, relating to jobs and tasks or hazards that require additional direction and company specific expectations.
- Arrange for Senior Management to conduct an annual review of the Task/Hazard Inventory, and WTS package.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.
- Provide to new and existing employees a review of the WTS list during orientations. Employees shall be notified when changes are made to WTS by means of annual orientation or tailgate talks.
- Provide a WTS package to all Project Managers, Superintendents, Foreman and post on all Health and Safety boards.
- Provide a project specific WTS package to Superintendent and/or Foreman, as part of the project specific safety plan and safety binders.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training, WTS reviews and workplace specific overviews.
- Assist in the development WTSs.
- Review and approve WTSs on an annual basis.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.

- Ensure that the measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Ensure all company employees receive the appropriate training, WTS reviews and workplace specific overviews.
- Assist in the development WTSs.
- Assist in the review and approve WTSs on an annual basis.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- Ensure that the measures and procedures prescribed are carried out in the workplace.

Superintendent Responsibilities:

- Communicate with the Foreman to ensure the appropriate WTS are referenced daily.
- Ensure all company employees receive the appropriate training, WTS reviews and workplace specific overviews.
- Assist in the development WTSs.
- Assist in the review and approve WTSs on an annual basis.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- Ensure that the measures and procedures prescribed are carried out in the workplace.

Foreman Responsibilities:

- Review and ensure the WTS package is followed by all Subcontractors and Workers on site.
- Provide input during the annual review of WTSs.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Workers Responsibilities:

- Follow the requirements of WTSs as directed by your supervisor.
- Advise Supervisor if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations, any actual or potential hazard he/she can recognize or the absence/defect in any equipment or protective device.

PROCEDURE

Senior Management, the **Health and Safety Coordinator**, **Project Managers** and/or **Superintendents,** must ensure company specific Job Hazard Assessments (JHA), Safe Work Practices (SWP) and Safe Job Procedures (SJP) are documented for and provided to each workplace location (Offices, Facilities and Projects).

Job Hazard Assessments
JHAs will be conducted for all workplace tasks/hazards including routine, non-routine and the human factors involved. JHAs will "break down" each task's hazards and their respective controls. In doing so, JHAs will identify minimum requirements necessary to perform the task.

Safe Work Practices
SWPs will provide all company employees, with the specific health and safety expectations prior to commencing their employment. SWP will detail all facets of our workplace activities, and specific company expectations. SWPs will identify minimum health and safety expectations needed to work within our workplaces.

Safe Job Procedures
SJP will be developed for all high-risk tasks/hazards (Critical). SJPs are to be used by site management as a means of providing basic health and safety awareness information to Workers and Subcontractors.

Each of the listed JHA, SWP, SJP, will be combined into a '**Workplace Task Standard**' (WTS) document **(2-3-2 Form)**, for each respective task or hazard. A package of WTSs will be posted on the Health and Safety boards and carried in all Superintendents and Foreman vehicles.

For Project Specific Safety Plans, it will be the responsibility of the **Health and Safety Coordinator** and the **Project Manager,** to develop and provide WTSs to **Superintendents.** It will be the responsibility of **Superintendents** to oversee expectations set out within WTSs, and to ensure our **Workers** and/or **Subcontractors** adhere to them.

WTSs will be built upon company specific expectations and requirements that meet or exceed legal and/or legislative requirements. On projects, all applicable WTSs are to be communicated and documented as part of our daily hazard assessment process as part of the completion of the GAZZ Card **(2-2-1 Form).**

Procedures for completing Workplace Task Standards, are broken down into the following parts:

Part 1: Job, Task & Hazard Inventory
Part 2: Job Hazard Assessment
Part 3: Safe Work Practices
Part 4: Safe Job Procedures

Completed WTS will be used as part of both **Employee Orientations** and site level reference documents (Project Specific Safety Plans, Daily Work Order, or when required by workers for clarity).

Each WTS will be regarded as our company's minimum expectations. WTS will be held as established guidelines for the completion of work activities.

DISTRIBUTION

The distribution of WTS is the responsibility of the **Health and Safety Coordinator** and the **Superintendent** to provide specific information to their workers with the direction. The **Subcontractor** must submit any required additional procedures relating to their project specific activities as they relate to potentially hazardous work.

RECORDS

Copies of all procedures or specifications will be maintained on file by the **Superintendent** and forwarded to the **Health and Safety Coordinator** upon completion of the project.

Records of changes made to WTSs following annual reviews or incidents/accidents.

DEVELOPMENT OF WORKPLACE TASK STANDARDS (WTS)

Part 1 – Job, Task & Hazard Inventory

For the purposes of this procedure:

***A job**: A function consisting of one or more tasks that results in the completion of the function. Jobs that are performed as a component of other jobs, will be considered tasks as well. Thus all jobs are tasks, but not all tasks are jobs.*

***A task**: A specific component of a job.*

***A hazard**: Any potential source of harm to persons or damage to property.*

Examples: Installing drywall - is a job. The tasks involved in this job might include – storing/handling material, using hand tools, mudding/taping joints, sanding, disposing of excess material, and housekeeping. Tasks involved in the completion of a job can be numerous and may be dependent on an assortment of skills, senses and abilities. Specific areas or objects may be identified as hazards based on their hazardous nature and their potential to cause harm or damage during use or storage such as confined spaces and compressed gases.

The Job, Task & Hazard Inventory must initially be conducted -- in cooperation with the **Health and Safety Coordinator**, **Project Managers, Superintendents** and **Senior Management, Workers, Sub-Contractors & Suppliers --** This **Team** to identify all jobs and tasks performed and hazards that may be present within our workplaces including routine, non-routine and the human factors involved. As jobs can be components of other jobs, all references to tasks, include jobs as well.

The inventory will be based on current and potential activities/hazards within all company workplace locations. Identified tasks or hazards, must be recorded on the **'Workplace Task Standards List'** (**2-3-1 – Form**). The analysis of this information takes place at a later stage (Job Hazard Analysis).

Individuals conducting the Job, Task & Hazard Inventory must be competent, responsible for and familiar with the entire workplace (plus its activities) including projects, facilities, offices and other workplace locations.

Once the Job, Task & Hazard Inventory is completed, it will undergo a review by the **team**. During this review, the **team** will rate the preliminary risk (prior to developing controls) and the residual risk (after developing controls) of each task or hazard. A hazard or task's risk will be rated using our **'Risk Rating Process'** included herein.

The **Workplace Task Standard (2-3-2 – Form)** must include the following information:

Job and/or Task:	The name assigned to a given job, task or hazard.
Application:	Where the job or task is performed or where a hazard is present considering the design & the layout (construction projects, offices, storage facilities, maintenance shops, etc.).
Department	Primary department responsible for performing job or task (if applicable) or responsible for an area where a hazard may be present.
Internal or Subcontracted:	Whether the job, task or hazard, is present because of work performed by our company, or by subcontractors in our workplace locations.
Known Hazards:	These are potential or actual hazards that have been associated with the tasks involved (determined by prior incidents, accidents, or injuries, etc.) including hazards that may originate outside the workplace but will have an effect within.
Equipment:	Any type of tools, machinery, equipment, mechanisms or devices used in the performance of the jobs or tasks.

Chemicals:	Any chemicals, agents, or material used/encountered, during the performance of the jobs or tasks.
Preliminary Risk Rating: (Risk Before Controls)	The potential risk of the jobs or tasks (determined using the Risk Rating Process included herein).
Residual Risk Rating: (Risk After Controls)	The amount of risk that remains after controls are accounted for (determined using the Risk Rating Process included herein).

Part 2 – Job Hazard Assessments

Following the completion of the Job, Task & Hazard Inventory, a Job Hazard Assessment (JHA) will be conducted for each task or hazard identified.

Each will be broken down into the following categories:

A. Breakdown the job, task or hazard into smaller hazards involved. This can be performed during the Job, Task & Hazard Inventory process.

B. **Identify** the smaller **potential hazards** or potential energies, associated with each task or hazard.

C. **Determine preventive measures**, to eliminate or control the hazards or potential energies, associated with each task or hazard.

D. Using the Risk Rating Process, **rate the potential risk of the task/hazard**. Identify which tasks/hazards are above the 'Risk Threshold Limit' before the application of controls, and are therefore classified as **'Critical'**.

E. Using the Risk Rating Process, rate the residual **risk of the task/hazard** after the application of controls.

All identified hazards, their respective controls, and their respective risk rating before and after controls, must be recorded on the applicable WTS.

Risk Rating Process:
Our Risk Rating Process is based on the following chart, whereas both the frequency and severity (of potential injuries related to the task or hazard) increases, so too does the risk rating (indicating the likelihood of personal injury or accidents).

Our Risk Rating Threshold will be A – tasks or hazards with a high likelihood of personal injury or accidents. Threshold is determined based on the risk rating assigned before application of controls.

Risk Rating: (Risk Rating takes into account the Frequency and Severity of the Hazard)

Severity	Frequency: Low (Monthly)	Medium (Weekly)	High (Daily)
Low (First Aid/Minor Property Damage)	C	B	B
Medium (Medical Aid/Moderate Property Damage)	C	B	A
High (Critical Injury/High Property Damage)	B	A	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.

Risk assessments of the identified hazards must be completed before the start of any task. A new or a re-assessment may be needed:

- When equipment, material, substance or process is introduced or changed.
- Upon any change in the Safety Management System that may affect the normal sequence of a job/task

Step 3 – Safe Work Practices

Additional company specific Safe Work Practices (SWP) will be developed based on existing company specific knowledge of tasks/hazards, as well as reference material from equipment manuals, industry standards and other professional associations (such as the IHSA or WSIB). All completed WTS will have a company specific SWP that applies to legal and company exceptions.

Safe Work Practices will address, at a minimum, the follow topics:

General Safe Work Practices:	Safe Work Practices that apply to all task/hazard topics.
Specific Safe Work Practices:	Safe Work Practices that relate to distinct sub-topics, related to the task/hazard (e.g. Task: Working at Heights, Sub-Topics: Guardrails, Anchor Points, Rescue, etc.).
Personal Protective Equipment Requirements:	Safe Work Practices related to PPE requirements. Lists required PPE based on task/hazard.
Training Requirements:	Safe Work Practices related to training requirements. Lists required training needs based on task/hazard.
Inspection Requirements:	Safe Work Practices related to inspection requirements. Lists required inspections related to task/hazard.

Step 4 – Safe Job Procedures

Safe Job Procedures (SJPs) will be developed for WTSs identified as **critical** (tasks/hazards whose risk rating meets or exceeds our Risk Rating Threshold of A before the application of controls).

SJPs will also be developed for tasks/hazards **required by legislative of regulatory** requirements, to have written procedures.

SJPs will list, in a logical order, controls listed in the JHA and practices listed in the SWP. In doing so, SJPs will provide company specific expectations, oversight and direction.

Safe Job Procedures will address, at a minimum, the follow topics:

Pre-Task Requirements	Procedures related to steps that must be completed prior to commencing work activities or interacting with a hazard. This can include, planning (daily hazard assessments), inspections (equipment, PPE, etc.), notifications.
During Task Requirements:	Procedures related to steps that must be completed while completing the task or interacting with a hazard.
Task Completion Requirements:	Procedures related to steps that must be completed after a task has been completed or after exposure to a hazard. This can include, housekeeping, material storage, and close out documents.
Specific Sub-Topic Requirements:	Procedures related to distinct sub-topics referenced in the (3) aforementioned procedures. This could include, Fall Rescue Procedures, Guardrail Installation Procedures, or Protective Cover Removal Procedures.

2-3-1 FORM WORKPLACE TASK STANDARDS LIST

Task	Rating
Asbestos Milling	A
Asphalt Milling	A
Asphalt Paving	A
Confined Space	A
Equipment and Machinery Operation	A
Hazardous Agents (Chemical, Physical & Biological)	A
Asphalt Plant Operations	B
Concrete Work (Forming and Pouring)	B
Equipment Repairs (Blocking)	B
Hazardous Energy Control	B
Hoisting and Rigging	B
Hot Work	B
Night Work	B
Overhead Hazards (Powerlines)	B
Administrative Duties	C
Compressed Gas	C
Driving and Vehicle Operation	C
Extension Cords	C
Fencing and Hoarding	C
Fire Extinguishers	C
Fuel Powered Tools and Equipment	C
Fueling and Refueling	C

Task	Rating
Manual Snow Removal Operations	A
Noise	A
Traffic Control	A
Trenching and Excavating	A
Working at Heights	A
Powered Elevating Work Platforms	B
Removal and Demolition	B
Snow Removal Operations	B
Underground Hazards and Locates	B
Workplace Violence and Harassment	B
Crack Sealing Operations	B
Crushing Screening Operations	B
Housekeeping	C
Hydraulic Equipment	C
Ladders	C
Loading and Unloading	C
Maintenance and Cleaning	C
Manual Material Handling	C
Power and Hand Tools	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)	Medium (Weekly)	High (Daily)
Low (First Aid/Minor property damage)	C	B	B
Medium (Medical Aid/Moderate property damage)	C	B	A
High (Critical Injury/High property damage)	B	A	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.

2-3-2 FORM

TASK / TITLE

Date Revised:		Overall Task Risk Rating:	Before Controls	A	After Controls B
Description:					
Location(s):	(Office; Shop; Asphalt Plant; Construction Projects; Snow Camp)				
Associated Documents (Standard, SJP, SWP):					

RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)

Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Note:
Additional PPE Required -

SAFE WORK PRACTICES (SWP)

-
-
-
-
-
-

JOB HAZARD AND RISK ANALYSIS

RISK RATING SYSTEM

A	High risk of injury or equipment / property damage.
B	Medium risk of injury or equipment / property damage.
C	Low risk of injury or equipment / property damage.

TASK HAZARDS	RATING BEFORE CONTROLS	TASK CONTROLS	RATING AFTER CONTROLS
•		•	
•		•	
•		•	
•		•	
•		•	

SAFE JOB PROCEDURES (SJP)

1.
2.
3.
4.