



# Health and Safety Manual

2020

# Health & Safety Program Introduction / Overview

## OVERVIEW

The following Health and Safety Manual has been developed for **GAZZOLA PAVING LIMITED** and applies to all related companies.

In accordance with Gazzola Paving Limited's "**Safety Policy**" and the **Occupational Health and Safety Act and applicable regulations**, the following Safety Program has been developed to demonstrate the commitment of Gazzola Paving Limited in the reduction of not only accidents/injuries but also all loss causing situations, which may be created during the operation of our business.

The purpose of this program is not to hinder or restrict our operations but to increase our profitability through the "**Control of Loss**".

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This program will be used by various individuals in our operations, to ensure that all employees and/or subcontractor's health and safety is protected, through:

- Awareness* - of standards established for the workplace by Gazzola Paving Limited, legislative requirements, and/or Subcontractor policies/procedures for safe work. This awareness will be achieved through appropriate training sessions; employees and/or Subcontractors will be expected to actively participate in workplace health & safety.
- Monitoring* - of workplace conditions, compliance with standards, and use of the Internal Responsibility System.
- Follow-up* - *will be done* to ensure corrective actions for non-compliance and modification of workplace health & safety policies, procedures or programs.

## SAFETY PROGRAM MANUAL

The Safety Program Manual is a functional reference book for Health and Safety in the workplace. It contains specific **procedures, documents** and **forms** to be used by the appointed supervisory staff, Joint Healthy & Safety Committee members and/or construction site management staff.

- Procedures* - identify the PURPOSE, PROCEDURE (for implementing, updating, and accountability of participants), DISTRIBUTION and RECORDS for each program section.
- Documents* - include reference sheets established to support and implement the above procedures.
- Forms* - includes all checklists and reports developed to simplify the procedure.

# Health & Safety Program Introduction / Overview

## PROGRAM SCOPE

This program will address all facets of our operation and apply to all Employees, Subcontractors and Site Management. Taking into consideration that no two workplaces are the same, input and modification may be required to suit site-specific circumstances.

Implementation and maintenance of the Health & Safety Program at Gazzola Paving Limited will be the responsibility of management, who will work closely with the Joint Health & Safety Committee to ensure that all Gazzola Paving Limited workplaces (construction projects) are maintained in accordance with the requirements of this program. **The Health and Safety Coordinator will** oversee implementation and maintenance of the Gazzola Paving Limited **Health and Safety Program.**

## PROGRAM OBJECTIVES

Although, this program will be workplace specific, the basic objective is to ensure **"Due Diligence"** through the consistent control of loss created by accidents, injury, illness, property damage and incidents. Additional objectives include compliance with increasing legislative requirements, improved Management-Labour relations and to maintain our role of leadership in all areas within our community. These objectives will be obtained through the participation and commitment of all persons involved with this program.

## PROGRAM AVAILABILITY

Copies of the Health & Safety Manual will be provided to the owners, operations management staff, the JHSC and the Supervisor as applicable. It is imperative that management:

- use the Program Manual to ensure the safety of the workers in the workplace and generate appropriate documentation that demonstrates all pro-active measures taken
- review the Program Manual with the Joint Health & Safety Committee (JHSC) where applicable
- make the Program Manual and related sections available to the JHSC members (manual and/or sections are not to leave unless permission has been granted by **Senior Management**)

Resource materials, instruction and assistance during the implementation period will be made available.

# GAZZOLA PAVING LIMITED HEALTH & SAFETY MANUAL

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## Section 1 – Policies and Statements

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**PURPOSE** Policy Statements are utilized to communicate the health and safety principles, philosophies and requirements from which the company manages its business activities.

**SCOPE** Our Corporate Policy requires every person in the organization to take ownership for the wellbeing of each individual in our employ and in our workplaces. This commitment is described within each policy and is endorsed through Senior Management by signing each of the Corporate Health and Safety Policy Statements.

### **RESPONSIBILITIES**

Health and Safety Coordinator Responsibilities:

- Develop or review copies of each policy statements for review and approval from Senior Management.
- Obtain a current and signed copy of each corporate policy statement at the beginning of each calendar year for posting.
- Distribute and make available current and signed copies of each corporate policy statement.
- The Corporate Policy Statements shall be reviewed with each new worker at their company orientation.

Senior Management Responsibilities:

- Review policy on an annual basis with the Health and Safety Coordinator and sign, date and implement the policy as required.
- Ensure the policy statement reflects the organization's commitment and that the policy statement meets the requirements of all applicable legislation.
- Review the policy and include the updated copy within each annual Health and Safety Program.
- Ensure that the equipment, materials and protective devices as prescribed 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 implementation of the policies at all office and site locations.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

## Section 1 – Policies and Statements

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### Superintendent Responsibilities:

- Assist in the coordination of availability and timelines of JHSC members for meetings and inspections.
- 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 the workplace follow the guiding principles outlined within the corporate policy statements.
- Ensure current and signed copies of the corporate policy statements are available in high traffic areas accessible to all work parties.
- 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 their health or safety.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Follow the guiding principles outlined within the corporate policy statements.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Work in compliance with the provisions of Occupational Health and Safety Act and Regulations.
- Report to his or her Supervisor the absence of or defect in any equipment or protective device of which the worker is aware.

## PROCEDURE

Policy Statements as a minimum address the following criteria:

- The basic objectives or intent of the policy
- The general responsibilities of Workers, Subcontractors, visitors and suppliers
- Acknowledgement that legislative standards are the minimum requirements
- Intolerance for non-compliance with policies

## Section 1 – Policies and Statements

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Policy statements must be regarded by all associated with the business activities of the company as minimum acceptable standards or practices.

The following Policy Statements will be implemented:

- Health and Safety Policy
- Environmental Policy
- Visitors Policy Statement
- Workplace Violence Prevention Policy Statement
- Workplace Harassment Prevention Policy Statement
- Return to Work Policy Statement
- Fit for Duty Policy
- Management Review Policy

Policy statements are reviewed and issued by Senior Management in conjunction with the Health and Safety Coordinator on an annual basis.

The Health and Safety Policy, Workplace Violence Prevention Policy Statement and Workplace Harassment Prevention Policy Statement must be signed and dated by a Senior Manager of the company.

### **DISTRIBUTION**

Distribution and communication of the policy statements on site will be as follows:

- Posted on the health and safety board
- Provided to Management, Supervisors and Workers, during orientation

### **RECORDS**

Records pertaining to the communication of policy statements will be documented through forms utilized for orientation meetings, tool box safety talks and/or other general health and safety meetings.

## **1-1 Form - VISITOR'S SIGN-IN LOG**

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<b>Date</b> (mm/dd/yy)	<b>Name</b>	<b>Company</b>	<b>Person Visiting</b>	<b>Time in</b>	<b>Time out</b>



# 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 their responsibility to ensure the worker's right to a safe and healthy workplace, 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.

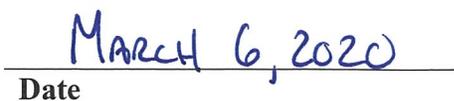
Specifically, Gazzola Paving Limited as employer, is ultimately responsible for worker health and safety. The management of Gazzola Paving Limited is committed to, and promises that every reasonable precaution will be taken for the protection of the workers.

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, General Manager

  
\_\_\_\_\_  
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.

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Virgil Gazzola, General Manager

MARCH 6, 2020

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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 (Working at Heights and WHMIS) 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;

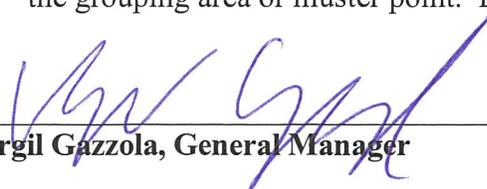
- Casual visitors are required to accompany their host at all times.
- Casual visitors are asked to report concerns, unsafe conditions or situations to their host.
- The host will inform each visitor of their safety responsibilities and ensure that the personal protective equipment appropriate for their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

To ensure that our employees and visitor 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, General Manager

MARCH 6, 2020  
\_\_\_\_\_  
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 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.

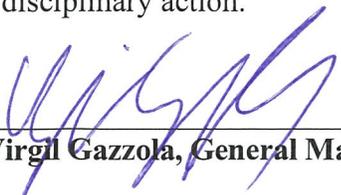
Acts of Workplace Violence can take the form of either physical contact or threat of physical contact. They may occur as a single incident or may involve a continuing series of incidents. Abuse in any form destroys worker confidence and lowers workplace morale. This in turn reduces productivity and can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

MARCH 6, 2020  
\_\_\_\_\_  
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.

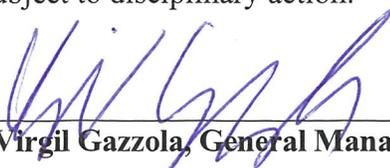
We are committed to a workplace that values people and is free from Workplace Harassment. Every employee, contractor, and/or visitor in our workplace will be treated fairly and with respect. It is the responsibility of senior management, managers, supervisors, workers, contractors and visitors to ensure 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.

  
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Virgil Gazzola, General Manager

MARCH 6, 2020  
\_\_\_\_\_  
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.

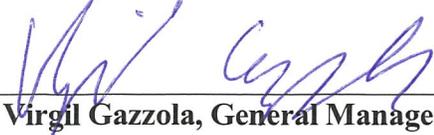
The RTW Program Coordinator will ensure regular communication exists between Worker, Supervisor and the Health Care Provider.

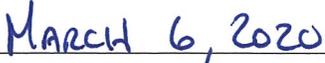
The Injured Worker will return all completed documentation provided from the health care provider, follow the functional abilities recommendations from the completed third page of the Form 8 and any modified duties provided by the company.

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, General Manager

  
\_\_\_\_\_  
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:

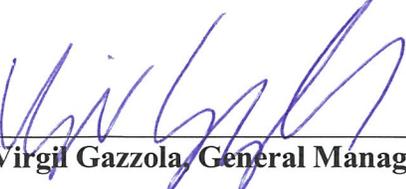
- Use, possession, offering or sale or distribution of prescription or non-prescription drugs, paraphernalia, or un-prescribed drugs for which a prescription is legally required in Canada.
- Presence in the body of prescription or non-prescription drugs for which a prescription is legally required in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

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.

  
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Virgil Gazzola, General Manager

MARCH 6, 2020  
\_\_\_\_\_  
Date



# GAZZOLA PAVING LIMITED

## Management Review Policy

The Senior Management at Gazzola Paving Limited will initiate and maintain a plan for continuous improvement of the health and safety program. The objectives of the health and safety program are as follows:

- To provide a safe and healthy working environment for all employees.
- To minimize or eliminate hazards associated with work processes.
- To minimize or eliminate damage to property and equipment.
- To ensure that the highest levels of health and safety are achieved through a comprehensive health and safety program and promotion of safety and well being of all employees.
- To reduce the number of unsafe acts and conditions, thereby reducing the number of accidents, before the annual review of the program.
- To ensure a health and safety training needs assessment is conducted.

Senior Management of Gazzola Paving Limited will prepare a written occupational health and safety program and review it annually with the joint health and safety committee. It is the responsibility of Senior Management to ensure that the program is implemented, maintained and communicated to ensure a safe working environment.

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.

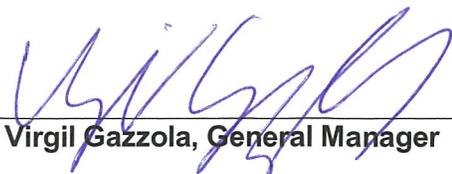
The continuous improvement plan will be based on current health and safety trends such as:

- 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.

Recommendations that relate to well defined problems and which are logical, supported by facts, and practical, are the ones most likely to be acted upon by the employer. The joint health and safety committee should include references to the Occupational Health and Safety Act, related regulations and related standards and guidelines as much as possible when making a recommendation. Recommendations must be made in writing to the employer using the JHSC Recommendation Form or on the JHSC meeting minutes. The employer will respond within twenty-one (21) days. If the employer agrees, a timetable for implementation must be included. If the employer does not accept a recommendation the reasons must be given.

The Senior Management at Gazzola Paving Limited will ensure integration of this policy with all policies (Health & Safety, Violence & Harassment, Environmental, Return to Work) and with the Health & Safety Program in general to all aspects of the organization.

  
Virgil Gazzola, General Manager

March 6, 2020  
Date

## Section 2 – Health and Safety Responsibilities

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**PURPOSE** Defined duties and responsibilities helps set the parameters that are necessary in order to successfully implement accident prevention strategies and maintain the Internal Responsibility System.

**SCOPE** Duties and responsibilities are defined for all management members and Subcontractors in order to ensure that there is a clear understanding of our company's health and safety performance expectations.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Ensure communication and documentation of workplace responsibilities to all workplace parties through our orientation process.
- Provide annual updates and review of the Health and Safety coordinator and workplace responsibilities.
- Develop corporate health and safety responsibilities for all workplace parties.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Distribute and communicate information relating to specific responsibilities to applicable parties.
- Respond to and report any nonconformance or deficiencies observed to Senior Management.

Senior Management Responsibilities:

- To review and approve corporate health and safety responsibilities for all work place parties.
- 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:

- Report any nonconformance or deficiencies observed to the Health and Safety Coordinator.
- 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:

- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.

## Section 2 – Health and Safety Responsibilities

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- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

### Foreman Responsibilities:

- Follow and document objectives outlined under the specific responsibilities.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.
- 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.

### 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 the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the existence of any hazard of which he or she knows.

## PROCEDURE

### **Step 1:**

Health and Safety Duties and Responsibilities are defined for the following personnel:

- Senior Management
- Health and Safety Coordinator
- Project Managers
- Superintendent / Foreman
- Workers/Subcontractors
- Health and Safety Representatives
- Consultants/others

### **Step 2:**

All duties and responsibilities will be communicated in writing and through initial orientation and/or other training sessions. Attendance and/or acknowledgement must be maintained and filed accordingly.

### **Step 3:**

Verify that health and safety duties and responsibilities are being fulfilled through audits and evaluations.

## Section 2 – Health and Safety Responsibilities

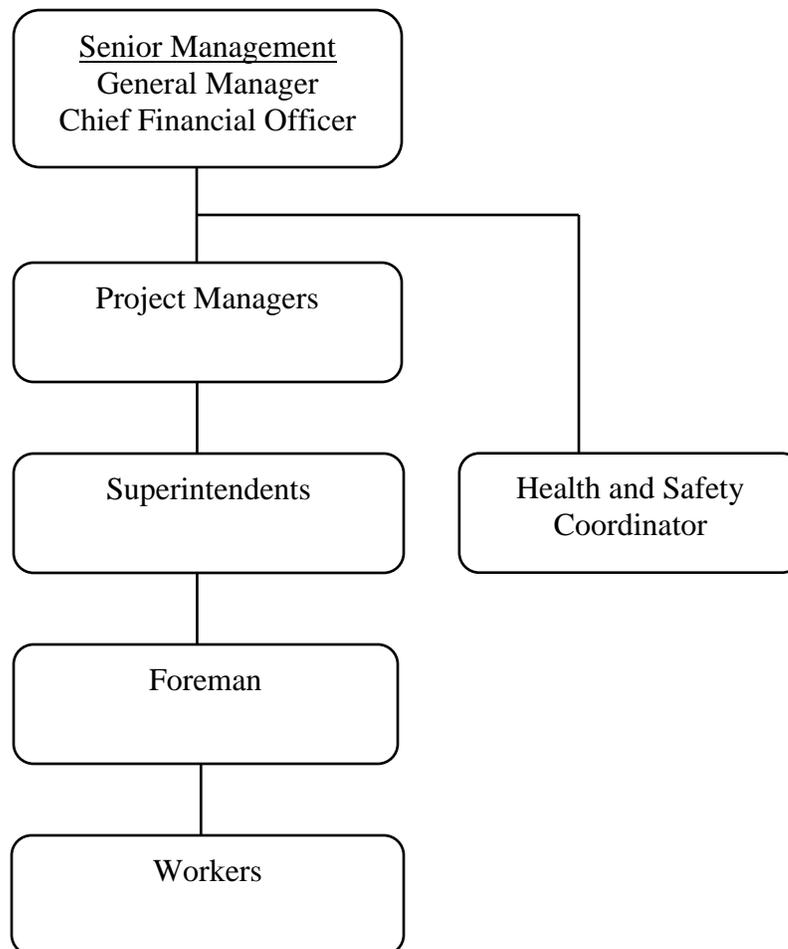
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**DISTRIBUTION** Duties and Responsibilities will be distributed upon hire and will be contained in the Health and Safety Program and in contract addendum's with Subcontractors. Furthermore, as a minimum, duties and responsibilities will be reviewed on a yearly basis

**RECORDS** All records of training or meetings will be documented with records of such meetings retained on file.

### GAZZOLA PAVING LIMITED

#### ORGANIZATIONAL CHART



## Section 2 – Health and Safety Responsibilities

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### Health and Safety Responsibilities

In addition to the “Strict Duties” defined in the Occupational Health and Safety Act, the following company specific duties must be adhered to in order to successfully implement our workplace specific health and safety program. Please note that these duties should not be considered all inclusive, rather they should be considered as minimum duties and responsibilities necessary to implement effective accident prevention strategies in our workplaces.

#### Senior Management

- Take all reasonable care to ensure that workplaces are adhering to the minimum requirements of the Occupational Health and Safety Act and all applicable Regulations.
- Provide necessary resources for the implementation and maintenance of the health and safety program.
- Provide management with written directives for health and safety.
- Obtain regular health and safety updates from the Safety Coordinator.
- To review and approve corporate health and safety responsibilities for all work place parties.
- Where required utilize the Progressive Disciplinary Policy and take progressive disciplinary actions against those who willfully disregard the company policy or legislative health and safety requirements.

#### Health and Safety Coordinator

- Develop corporate health and safety responsibilities for all workplace parties.
- Provide regular health and safety status reports to senior management based on findings.
- Where required, provide support and guidance for the continuous improvement of workplace health and safety.
- Initiate yearly reviews and updates of the Health and Safety Program.
- Ensure that all new workers have been oriented to the Employee Guidelines – Red Book, have the appropriate training necessary to do the work and equipped with appropriate Personnel Protective Equipment.
- In conjunction with the Project Manager, bind all Subcontractors and Suppliers contractually to the Health and Safety Program for all work
- Communicate with the WSIB relating to the RTW process and existing claims.
- Maintain all documentation related to the injury, WSIB, modified work, and recovery progress.
- Consult with Project Managers and Site Supervisors regarding site specific Emergency Plans and Procedures.
- Ensure that supplies for First-Aid are available and that a person trained in First-Aid is working in the vicinity of the First Aid Station.
- As required, ensure that a safety representative has been selected for the site and/or a Joint Health and Safety Committee has been established when required.
- Collect and maintain “Registration of Constructors and Employers engaged in Construction” forms for all subcontracted employers.

## Section 2 – Health and Safety Responsibilities

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- Liaise with external health and safety groups (e.g. Ministry of Labour, Construction Safety Association of Ontario, etc.).
- Review all workplace inspection reports, Ministry of Labour orders, and investigation reports and provide direction and guidance as is necessary.
- Follow-up on and document health and safety concerns raised by workers and/or subcontractors

### **Project Manager**

- Provide direction and support for health and safety initiatives.
- In conjunction with the Health and Safety Coordinator, provide senior management regular updates on the health and safety performance of workers and respective Projects.
- Know the past health and safety performance of the Subcontractors prior to hiring and hire those who have proven to be good performers.
- Conduct, document and coordinate the Preventative Maintenance activities and program.
- In conjunction with Senior Management bind all Subcontractors and Suppliers contractually to the Health and Safety Program for all work.
- Allocate the necessary resources for the successful implementation of the Health and Safety Program on each project.
- Ensure that all new workers have been oriented to the Red Book, have the appropriate training necessary to do the work and equipped with appropriate Personnel Protective Equipment.
- Provide the necessary guidance to the Site Management Team for the implementation of the health and safety program.
- Define site specific Emergency Plans and Procedures.
- Ensure Orientation meetings with Subcontractors are conducted prior to the commencement of work.
- Ensure that Subcontractors have a health and safety program, appropriate training and equipment/machinery documentation as is required.
- Ensure that regular site safety meetings are held with, staff, workers and subcontractors and that documentation of these meetings are maintained.
- Where required and in conjunction with Senior Management, provide notification to authorities having jurisdiction.
- Gather Registration of Construction Forms from all Employers on site – “Registration of Constructors and Employers Engaged in Construction”.

### **Superintendent / Foreman**

- Implement the Health and Safety Program for Site activities under direct observation.
- Ensure appropriate postings, warnings, locates, site communication, First-Aid and washroom/wash-up facilities.

## Section 2 – Health and Safety Responsibilities

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- Enforce applicable Health and Safety requirements with all Site Management Team Members and Subcontractors.
- Conduct, as a minimum, weekly inspections of the workplace.
- Conduct as a minimum daily Hazard Assessments of the workplace as part of the completion of the GAZZ Card.
- Ensure Orientation meetings with Subcontractors are conducted prior to the commencement of work.
- Respond to recommendations for improvement of workplace health and safety and investigate work refusals or complaints.
- With the assistance of the Site Management Team conduct Accident Investigations and Follow-ups.
- Conduct regular Tool Box Safety Meetings with site staff (maintain documentation)
- Maintain appropriate documentation of health and safety activities.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Be proactive on all health and safety issues and follow-up on health and safety concerns raised by workers and/or Subcontractors.
- Liaise in a professional manner at all times with the governing authorities.
- Maintain on-site the Registration Forms from all Employers on site – “Registration of Constructors and Employers Engaged in Construction”.
- Where necessary make arrangements for injured workers to receive medical treatment and provide the appropriate Medical Treatment Forms.
- **Follow-up** on all workplace inspection reports, Ministry of Labour orders, investigation reports and provide copies to the **Project Manager** and the **Health and Safety Coordinator** immediately.

### All Workers -- Rights & Duties

#### Rights

1. The right to **Participate** in Health and Safety (through Joint Health and Safety Committees)
2. The right to **Know** about hazardous physical and chemical agents (WHMIS)
3. The right to **Refuse** unsafe work
4. The right to **Refuse** work where workplace violence is likely to endanger himself or herself
5. The right to **Stop** Work (certified committee members)
6. The right to a Workplace free of Harassment (Workplace & Sexual) that may put your mental and physical wellbeing at risk

#### Duties

A worker shall;

- Work in compliance with the Occupational Health and Safety Act and Regulations,
- Use or wear the protective equipment, devices or clothing required by the employer,
- Report to his/her employer or supervisor any unsafe condition the worker is aware of (e.g. protective guard is not in place),
- Report to his/her employer or supervisor any contravention of the Occupational Health and Safety Act or Regulations.

## Section 2 – Health and Safety Responsibilities

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No Worker Shall;

- Remove or make ineffective any protective device required by the regulation or employer without providing an adequate temporary protective device, and the worker must replace the protective device when the need for removing the protective device has ceased,
- Use or operate equipment, machinery, device or thing in a manner that may endanger the safety of himself/herself or any other worker,
- Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

### **Worker Health and Safety Representatives**

In a cooperative manner;

- Meet to discuss health and safety issues pertinent to the workplace. Make recommendations for the continuous improvement of workplace health and safety.
- Identify situations that may be a source of danger or hazard to worker.
- As required, conduct inspections of the workplace and provide recommendations to supervisory staff for improvement where required.
- As required, conduct investigations into Critical Injuries and/or participate in the investigation into a work refusal.
- As required, participate in training and apply the learned knowledge to the improvement of workplace health and safety.

### **Subcontractors**

- Meet the requirements as set out in Section 18 – Subcontractor Procedure.
- Ensure adherence with the criteria stipulated in the Gazzola Paving Limited Project Safety Program.
- Provide the required equipment and devices for the protection of workers and ensure that the workers are aware of the capabilities, limitations, use and care of the equipment or devices.
- Be proactive in the prevention of accidents and injury with all workers, subcontractors and visitors under your control.

### **Consultants/Others (Architects, Engineers, Suppliers, Testing and Inspection Personnel, Surveyors, Visitors, etc.)**

- Be familiar with the Gazzola Paving Limited Health and Safety Requirements and ensure adherence to the requirements at all times.
- Immediately Report any hazards observed on the project to the Site Management team.

**Notes:** Those working in or around moving equipment/vehicles or machinery must always ensure that they are seen and have established procedures for their work that includes the use of **Tear-away Fluorescent Blaze or International Orange Vests and signal persons** when required. These duties will be distributed to consultants and incorporated into their agreements.

## Section 2 – Health and Safety Responsibilities

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- Additional duties apply to Architects and Engineers as defined in OHSA Section 31 as follows;
- An architect or engineer contravenes the Act if, as a result of their advice or certification required by the Act that is made negligently or incompetently, a worker is endangered.

## Section 3 - Joint Health and Safety Committees (JHSC)

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**PURPOSE** The focus of our Joint Health and Safety Committee (JHSC), when legislated to be in place, will be to ensure identified health and safety concerns are discussed between levels of management and worker on a regular basis.

**SCOPE** Our JHSC, when legislated to be in place, shall be established and maintained in accordance with the Occupational Health and Safety Act and our health and safety program.

### **RESPONSIBILITIES**

Health and Safety Coordinator Responsibilities:

- Facilitate an election process for worker representatives. The election of the worker health and safety representative shall be made by workers who do not exercise managerial functions and who will be represented by the health and safety representative in the workplace.
- Appoint appropriate management representatives when required to participate in the JHSC process.
- Arrange for certification training as required for JHSC representatives and members.
- Coordinate availability and timelines of JHSC members for meetings and inspections.
- Track all near misses, first aid usage, and injuries and provide documentation for the JHSC meetings.
- Maintain all documentation related to the JHSC Terms of Reference, meetings, reports and inspections.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.
- Ensure compliance with all the requirements as defined under the Occupational Health and Safety Act and Regulations.

Senior Management Responsibilities:

- Review any written recommendations and determine the appropriate action or provide a written response to the recommendations within 21 calendar days.
- Confirm, when legislation dictates, that the minimum of quarterly JHSC meetings are being held and documented.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

## Section 3 - Joint Health and Safety Committees (JHSC)

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### Project Managers 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.

### Superintendent Responsibilities:

- Assist in the coordination of availability and timelines of JHSC members for meetings and inspections.
- Assist in the completion of documents and reports for tracking all near misses, first-aid usage, and injuries.
- 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 documents and reports for tracking all near misses, first-aid usage, and injuries are to be provided with documentation.
- Ensure, where reasonably possible, that every workplace party complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Participate in the election process of the Non-Union Worker JHSC Representative where applicable.
- Report workplace hazards and concerns to your Foreman or JHSC Representative.
- Advise Foreman 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.

## Section 3 - Joint Health and Safety Committees (JHSC)

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- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

### PROCEDURE

Joint Health and Safety Committees (JHSC) and Worker Representatives are an essential part of our workplace Internal Responsibility System. They help to create a greater cooperation between management and labour in mutually achieving a safe and healthy workplace. Depending on the workplace and workforce size, various types of Committees may be required, as follows;

Workplace	Workforce (All Employees)	Requirement
All workplaces	6 - 19 employees	Elected worker representative (chosen by the workers)
All workplaces	over 20 employees	Joint Health and Safety Committee required w/ worker members appointed by co-workers, management members appointed by management.
Construction Projects w/ duration of 3 months or more.	20 - 49 employees	Joint committee w/ worker members appointed by co-workers, management members appointed by management.
Workplaces or Construction Projects w/duration of 3 months or more.	50+ employees	Joint committee w/ at least 2 workers appointed by their co-workers (1 certified). No greater (than worker) number of management members appointed by site management (1 Certified). Worker trades committee w/ all trades represented by workers only.

Specific powers, functions and duties of the JHSC are specifically outlined under the Terms of Reference.

A Joint Health and Safety Committee will be established within our workplaces where required. All necessary procedures and forms to establish and maintain the committee are located and will cover the following Program Parts;

1. JHSC Membership
2. JHSC Duties and Conduct – Terms of Reference
3. JHSC Meetings
4. JHSC Records
5. Recommendations to Management

## Section 3 - Joint Health and Safety Committees (JHSC)

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### Part 1: MEMBERSHIP

**PURPOSE** Occupational health and safety legislation identifies, specifically, the minimum requirements and procedures for membership on the Health and Safety Committees. The membership of the committees may vary to meet location requirements, providing that it meets the minimum requirements outlined in the legislation.

#### **PROCEDURE** **Step 1**

A compliant JHSC will be established on all required work locations.

Election/selection - notices/memos are to be sent to all non-union workplace parties, divisions and departments to have a representative voted and appointed by workers.

Union Worker Members will be appointed by the Union and serve as one of the worker members (where required).

Senior Management will serve as one of the management members and will choose other management members (where required).

At least 1 worker and 1 management member of each committee must be certified members. Worker members of the committee may be rotated from our workforce or from the Workers Trades Committee on a regular basis, as voted on by the committee, or as required by their specific work functions or activities.

**Worker Trades Committees** - A committee will be established where a specific jobsite or work location exceeds a site population of 50 workers or more workers over a consecutive 3 month timeframe.

Each JHSC will have a Memorandum defining each committee representative's names and contact information.

**DISTRIBUTION** The JHSC Memorandum will be posted advising of;

- JHSC representative's names and contact information
- Certified Member (where required)

**RECORDS** All documentation for the set-up of the JHSC will be maintained by the Health and Safety Coordinator.

## Section 3 - Joint Health and Safety Committees (JHSC)

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### **Part 2: DUTIES AND CONDUCT**

**PURPOSE** The basic duties of committee members are clearly identified by legislation. Identified members of the committee should have certain duties defined so they may be prepared and familiar with their responsibilities. The acceptable conduct and forum for meetings should also be decided upon initially to avoid concerns or confusion about committee activities.

**PROCEDURE** Upon the establishment of a Joint Health and Safety Committee the first order of business will be the definition of Duties and the establishment of Rules of Conduct as a JHSC Terms of Reference.

These are to include, as a minimum, requirements for members to conduct the tasks outlined under the Terms of Reference Listed on the following pages.

The Terms of Reference must be communicated at minimum annually and made part of these JHSC minutes.

**DISTRIBUTION** These duties as agreed upon should be documented on this sheet and placed on the "Committee Memorandum". The "Committee Memorandum" must be

- Posted at all company locations
- Supplied to all Subcontractors on construction projects for Trade Committees
- Maintained on file for reference

### **RULES OF CONDUCT – TERMS OF REFERENCE**

1. Members of the Joint Health and Safety Committee (JHSC) and other Health and Safety Representatives on site will use their position only to ensure the Health and Safety of their coworkers. If Health and Safety representatives are unable to resolve problems that are particular to their area of responsibility through the Internal Responsibility System (i.e. reporting to Supervisor and Superintendent), then these concerns should be brought before the JHSC, or Worker Trades Committee.
2. Meetings of the JHSC are to be held quarterly on a scheduled basis and posted within each location.
3. Topics for future meetings will be discussed by the committees at the end of each meeting consisting of unresolved topics, objectives to complete action items and new or upcoming topics or concerns.
4. Minutes will be kept of each meeting where each of the respective co-chairpersons may take notes and a formal recorded of each meeting will be produced by the secretary.

## Section 3 - Joint Health and Safety Committees (JHSC)

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5. These meeting minutes will be reviewed by the co-chairpersons and then distributed within seven days of the meeting to all members of the committee, and additional copies will be placed on file and will also be posted in all workplaces.
6. A workplace Health & Safety inspection will be conducted by one member of the JHSC at least once per month and one week prior to the next upcoming meeting. Inspections will be submitted to Senior Management immediately for follow-up and then subsequently reviewed at the next committee meeting
7. Attendance is mandatory at all scheduled meetings by every member of the respective committees. There must be at least two management and two worker members present to have a quorum.
8. Every representative will be given an opportunity to present his/ her concerns at each meeting. Only one person should hold the floor at one time as co-coordinated by the chairperson. Unmanageable arguments will be cause for discontinuing the meeting or asking the offending parties to leave the meeting.
9. Unscheduled interruptions of meetings will not be accepted. If absolutely necessary, and agreed upon, breaks may be requested but must be kept to a minimum.
10. Formal recommendations for improvement of workplace conditions should contain the following information and be presented on the appropriate form to be accepted by management:
  - Reason for recommendation (identify hazard)
  - Outline for requirements (what measures, procedures or equipment are being requested)
  - Time requirements for implementation
  - Time expectations for a response in writing (maximum 21 days)
11. All concerns or questions between the respective committee meetings are to be addressed immediately with the co-chairperson if it cannot be resolved through the Internal Responsibility System.
12. Decisions are to be made as a group wherever possible, with majority rule presiding. Guests do not maintain a vote, management and labour representation should remain equal with management not to exceed labour.
13. Topics and issues presented must deal only with Occupational Health and Safety of all locations. The JHSC will not be a forum for general concerns.
14. For the purposes of maintaining good employment relations, all members are requested not to abuse the time given for these meetings and for duties assigned by the committee outside their regular job functions.
15. Guests may be invited to meetings, from time to time, when agreed upon by the committee (e.g. Construction Safety Association Personnel, M.O.L. Inspectors, etc...)
16. Committee structure and functions will be followed as outlined in the Occupational Health & Safety Act and/or proposed committee structure

## Section 3 - Joint Health and Safety Committees (JHSC)

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17. Pro-active participation is required by all members; therefore, leading by example is expected in the workplace.
18. Committee meetings are anticipated to be no longer than 1 hour unless agreed upon by the JHSC.
19. The Workers Trade Committee will be established when 50 or more workers are present on any site lasting more than 3 months. The Workers Trade Committee will meet on a scheduled basis with minutes provided to JHSC.

Note: The fundamental intent of the Joint Health & Safety Committee is to work collectively to ensure the Safety and Health of our workers and our environment.

These Terms of Reference have been communicated to all JHSC members

## Section 3 - Joint Health and Safety Committees (JHSC)

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### **Part 3: MEETINGS**

<b>PURPOSE</b>	Meetings of the Joint Health and Safety Committee and Worker Trades Committee are required by legislation. These meetings are an effective method for determining unsafe conditions or acts on the project through worker input. Management/Labour co-operation, at these meetings, may also increase safety awareness and limit undesired occurrences.
<b>PROCEDURE</b>	<p>Frequency - Legislation requires that Joint Health and Safety Committees meet at minimum quarterly.</p> <p>Step 1; A schedule for meetings must be prepared during the first meeting and voted on. This should be based on the activity and number of workers for all locations.</p> <p>Step 2; A schedule for the Worker Trades Committee should be prepared and voted on. (to be used when site population reaches 50+ workers)</p>
<b>DISTRIBUTION</b>	<p>Meetings - Certain documents should be prepared by the Committee(s) to meet legislated requirements and good committee practice.</p> <p><b>Item 1; AGENDA</b> - An agenda should be prepared for each meeting identifying concerns and topics to be discussed in addition to New Business.</p> <p><b>Item 2; MINUTES</b> - Accurate minutes must be kept for the JHSC meetings.</p> <p><b>Item 3; RECOMMENDATIONS &amp; RESPONSE</b> - Where a committee makes a formal recommendation to management to improve safety or health conditions a response must be provided, in writing, within 21 days.</p> <p><b>Item 4; WORK REFUSALS</b> – Where a Work Refusal occurs, an investigation must be conducted by the selected committee members, documentation must be maintained (use "Accident Investigation" form)</p>
<b>RECORDS</b>	<p>All the above noted documents must be:</p> <ul style="list-style-type: none"><li>• Posted in the workplace</li><li>• Provided to committee members</li><li>• Available for Government Inspection</li></ul>

## Section 3 - Joint Health and Safety Committees (JHSC)

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### **Part 4: COMMITTEE RECORDS**

#### **PURPOSE**

All records and reports of the Joint Health and Safety Committee must be maintained and readily available for Government Inspection to demonstrate compliance.

Although committee records are generally available to all persons in the workplace, some documents or information to which the committee has access may be considered confidential. The committee must be aware of this responsibility and act accordingly.

#### **RECORDS**

The following is a list of all documents which must be stored in a separate filing system available specifically for members of the committee;

- Meeting Agendas
- Meeting Minutes
- Monthly Workplace Safety Inspection Reports & Follow-up
- Accident Investigations involving the JHSC – Critical
- Work Refusals & Unilateral Work Stoppage
- Recommendations to Management
- Response from Management
- Committee Memorandums

Due to the confidentiality of some of this information access to files will be restricted to committee members accompanied by the Senior Management and the JHSC Members.

## Section 3 - Joint Health and Safety Committees (JHSC)

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### **Part 5: RECOMMENDATIONS**

**PURPOSE** The purpose of formal JHSC recommendations, is to provide a system for the committee to identify workplace health and safety concerns and ensure that they are communicated to management personnel who may not be on the committee. Through this process, the committee places the onus on management to review each recommendation, make specific decision and respond in writing.

At all of our locations, we realize that most safety matters can be resolved or implemented through verbal discussions and immediate actions, however, in the event that a problem is over looked or not given the appropriate attention (as deemed by the committee), the process of making a written recommendation to management will be available.

**PROCEDURE** Any committee member will be allowed to make written recommendations to management. The Recommendation forms for making recommendation to management are provided in the JHSC binder. The committee member will complete the form and present it to the Management Co-Chairperson.

Once obtained by the JHSC Members, the recommendation will be reviewed with Senior Management. Senior Management then has the obligation to respond to the recommendation in writing within 21 days. The appropriate forms for Responding to Recommendations are located under this section.

Senior Management will respond to written recommendations as soon as possible and in any event no later than 21 days from the day that the recommendation was provided by the Co-chairperson.

**DISTRIBUTION** All recommendations must be provided to the **Senior Management** by the **Health and Safety Coordinator**. All responses to recommendations must be returned back to the committee member who made the recommendation (within 21 Days).

Responses to recommendations will be provided to all committee members and posted at all locations.

**RECORDS** All recommendations made to management, will be retained on file for a period of up to five (5) years.

### Section 3 - Joint Health and Safety Committees (JHSC)

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DATE: \_\_\_\_\_ SITE: \_\_\_\_\_

RE: \_\_\_\_\_

REASON FOR RECOMMENDATION: (please provide a description of occurrence, violation, etc. and location or contractor involved)

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REQUIREMENTS FOR IMPLEMENTATION: (please provide any supporting information or documentation for your suggestions)

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DATE PRESENTED TO MANAGEMENT: \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_

RECOMMENDATION PRESENTED TO: \_\_\_\_\_

EXPECTED DATE OF RESPONSE: \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_  
(d) (m) (y)

NOTE: (THE OCCUPATIONAL HEALTH & SAFETY ACT STATES THAT AN EMPLOYER WHO RECEIVES WRITTEN RECOMMENDATIONS FROM A COMMITTEE SHALL RESPOND IN WRITING WITH IN 21 DAYS)

### Section 3 - Joint Health and Safety Committees (JHSC)

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#### **Management's Response**

DATE: \_\_\_\_\_

SITE: \_\_\_\_\_

RE: \_\_\_\_\_

#### **COMMITTEE RECOMMENDATION:**

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DATE RECOMMENDATION WAS RECEIVED:

\_\_\_\_\_\\_\_\_\_\_\\_\_\_\_\_  
(d) (m) (y)

MANAGEMENT AGREE'S WITH THE RECOMMENDATION: (YES / NO)

NOTE: If management agrees with the recommendation(s), complete the next section of this form, however, if there is a disagreement with or alternative to the recommendation(s), please provide reasons or explanation.

IMPLEMENTATION TIMETABLE FOR RECOMMENDATION:

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DISAGREEMENT WITH, OR, ALTERNATIVE TO, RECOMMENDATION:

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DATE RETURNED TO COMMITTEE:

\_\_\_\_\_\\_\_\_\_\_\\_\_\_\_\_  
(d) (m) (y)

\_\_\_\_\_  
Management Co-chairperson

\_\_\_\_\_  
Worker Co-chairperson

- cc.  **Project Managers**  
 **Worker Co-chairperson**  
 **Management Co-chairperson**

# Gazzola Paving Ltd. Worker Orientation Checklist

## Part A – Employee Information

<input type="checkbox"/> New Employee	<input type="checkbox"/> Returning Employee	<input type="checkbox"/> Subcontractor	<input type="checkbox"/> Visitor
Name:		Phone Number:	
Job Classification: (ex. Operator, Labourer, Foreman)		Company / Employer:	
Union:		Driver's License Number:	
Emergency Contact Name, Number & Relation:			

## Part B - Please check the following boxes verifying the review (or cross out any topics that are not applicable)

### The Red Book

<input type="checkbox"/> Health & Safety Policy	<input type="checkbox"/> 1. Workplace Responsibilities	<input type="checkbox"/> 9. First Aid
<input type="checkbox"/> Workplace Violence Prevention Policy Statement	<input type="checkbox"/> 2. Workplace Safety Rules & Conduct	<input type="checkbox"/> 10. Early and Safe Return to Work
<input type="checkbox"/> Workplace Harassment Prevention Policy Statement	<input type="checkbox"/> 3. The Gazz Card	<input type="checkbox"/> 11. WHMIS
<input type="checkbox"/> Environmental Policy	<input type="checkbox"/> 4. Reporting	<input type="checkbox"/> 12. Working at Heights Awareness
<input type="checkbox"/> Return to Work Policy Statement	<input type="checkbox"/> 5. Workplace Inspections	<input type="checkbox"/> 13. Confined Space Awareness
<input type="checkbox"/> Visitors Policy Statement	<input type="checkbox"/> 6. PPE Policy	<input type="checkbox"/> 14. Continuous Improvement Plan
<input type="checkbox"/> Fit for Duty Policy	<input type="checkbox"/> 7. Progressive Discipline Policy	<input type="checkbox"/> 15. Workplace Task Standards List
<input type="checkbox"/> Introduction	<input type="checkbox"/> 8. In Case of Emergency	<input type="checkbox"/> Appendices: A, B & C

### Workplace Task Standards

<input type="checkbox"/> Asbestos Milling	<input type="checkbox"/> Equipment Repairs	<input type="checkbox"/> Extension Cords
<input type="checkbox"/> Asphalt Milling	<input type="checkbox"/> Hazardous Energy Control	<input type="checkbox"/> Fencing and Hoarding
<input type="checkbox"/> Asphalt Paving	<input type="checkbox"/> Hoisting and Rigging	<input type="checkbox"/> Fire Extinguishers
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Fuel Powered Tools and Equipment
<input type="checkbox"/> Hazardous Agents	<input type="checkbox"/> Overhead Hazards (Powerlines)	<input type="checkbox"/> Fueling and Refueling
<input type="checkbox"/> Manual Snow Removal Operations	<input type="checkbox"/> Powered Elevating Work Platforms	<input type="checkbox"/> Housekeeping
<input type="checkbox"/> Noise	<input type="checkbox"/> Removal and Demolition	<input type="checkbox"/> Hydraulic Equipment
<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Snow Removal Operations	<input type="checkbox"/> Ladders
<input type="checkbox"/> Trenching and Excavating	<input type="checkbox"/> Underground Hazards and Locates	<input type="checkbox"/> Loading and Unloading
<input type="checkbox"/> Working at Heights	<input type="checkbox"/> Workplace Violence and Harassment	<input type="checkbox"/> Maintenance and Cleaning
<input type="checkbox"/> Asphalt Plant Operations	<input type="checkbox"/> Administrative Duties	<input type="checkbox"/> Manual Material Handling
<input type="checkbox"/> Concrete Work (Forming and Pouring)	<input type="checkbox"/> Compressed Gas	<input type="checkbox"/> Night Work
<input type="checkbox"/> Equipment and Machinery Operation	<input type="checkbox"/> Driving and Vehicle Operation	<input type="checkbox"/> Power and Hand Tools

## Part C – Training Records (copies are to be taken for new employees)

<input type="checkbox"/>	<input type="checkbox"/> Other	<input type="checkbox"/> Other
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**I have received orientation and understand that following these safety policies and procedures is a condition of employment.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 4-1 - Worker Orientation

---

**PURPOSE** When hiring employees to conduct work on behalf of the company, it is important that the employee has been made aware of the company specific safety requirements and the other site-specific policies.

**SCOPE** Worker Orientation using the company specific Employee Guideline - Red Book package which will provide every company employee with the specific health and safety expectations prior to commencing their employment obligations. Worker Orientation's to include review of the Workplace Task Standards (WTS).

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Assist in conducting orientations and collecting documents and ensure both parties sign the documents.
- Assist in coordinate the communication and confirmation of the Red Book during orientation meetings as needed.
- Schedule any required re-orientation of the Red Book package based on revision or addition of required content.
- Maintain all documentation related to the Red Book and orientation progress including the Orientation Checklist.
- Gather existing training and certification documents from employees completing the orientation process.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training and workplace specific overviews during orientation.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

Project Managers 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 4-1 - Worker Orientation

---

### Superintendent Responsibilities:

- Conduct site orientations and collecting documents and ensure both parties sign the documents.
- Coordinate the communication and confirmation of the Red Book during orientation meetings as needed.
- Complete all documentation related to the orientation progress including the Orientation Checklist and Sign Offs.
- Assist the Health and Safety Coordinator to gather existing training and certification documents from employees completing the orientation process.
- Communicate with the Health and Safety Coordinator that a worker has successfully completed the orientation process with the identified paperwork.
- 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 that all workers who are under their supervision have successfully received an orientation.
- Ensure, where reasonably possible, that all workplace parties complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Participate in the health and safety workplace orientation.
- Provide Red Book sign-off, training documentation and other relevant documentation identified on the Orientation Checklist.
- Advise Foreman 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 Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

## Section 4-1 - Worker Orientation

---

**PROCEDURE** Upon hiring employees, the Orientation Checklist (**4-1-1 - Form**) will be completed by the Workers and the Superintendent and/or the Health and Safety Coordinator to detail the following steps;

- Copies of the Red Book will be provided to the employees hired.
- The Red Book will be reviewed with all employees hired directly.
- Upon review of the Red Book, acknowledgement sheets must be completed and handed back to the **Superintendent** and/or the **Health and Safety Coordinator** prior to the commencement of work with both parties having signed the document.
- Review all applicable Workplace Task Standards.
- Review any and all training certificates that the employee has and arrange any subsequent company required training accordingly.
- Complete the Orientation Checklist (**4-1-1 - Form**) to detail the entire process for the compliance and awareness of topics.

Annually, the Health and Safety Coordinator will hold a startup orientation meeting where all employees will receive a documented Red Book review.

**DOCUMENTATION** Those employees being hired will be required to complete Red Book acknowledgement sheets, and the Orientation Checklist (**4-1-1 - Form**) stipulating that they have received, read and understood the company orientation package and expectations.

Subsequent, where a new process or guideline is developed, **Health and Safety Coordinator** will revise the Red Book package and schedule the revised guidelines to be delivered to all workplace parties.

**RECORDS** All completed checklists and acknowledgement sheets should be maintained on the employees file indefinitely.

## Section 4-2 - Employee Guidelines and Red Book

---

**PURPOSE** Our Employee Guidelines – Red Book are an essential tool in the initial orientation and ongoing communication of our Safe Work Practices (SWP), workplace health and safety responsibilities, Workplace Task Standards (WTS), requirements, obligations and rights.

**SCOPE** The Red Book will provide every company employee with the specific workplace standards and health and safety expectations prior to commencing their employment obligations.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Develop the corporate health and safety orientation package.
- Coordinate the communication and confirmation of the orientation package
- Maintain all documentation related to the Red Book and orientation package.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Approve the corporate health and safety orientation package, policies and procedures.
- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

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.

Superintendent 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 4-2 - Employee Guidelines and Red Book

---

### Foreman Responsibilities:

- Ensure, where reasonably possible, that all workplace parties complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker

### Workers Responsibilities:

- Participate in the health and safety workplace orientation.
- Provide Red Book sign-off and documentation from the employee guidelines.
- 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 or the absence/defect in any equipment or protective device;

### PROCEDURE

Our orientation package as part of our Red Book will be developed and implemented by the **Health and Safety Coordinator** and approved by **Senior Management**. This package details Construction, Industrial and Office level workplace specific Hazard Assessment, Safe Work Practices (SWP) and Safe Job Procedures (SJP) within the Red Book and Workplace Task Standards (WTS). The Red Book will be held as a guidance document describing the minimum health and safety expectations needed to work within the workplace.

The appropriate sections within our Red Book will be reviewed by all workplace parties prior to their commencement of work. This training will be documented by each employee by completing the acknowledgment sign-off sheets at the end of the package to demonstrate all the information has been received, read and understood by the employee.

The Red Book will be reviewed annually during management meetings to ensure that they meet the requirements of the Health & Safety Program, workplace specific hazards and the appropriate legislative requirements.

## Section 4-2 - Employee Guidelines and Red Book

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### **DISTRIBUTION**

Red Book will be distributed in the form of a booklet.

Distribution of the Red Book shall be as follows:

- Initially, during employee meetings
- Upon Hire -- during team member orientation meetings
- Posted on the Safety Bulletin Board and on site

### **RECORDS**

Upon receiving the Red Book each employee will be instructed to sign the TEAR SHEET located at the back of the guidelines package and return it to the Health and Safety Coordinator.



# GAZZOLA PAVING LIMITED

529 CARLINGVIEW DRIVE, ETOBICOKE, ONTARIO M9W5H2

TEL: 416-675-7007 • FAX: 416-675-4370

## TAILGATE SAFETY TALK FORM

Minimum One Meeting per Week

Date: \_\_\_\_\_ Site Location: \_\_\_\_\_

Subcontractor: \_\_\_\_\_ Job #: \_\_\_\_\_

Workers in attendance: (please print) Signatures of workers:

- |           |       |
|-----------|-------|
| 1. _____  | _____ |
| 2. _____  | _____ |
| 3. _____  | _____ |
| 4. _____  | _____ |
| 5. _____  | _____ |
| 6. _____  | _____ |
| 7. _____  | _____ |
| 8. _____  | _____ |
| 9. _____  | _____ |
| 10. _____ | _____ |
| 11. _____ | _____ |
| 12. _____ | _____ |

- Safety topics discussed:
- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

- Record questions or suggestions made by workers:
- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

- Foreman / Superintendent to ask workers if there are any hazards & to list responses.
- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

- Foreman / Superintendent to detail how the workplace hazards listed above were corrected.
- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

Foreman / Superintendent Name: (Print) \_\_\_\_\_ Foreman / Superintendent Signature: \_\_\_\_\_



## Section 5 - Tailgate Safety Talks

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**PURPOSE** Tailgate Safety Talks will be used as a communication method to provide specific information on current health and safety related issues to all workplace employees.

**SCOPE** Tailgate Safety Talks are to be used by site management as a means of providing basic health and safety awareness information to Workers and Subcontractors.

### **RESPONSIBILITIES**

Health and Safety Coordinator Responsibilities:

- Distribute Tailgate Safety Talk topics as required.
- Receive completed copies of Tailgate Safety Talks form each Superintendent or Foreman.
- Respond to and report any nonconformance or deficiencies observed to Senior Management.
- Respond to any nonconformance or deficiencies observed from the Superintendents.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Project Managers 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.

Superintendent Responsibilities:

- Conduct or ensure that appropriate Tailgate Safety Talks are completed on a weekly basis.
- Ensure that copies (hard copy or electronic) of completed Tailgate Safety Talks are submitted to the Health and Safety Coordinator on a weekly basis.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.

## Section 5 - Tailgate Safety Talks

---

- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

### Foreman Responsibilities:

- Ensure Tailgate Safety Talk are delivered to all workers on their site as required.
- Record the topics and attendance on the Tailgate Safety Talk form to demonstrate compliance.
- Allow for follow up questions and clarification of topics as needed.
- Ensure, where reasonably possible, that every workplace party complies with all Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Participate in Tailgate Safety Talk sessions and provide input to topics where required.
- Sign in on the Tailgate Safety Talk form to demonstrate participation and attendance.
- Advise Foreman if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

## PROCEDURE

The **Superintendent** or **Foreman** will conduct weekly Tailgate Safety Talks with our workers using the Tailgate Safety Talk Forms (**5-1 - Form**). The Topics will be chosen by the **Health and Safety Coordinator** based on observations from the completed weekly workplace inspections unless a topic specific to a project is provided by the **Superintendent**.

Tailgate Safety Talks must be completed by the **Superintendent** or **Foreman** with all Workers prior to the start of the week's first work day or shift.

Tailgate Safety Talk Forms (**5-1 - Form**) must be completed by the **Superintendent** or **Foreman** or a competent designated person and all in attendance must sign in on the Tailgate Safety Talk Forms.

The completed Tailgate Safety Talk Forms must be kept in the site safety file and provided to the **Health and Safety Coordinator** at the end of the project or as requested through the duration of the project.

## Section 5 - Tailgate Safety Talks

---

**DISTRIBUTION** Tailgate Safety Talks conducted by the **Foreman** will be maintained review. The **Superintendent** will submit copies (hard copy or electronic) to the **Health and Safety Coordinator** on a Weekly basis.

**RECORDS** Tailgate Safety Talks will be retained on file (site specific) for a period of five (5) years after project completion.



### Jobsite Inspection Form

Weekly (Foreman/Superintendent)     Monthly (H&S Rep.)

Date of Last Monthly Inspection: d d / m m / y y y y

Time:

Date: d d / m m / y y y y

Weather: (Temperature, Humidity, Conditions & Warnings)

Site Location / GTAA OCC #: (Address, Nearest Location)

Project / Job Number:

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.

Date: Every issue recognized, needs corrective actions identified (addressed in the Notes section) and the date the issue was resolved, recorded. Record an "R" if for repeating issues.

NOTE: ONLY ITEMS MARKED AS NEEDS IMPROVEMENT WILL NEED TO BE RATED (A,B OR C) AND THE DATE OF RESOLVING THE ISSUE RECORDED

(✓: good, ✖: needs improvement)	Item Inspected:	Rating:	Date:
<b>General Requirements</b>			
<input type="checkbox"/>	Adequate Lighting (ex. For night work)	A B C	d d / m m
<input type="checkbox"/>	All labels on hazardous agents are in adequate condition (visible and readable)	A B C	d d / m m
<input type="checkbox"/>	Danger / Warning signs posted where required	A B C	d d / m m
<input type="checkbox"/>	Gas Cylinders (ex. properly secured, proper storage, protective caps in place)	A B C	d d / m m
<input type="checkbox"/>	Gazz Cards and Inspections Completed (and handed in)	A B C	d d / m m
<input type="checkbox"/>	Jobsite Document Checklist is completed	A B C	d d / m m
<input type="checkbox"/>	Jobsite is Clean and Orderly (Unobstructed Access and Egress)	A B C	d d / m m
<input type="checkbox"/>	Potable Drinking Water Present	A B C	d d / m m
<input type="checkbox"/>	Tools and Equipment in adequate condition (ex. guards are in place)	A B C	d d / m m
<input type="checkbox"/>	Washroom Facilities clean and sanitary with soap/hand cleanser present	A B C	d d / m m
<input type="checkbox"/>	Other	A B C	d d / m m
<input type="checkbox"/>	Other	A B C	d d / m m
Notes / Required Actions:			
<b>Emergency Response</b>			
<input type="checkbox"/>	Fire Extinguishers (ex. Located where required, charged, tagged and inspected)	A B C	d d / m m
<input type="checkbox"/>	First Aid Kits and Eyewash (ex. Stocked, present)	A B C	d d / m m
<input type="checkbox"/>	Spill Kits (Stocked and Present for use if needed)	A B C	d d / m m
<input type="checkbox"/>	Other	A B C	d d / m m
Notes / Required Actions:			
<b>Vehicle Traffic</b>			
<input type="checkbox"/>	Book 7 compliant set-up	A B C	d d / m m
<input type="checkbox"/>	Traffic Control Devices (ex. Equipment as Blockers, Barriers, Crash Trucks)	A B C	d d / m m
<input type="checkbox"/>	Traffic Control Plans & Traffic Protection Plans are complete	A B C	d d / m m
<input type="checkbox"/>	Trained Traffic Control Persons (with the manual present)	A B C	d d / m m
<input type="checkbox"/>	Other	A B C	d d / m m
Notes / Required Actions:			

Item Inspected:	Rating:	Date:
<b>Mobile Equipment</b>		
<input type="checkbox"/>	Back Up Alarms / Beacons Functioning (& sound horn twice before reversing)	A B C    d d / m m
<input type="checkbox"/>	Minimize the need for reversing (drive through operations where possible)	A B C    d d / m m
<input type="checkbox"/>	Operator's Manual present	A B C    d d / m m
<input type="checkbox"/>	Path of Travel and Safe Limit of Approach being respected	A B C    d d / m m
<input type="checkbox"/>	Pre-use inspections complete and documented	A B C    d d / m m
<input type="checkbox"/>	Signal Person used as required	A B C    d d / m m
<input type="checkbox"/>	Other	A B C    d d / m m
Notes / Required Actions:		
<b>Personal Protective Equipment (PPE)</b>		
<input type="checkbox"/>	Minimum PPE* (Hard Hat, Safety Boots & Reflective Clothing in good condition)	A B C    d d / m m
<input type="checkbox"/>	Additional PPE Available (ex. Safety Glasses, Ear Plugs, Specialized PPE as required)	A B C    d d / m m
<input type="checkbox"/>	Other	A B C    d d / m m
Notes / Required Actions:		
<b>Electrical Hazards</b>		
<input type="checkbox"/>	Overhead danger signs in place	A B C    d d / m m
<input type="checkbox"/>	Locates (verified, current, visible, kept with the operator)	A B C    d d / m m
<input type="checkbox"/>	Other	A B C    d d / m m
Notes / Required Actions:		
<b>Trenches and Excavations</b>		
<input type="checkbox"/>	Properly sloped as required (Shoring or Trench Box used)	A B C    d d / m m
<input type="checkbox"/>	Adequate preventative protection in place (fencing, guard rails)	A B C    d d / m m
<input type="checkbox"/>	Spoil pile at least 1m from trench	A B C    d d / m m
<input type="checkbox"/>	Proper access / egress to trench	A B C    d d / m m
<input type="checkbox"/>	Other	A B C    d d / m m
Notes / Required Actions:		

Name of Person Filling out this form: \_\_\_\_\_

Signature: \_\_\_\_\_





# Asphalt Plant Inspection Form

(To be completed Monthly)

Time:

Date: d d / m m / y y y y

Weather: (Temperature, Humidity, Conditions & Warnings)

Rate: **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.

Date: Every issue recognized, needs corrective actions identified (addressed in the Notes section) and the date the issue was resolved, recorded. Record an "R" if for repeating issues.

NOTE: ONLY ITEMS MARKED AS NEEDS IMPROVEMENT WILL NEED TO BE RATED (A, B OR C) AND THE DATE OF RESOLVING THE ISSUE RECORDED

(✓: good, ✖: needs improvement)	Item Inspected:	Rate:	Date:
<b>General Requirements</b>			
<input type="checkbox"/>	Jobsite Document Checklist is complete	A B C	d d / m m
<input type="checkbox"/>	Plant start up warning is functioning	A B C	d d / m m
<input type="checkbox"/>	Jobsite is clean and orderly (unobstructed access and egress)	A B C	d d / m m
<input type="checkbox"/>	"Authorized Entry Only" "Danger" & "Warning" Signs as required	A B C	d d / m m
<input type="checkbox"/>	Smoking only occurs in designated areas	A B C	d d / m m
<input type="checkbox"/>	Adequate Lighting is present (ex. for night work)	A B C	d d / m m
<input type="checkbox"/>	Potable drinking water & Sanitary Washrooms are present	A B C	d d / m m
<input type="checkbox"/>	All labels on hazardous agents are visible and readable	A B C	d d / m m
<input type="checkbox"/>	Cylinders are secure, and stored up-right with protective caps	A B C	d d / m m
<input type="checkbox"/>	Proper storage of material and equipment	A B C	d d / m m
<input type="checkbox"/>	Tools, Equipment & Vehicles are in adequate condition	A B C	d d / m m
<input type="checkbox"/>	Lock-Out Procedures are performed (locks and tags available)	A B C	d d / m m
<input type="checkbox"/>	Other	A B C	d d / m m
<input type="checkbox"/>	Other	A B C	d d / m m
Notes / Required Actions:			

Item Inspected:	Rate:	Date:
<b>Emergency Response</b>		
<input type="checkbox"/>	Fire Extinguishers are present, charged and inspected	A B C d d / m m
<input type="checkbox"/>	First Aid Kits, Eyewash & Spill Kits are present, stocked & inspected	A B C d d / m m
<input type="checkbox"/>	Other	A B C d d / m m
Notes / Required Actions:		
<b>Manual Material Handling</b>		
<input type="checkbox"/>	Minimize High Repetitions, High Loads, and Awkward Postures	A B C d d / m m
<input type="checkbox"/>	Other	A B C d d / m m
Notes / Required Actions:		
<b>Confined Space (CS)</b>		
<input type="checkbox"/>	CS is adequately secured with signage	A B C d d / m m
<input type="checkbox"/>	CS Entry Procedures are followed (no unauthorized access)	A B C d d / m m
<input type="checkbox"/>	Other	A B C d d / m m
Notes / Required Actions:		

(✓: good, ✖: needs improvement)

Item Inspected:	Rate:	Date:
<b>Electrical Hazards</b>		
<input type="checkbox"/> High Voltage areas are labelled and secured	A B C	d d / m m
<input type="checkbox"/> GFCIs are present, in adequate condition	A B C	d d / m m
<input type="checkbox"/> Electrical / Extension cords have Ground Pins intact	A B C	d d / m m
<input type="checkbox"/> Other	A B C	d d / m m
<input type="checkbox"/> Other	A B C	d d / m m
Notes / Required Actions:		
<b>Personal Protective Equipment (PPE)</b>		
<input type="checkbox"/> PPE* in good condition (Hard Hat, Safety Boots & High Vis.)	A B C	d d / m m
<input type="checkbox"/> Additional PPE Available (ex. Safety Glasses, Ear Plugs)	A B C	d d / m m
<input type="checkbox"/> Specialized PPE Available (ex. Arch Flash & Electrically Insulated)	A B C	d d / m m
<input type="checkbox"/> Other	A B C	d d / m m
Notes / Required Actions:		
<b>Working at Heights</b>		
<input type="checkbox"/> Ladders are adequately protected and in good repair (i.e. caged)	A B C	d d / m m
<input type="checkbox"/> Cat Walks and Ramps have adequate Fall Protection in place	A B C	d d / m m
<input type="checkbox"/> Guardrails complete (top rail, mid rail and toe board present)	A B C	d d / m m
<input type="checkbox"/> Fall Arrest Harness and Lanyard in adequate condition	A B C	d d / m m
<input type="checkbox"/> Other	A B C	d d / m m
Notes / Required Actions:		

Item Inspected:	Rate:	Date:
<b>Mobile Equipment</b>		
<input type="checkbox"/> Minimize reversing (drive-through operations where possible)	A B C	d d / m m
<input type="checkbox"/> Back-up warning signs present	A B C	d d / m m
<input type="checkbox"/> Alarms / beacons functioning (sound horn twice before reversing)	A B C	d d / m m
<input type="checkbox"/> Mirrors (in good repair) and a Signal Person used as required	A B C	d d / m m
<input type="checkbox"/> Path of Travel and Safe Limit of Approach being respected	A B C	d d / m m
<input type="checkbox"/> Equipment pre-use inspections & the operator's manual present	A B C	d d / m m
Notes / Required Actions:		
<b>Conveyors</b>		
<input type="checkbox"/> Moving parts and Pinch Points are Guarded	A B C	d d / m m
<input type="checkbox"/> Guards are present beneath conveyors preventing falling debris	A B C	d d / m m
<input type="checkbox"/> Other	A B C	d d / m m
Notes / Required Actions:		
<b>Hoisting</b>		
<input type="checkbox"/> Chains & Slings Labelled, Rated, in Good Repair & Stored Properly	A B C	d d / m m
<input type="checkbox"/> Logs and Manuals updated & Available	A B C	d d / m m
<input type="checkbox"/> Competent Signal Person (Used when Required)	A B C	d d / m m
<input type="checkbox"/> Come Along Chain Hoists & Safety Latches on Hooks in Good Repair	A B C	d d / m m
<input type="checkbox"/> Other	A B C	d d / m m
Notes / Required Actions:		

Name of H&S Rep./JHSC Worker member: \_\_\_\_\_ Signature: \_\_\_\_\_ Page 2 / 2

## Section 6-1 – Workplace Inspections

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**PURPOSE** Workplace inspections will be conducted to identify, monitor, follow-up and control or eliminate all hazards.

**SCOPE** Workplace Inspections will help determine the degree of compliance with applicable legislation and site safety policies

### **RESPONSIBILITIES**

Health and Safety Coordinator Responsibilities:

- Will schedule each Health and Safety Worker Representative to conduct his/her scheduled inspection at minimum monthly or as directed by the inspection schedules at their current workplace location.
- Distribute Workplace Inspection documentation to be used to record the site specific health and safety observations.
- Set general workplace inspection schedule for all required workplace inspections.
- Collect and file all completed Workplace Inspection forms from all completed inspections at the conclusion of each project.
- Inspect for the completeness of inspections.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Develop corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.
- Ensure all company employees receive the appropriate training and workplace specific overviews.

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:

- 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 6-1 – Workplace Inspections

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### Superintendent Responsibilities:

- Complete Weekly Workplace Inspections to be completed on all projects under authority according to the schedule and site specific needs.
- Record the findings, observations and follow up activities on the Workplace Inspection form to demonstrate compliance.
- Site locations that are scheduled to last 5 working days or longer during a standard work week shall have a minimum of one weekly workplace inspection completed using (6-1-1 Form).
- This Weekly workplace inspection requirement extends to sites where we operate as either a Contractor or Constructor.
- Review findings with each Foreman to ensure identified non-conformities to correct each unsafe condition.
- Assist in the follow-up on the findings and correction of each unsafe condition.
- Ensure that copies (hard copy or electronic) of completed workplace inspections are submitted to the Health and Safety Coordinator on a weekly basis.
- 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:

- Participate in the workplace inspections with the Superintendent to identify unsafe conditions noted on the inspection report.
- Assist the Superintendent in the follow-up to the findings and correction of each unsafe condition.
- Ensure records of the corrected unsafe condition are recorded.
- Allow for follow up questions and clarification of topics as needed.
- Ensure, where reasonably possible, that every workplace party complies with all 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.

## Section 6-1 – Workplace Inspections

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### Workers Responsibilities:

- Participate in the Workplace inspections as required.
- Advise Foreman 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 Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

### PROCEDURE:

The **Health and Safety Coordinator** ensures an appropriate inspection schedule outlining **Health and Safety Worker Representative** and **Foreman or Superintendent** Inspections.

Formal **Inspection Report Forms** detailing the findings, actions taken will be developed and distributed. The Workplace Inspection schedule will be at the discretion of the **Foreman or Superintendent** or **Health and Safety Worker Representative** as is as follows:

Inspector	Frequency of Inspection	Date/ Day
<b>Superintendent or Foreman</b>	Weekly	To be determined at their location.
<b>Health and Safety Worker Representative</b>	Monthly	To be determined at their Site/ Industrial / Office location.

The **Health and Safety Worker Representative** will conduct his/her location specific workplace inspection using **(6-1-2- Form)** for the office and maintenance shop and **(6-1-3 - Form)** for the asphalt plant at minimum monthly or as directed by the inspection schedule at their current workplace location.

The **Superintendent** or **Foreman** will conduct a site level inspection using Form **(6-1-1 - Form)** at minimum Weekly as directed by the inspection schedule.

Identified Hazards will be rated based on the likelihood of personal injury or facility, material or equipment damage. This rating system is defined on each inspection form and will be recorded for each identified hazard as identified below.

## Section 6-1 – Workplace Inspections

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<b>Risk Rating:</b> (Risk Rating takes into account the Frequency and Severity of the Hazard)			
<b>Severity</b>	<b>Frequency</b>		
	Low (Monthly)	Medium (Weekly)	High (Daily)
Low	C	B	B
Medium	C	B	A
High	B	A	A
<b>C</b>	Low Risk:	Low risk of injury or equipment / property damage.	
<b>B</b>	Medium Risk:	Medium risk of injury or equipment / property damage.	
<b>A</b>	High Risk:	High risk of injury or equipment / property damage.	

Each individual who completes a workplace inspection will ensure or assist in scheduling and/or correcting unsafe practices and/or conditions including through documented directive to the responsible parties.

Repeated and/or serious violations, will be cause for additional "Corrective Actions" or Progressive Disciplinary Actions where required.

When a workplace inspection is undertaken on a project where Gazzola is a subcontractor, any unsafe practices and/or condition that can not be corrected by Gazzola shall be reported to the prime contractor for correction. The workplace inspection shall document the notification to the prime contractor and when the prime contractor corrected the unsafe practice or condition.

**DISTRIBUTION:** All inspection reports will be distributed as follows;

- Copy from the Superintendent to the Foreman
- Completed copies to the Health and Safety Coordinator

**RECORDS:** Through the duration of the workplace inspection forms within our locations, all completed Workplace Inspection reports must be submitted to the **Health and Safety Coordinator**.

The inspection report forms and any subsequent follow-up must be maintained on file for the duration of the project or facility and subsequently retained on file indefinitely.



## **Equipment Pre-Operational Checklist Instructions**

A pre-operational safety inspection and the Equipment Pre-Operational Checklist is to be completed at the start of every shift by the operator, prior to using any equipment.

### **NO EXCEPTIONS.**

The Equipment Pre-Operational Checklist is to be signed and dated by the worker and the foreman/supervisor to ensure that the pre-operational safety inspection has been completed and defects are reported as required.

**The equipment is to be maintained, used and inspected in accordance with the manufacturer's requirements. The operator's manual is the best reference for information regarding equipment safety inspections and safe operation. Every operator must be familiar with the contents of the operator's manual for every piece of equipment they operate.**

The attached Equipment Pre-Operational Checklist is a general outline of the components and areas of the equipment that are to be inspected.

Equipment operators must be competent and trained on the specific equipment that they operate. Operators of cranes, forklifts and power elevated work platforms, require specific training to be considered competent. Cranes, forklifts and powered elevated work platforms (PEWP) require the completion of a separate, equipment-specific Pre-Operational Checklist.

### **EQUIPMENT SHALL NOT BE OPERATED/MOVED BY AN UNTRAINED WORKER.**

#### **Reporting Mechanical Defects Requiring Repair**

The equipment operator is to check the "YES" box, circle the item in the list on the right and write the specific details about all items requiring service, as well as immediately report all problems to the Foreman/Superintendent. The white copy of the Equipment Pre-Operational Checklist is forwarded to the mechanics and the yellow copy remains in the book. The Foreman/Superintendent will notify the mechanical department of the reported equipment problems. Any safety related mechanical problems are to be repaired prior to using the equipment.

### **UNSAFE EQUIPMENT SHALL NOT BE OPERATED.**



# GAZZOLA PAVING LIMITED

529 CARLINGVIEW DRIVE, ETOBICOKE, ONTARIO M9W 5H2

TEL: 416-675-7007 • FAX: 416-675-4370

## EQUIPMENT PRE-OPERATIONAL INSPECTION

(This form is to be used for ALL mobile equipment except cranes, forklifts & PEWPs)

Equipment #: <i>R38</i>	Hour/km: <i>2098</i>	Inspection Time: <i>6:45 am</i>
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- Please check the box indicating that the operator has read and understands the operator's manual regarding information about equipment safety inspections and safe operation.

Defects Noted YES or NO		Equipment Components or Areas Inspected:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Engine Area:</b> clean and check the radiator, belts, hoses
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Fluid Levels:</b> engine oil, transmission oil, hydraulic oil, coolant, greasing system
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Safety Devices:</b> <u>back-up alarm</u> , horn, mirrors (clean & adjusted), warning stickers / signs (in place & legible), emergency stop, seatbelts (must be used by the operator when seated), handholds, guardrails, steps (clean, ensure 3-point contact), machine guarding, lift arm safety supports
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Lights:</b> yellow / blue beacon(s), headlights, <u>flood lights</u> , marker lights, signal lights, brake lights, tail lights
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Additional Equipment:</b> operator's manual (mandatory); first aid kit & fire extinguisher (if equipped)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Operator Controls:</b> braking & emergency braking (under load), gauges, switches, windows, wipers, operator control functions: steering, throttle, transmission
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Operational Check:</b> conveyors, bucket, loader arms, feed & discharge points, tires, tracks, forks, quick coupler locked, attachments

When an operator finds a defect(s) in operator controls and/or braking systems that could allow uncontrolled movement, the operator will immediately stop using the equipment and report the defect to the Foreman / Superintendent. The Foreman / Superintendent will immediately request a repair. The equipment is **NOT** to be operated until the repair has been completed.

Note Items to be Repaired:

1. *Back up alarm not working*

2. *Rear, right flood light not working*

3.

4. *(The R38 is parked at Lawrence and Banbury Road, Toronto)*

Operator Name (Print):

*Chris P. Bacon*

Signature:

*Chris Bacon*

Date:

*17 / 08 / 2016*

THIS BOOK WILL REMAIN WITH THE EQUIPMENT AT ALL TIMES

White copy – is to be forwarded to the mechanics. Yellow copy – remains in the book.



# GAZZOLA PAVING LIMITED

529 CARLINGVIEW DRIVE, ETOBICOKE, ONTARIO M9W 5H2

TEL: 416-675-7007 • FAX: 416-675-4370

## EQUIPMENT PRE-OPERATIONAL INSPECTION

(This form is to be used for ALL mobile equipment except cranes, forklifts & PEWPs)

Equipment #:	Hour/km:	Inspection Time:
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- Please check the box indicating that the operator has read and understands the operator's manual regarding information about equipment safety inspections and safe operation.

Defects Noted YES or NO		Equipment Components or Areas Inspected:
<input type="checkbox"/>	<input type="checkbox"/>	<b>Engine Area:</b> clean and check the radiator, belts, hoses
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fluid Levels:</b> engine oil, transmission oil, hydraulic oil, coolant, greasing system
<input type="checkbox"/>	<input type="checkbox"/>	<b>Safety Devices:</b> back-up alarm, horn, mirrors (clean & adjusted), warning stickers / signs (in place & legible), emergency stop, seatbelts (must be used by the operator when seated), handholds, guardrails, steps (clean, ensure 3-point contact), machine guarding, lift arm safety supports
<input type="checkbox"/>	<input type="checkbox"/>	<b>Lights:</b> yellow / blue beacon(s), headlights, flood lights, marker lights, signal lights, brake lights, tail lights
<input type="checkbox"/>	<input type="checkbox"/>	<b>Additional Equipment:</b> operator's manual (mandatory); first aid kit & fire extinguisher (if equipped)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Operator Controls:</b> breaking & emergency braking (under load), gauges, switches, windows, wipers, operator control functions: steering, throttle, transmission
<input type="checkbox"/>	<input type="checkbox"/>	<b>Operational Check:</b> conveyors, bucket, loader arms, feed & discharge points, tires, tracks, forks, quick coupler locked, attachments

When an operator finds a defect(s) in operator controls and/or braking systems that could allow uncontrolled movement, the operator will immediately stop using the equipment and report the defect to the Foreman / Superintendent. The Foreman / Superintendent will immediately request a repair. The equipment is **NOT** to be operated until the repair has been completed.

Note Items to be Repaired:

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Operator Name (Print): _____	Signature: _____	Date: _____ d d / m m / y y y y
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THIS BOOK WILL REMAIN WITH THE EQUIPMENT AT ALL TIMES

White copy – is to be forwarded to the mechanics. Yellow copy – remains in the book.

# Vehicle Inspection (Circle Check)

## Stage 1 ENGINE COMPARTMENT

### Before engine start-up, check:

- engine oil and coolant levels;
- all drive belts and coolant hoses
- electrical wiring and connections
- other fluid levels (i.e. windshield washer)
- steering Linkage
- Suspension Compartments
- Brake Components

### DO NOT SMOKE WHEN CONDUCTING ENGINE COMPARTMENT CHECKS



## Stage 2 IN-CAB INSPECTION & ENGINE START

### Enter the cab and:

- adjust seat and mirrors
  - check windows/mirrors (clean)
  - start engine
- Check:**
- horn
  - wipers/washers
  - gauges
  - low air pressure warning signals/light
  - unusual noises
  - emergency equipment

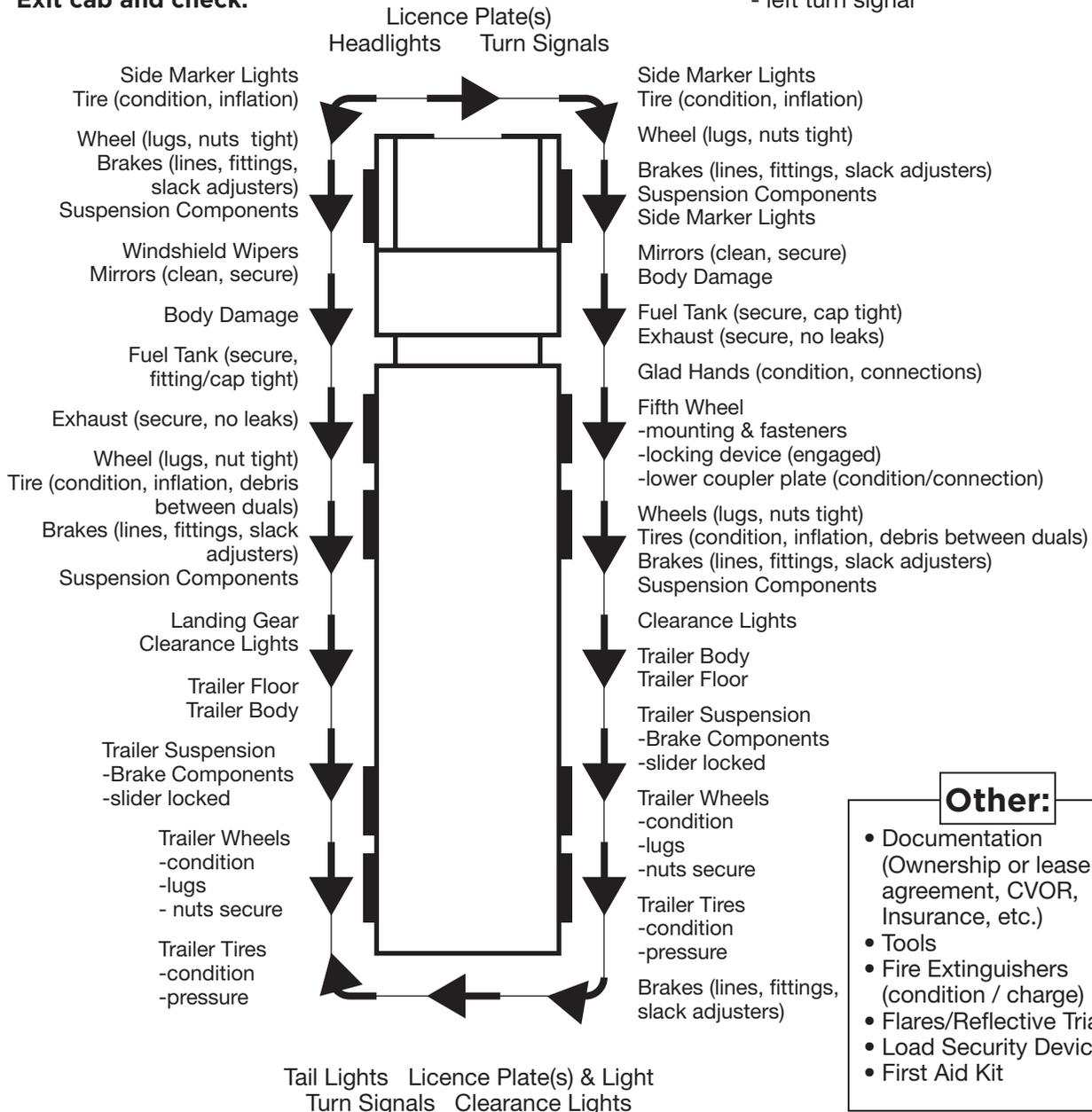
When air system is fully charged:

- listen for air leaks
- apply brakes and check pressure drop

Turn on:

- low beam headlights
- left turn signal

## Stage Outside Circle Check Exit cab and check:



### Other:

- Documentation (Ownership or lease agreement, CVOR, Insurance, etc.)
- Tools
- Fire Extinguishers (condition / charge)
- Flares/Reflective Triangles
- Load Security Devices
- First Aid Kit

VEHICLE INSPECTION LOG	Date	Day <b>22</b>	Month <b>05</b>	Year <b>2014</b>
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Carrier: <input checked="" type="checkbox"/> Gazzola Paving Limited <input type="checkbox"/> Attwell Haulage Limited	Truck/Tractor License #: ONT <p style="text-align: center; font-size: 1.2em;"><b>ABC 123</b></p>
--	--

Principle Address: 529 Carlingview Drive Etobicoke, Ontario M9W 5H2	Truck Unit #: <p style="text-align: center; font-size: 1.2em;"><b>100</b></p>	Starting Odometer Reading <p style="text-align: center; font-size: 1.2em;"><b>120699</b> KM</p>
--	--	--

Home Terminal Address (if different from above):	Trailer(s) License #: ONT <p style="text-align: center; font-size: 1.2em;"><b>DEF 456</b></p>	
--	---	--

Home Terminal Address (if different from above):	Trailer Unit #: <p style="text-align: center; font-size: 1.2em;"><b>T12</b></p>	
--	--	--

I declare that the vehicle(s) shown above has (have) been inspected in accordance with the Ontario Regulation 199/07. Commercial Motor Vehicle

Driver #1 Signature: 	Driver #2 Signature:	Driver #3 Signature:
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Driver #1 Name: <p style="text-align: center; font-size: 1.2em;"><b>JOHN SMITH</b></p>	Driver #2 Name:	Driver #3 Name:
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Time of Inspection: <b>6:30 AM</b>	Time of Inspection:	Time of Inspection:
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<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No Major or Minor Defects Found Defects need not be corrected for safe operation Defects Corrected
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<b>Minor Defects:</b>  <table style="width:100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> 1.1</td> <td style="border: none;"><input type="checkbox"/> 10.1</td> <td style="border: none;"><input type="checkbox"/> 19.1</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 1.2</td> <td style="border: none;"><input type="checkbox"/> 11.1</td> <td style="border: none;"><input type="checkbox"/> 20.1</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 2.1</td> <td style="border: none;"><input type="checkbox"/> 12.1</td> <td style="border: none;"><input type="checkbox"/> 20.2</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 3.1</td> <td style="border: none;"><input type="checkbox"/> 14.1</td> <td style="border: none;"><input type="checkbox"/> 20.3</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 4.1</td> <td style="border: none;"><input type="checkbox"/> 14.2</td> <td style="border: none;"><input type="checkbox"/> 21.1</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 6.1</td> <td style="border: none;"><input type="checkbox"/> 15.1</td> <td style="border: none;"><input type="checkbox"/> 21.2</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 7.1</td> <td style="border: none;"><input type="checkbox"/> 17.1</td> <td style="border: none;"><input type="checkbox"/> 22.1</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 8.1</td> <td style="border: none;"><input type="checkbox"/> 17.2</td> <td style="border: none;"><input type="checkbox"/> 22.2</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> 9.1</td> <td style="border: none;"><input type="checkbox"/> 18.1</td> <td style="border: none;"><input type="checkbox"/> 23.1</td> </tr> <tr> <td></td> <td style="border: none;"><input type="checkbox"/> 18.2</td> <td style="border: none;"><input type="checkbox"/> 23..2</td> </tr> </table>	<input type="checkbox"/> 1.1	<input type="checkbox"/> 10.1	<input type="checkbox"/> 19.1	<input type="checkbox"/> 1.2	<input type="checkbox"/> 11.1	<input type="checkbox"/> 20.1	<input type="checkbox"/> 2.1	<input type="checkbox"/> 12.1	<input type="checkbox"/> 20.2	<input type="checkbox"/> 3.1	<input type="checkbox"/> 14.1	<input type="checkbox"/> 20.3	<input type="checkbox"/> 4.1	<input type="checkbox"/> 14.2	<input type="checkbox"/> 21.1	<input type="checkbox"/> 6.1	<input type="checkbox"/> 15.1	<input type="checkbox"/> 21.2	<input type="checkbox"/> 7.1	<input type="checkbox"/> 17.1	<input type="checkbox"/> 22.1	<input type="checkbox"/> 8.1	<input type="checkbox"/> 17.2	<input type="checkbox"/> 22.2	<input type="checkbox"/> 9.1	<input type="checkbox"/> 18.1	<input type="checkbox"/> 23.1		<input type="checkbox"/> 18.2	<input type="checkbox"/> 23..2	<b>Major Defects (Vehicle not to be operated until repaired):</b>  <table style="width:100%; 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Minor repairs completed on (dd/mm/yy): Signature:	Major repairs completed on (dd/mm/yy): Signature:
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Comments: (Repairs completed by driver to be detailed in this section)

**Driver side seat belt not working.**

Notes:

1. Any defects to be repaired daily to supervisor and notification given to head office (416-675-7007)
2. The driver must have the applicable daily inspection schedule in his possession at all times while in control of the commercial motor vehicle.
3. Daily inspections are valid for 24 hours; after the inspection ceases to be valid, the driver shall submit the Daily Inspection Report to the operator.

VEHICLE INSPECTION LOG		Date	Day	Month	Year																																																																											
Carrier: <input checked="" type="checkbox"/> Gazzola Paving Limited <input type="checkbox"/> Attwell Haulage Limited		Truck/Tractor License #: ONT <div style="font-size: 1.5em; font-weight: bold; text-align: center;">ABC 123</div>		22	05	2014																																																																										
Principle Address: 529 Carlingview Drive Etobicoke, Ontario M9W 5H2		Truck Unit #: <div style="font-size: 1.5em; font-weight: bold; text-align: center;">100</div>		Starting Odometer Reading <div style="font-size: 1.5em; font-weight: bold; text-align: center;">120699</div> KM																																																																												
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Driver #1 Signature: <div style="font-family: cursive; font-size: 1.2em;">John Smith</div>		Driver #2 Signature:		Driver #3 Signature:																																																																												
Driver #1 Name: <div style="font-weight: bold; font-size: 1.2em;">JOHN SMITH</div>		Driver #2 Name:		Driver #3 Name:																																																																												
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Notes: 1. Any defects to be repaired daily to supervisor and notification given to head office (416-675-7007) 2. The driver must have the applicable daily inspection schedule in his possession at all times while in control of the commercial motor vehicle. 3. Daily inspections are valid for 24 hours; after the inspection ceases to be valid, the driver shall submit the Daily Inspection Report to the operator.																																																																																

# SCHEDULE 1

## SYSTEMS and COMPONENTS for TRUCK, TRACTOR and TRAILERS

Minor Defect(s) are Outside of Red Border Areas — MAJOR Defect(s) are INSIDE Red Border areas with Bold Letters.



### Part 1. AIR BRAKE SYSTEM

- A—audible air leak
- B—slow air pressure build-up rate
- C—pushrod stroke of any brake exceeds the adjustment limit**
- D—air loss rate exceeds prescribed limit**
- E—inoperative towing vehicle (tractor) protection system**
- F—low air warning system fails or system is activated**
- G—inoperative service, parking or emergency brake**

### Part 2. CAB

- A—occupant compartment door fails to open
- B—any cab or sleeper door fails to close securely**

### Part 3. CARGO SECUREMENT

- A—insecure or improper load covering
- B—insecure cargo**
- C—absence, failure, malfunction or deterioration of required cargo securement device or load covering**

### Part 4. COUPLING DEVICES

- A—coupler or mounting has loose or missing fastener
- B—coupler is insecure or movement exceeds prescribed limit**
- C—coupling or locking mechanism is damaged or fails to lock**
- D—defective, incorrect or missing safety chain or cable**

### Part 5. DANGEROUS GOODS

- A—dangerous goods requirements not met**

### Part 6. DRIVER CONTROLS

- A—accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly

### Part 7. DRIVER SEAT

- A—seat is damaged or fails to remain in set position
- B—seatbelt or tether belt is insecure, missing or malfunctions**

### Part 8. ELECTRIC BRAKE SYSTEM

- A—loose or insecure wiring or electrical connection
- B—inoperative breakaway device**
- C—inoperative brake**

### Part 9. EMERGENCY EQUIPMENT & SAFETY DEVICES

- A—emergency equipment is missing, damaged or defective

### Part 10. EXHAUST SYSTEM

- A—exhaust leak, except as described in Column 3 (below)
- B—leak that causes exhaust gas to enter the occupant compartment**

### Part 11. FRAME and CARGO BODY

- A—damaged frame or cargo body
- B—visibly shifted, cracked, collapsing or sagging frame member**

### Part 12. FUEL SYSTEM

- A—missing fuel tank cap
- B—insecure fuel tank**
- C—dripping fuel leak**

### Part 13. GENERAL

- A—serious damage or deterioration that is noticeable and may affect the vehicle's safe operation**

### Part 14. GLASS and MIRRORS

- A—required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted
- B—required mirror or glass has broken or damaged attachments onto vehicle body

### Part 15. HEATER / DEFROSTER

- A—control or system failure
- B—defroster fails to provide unobstructed view through the windshield**

### Part 16. HORN

- A—vehicle has no operative horn

### Part 17. HYDRAULIC BRAKE SYSTEM

- A—brake fluid level is below indicated minimum level
- B—brake boost or power assist is not operative**
- C—brake fluid leak**
- D—brake pedal fade or insufficient brake pedal reserve**
- E—activated (other than ABS) warning device**
- F—brake fluid reservoir is less than 1/4 full**
- G—parking brake is inoperative**

### Part 18. LAMPS and REFLECTORS

- A—required lamp does not function as intended
- B—required reflector is missing or partially missing

*When use of lamps is required:*

- C—failure of both low-beam headlamps**
- D—failure of both rearmost tail lamps**

*At all times:*

- E—failure of a rearmost turn-indicator lamp**
- F—failure of both rearmost brake lamps**

### Part 19. STEERING

- A—steering wheel lash (free-play) is greater than normal
- B—steering wheel is insecure, or does not respond normally**
- C—steering wheel lash (free-play) exceeds prescribed limit**

### Part 20. SUSPENSION SYSTEM

- A—air leak in air suspension system
- B—a broken spring leaf
- C—suspension fastener is loose, missing or broken
- D—damaged, (patched, cut, bruised, cracked to braid or deflated) air bag or insecurely mounted air bag**
- E—cracked or broken main spring leaf or more than one broken spring leaf**
- F—part of spring leaf or suspension is missing, shifted out of place or is in contact with another vehicle component**
- G—loose U-bolt**

### Part 21. TIRES

- A—damaged tread or sidewall of tire
- B—tire leaking, if leak cannot be heard
- C—flat tire**
- (C.1) - tire leaking, if leak can be felt or heard**
- D—tire tread depth is less than wear limit**
- E—tire is in contact with another tire or any vehicle component other than mud-flap**
- F—tire is marked "Not for highway use"**
- G—tire has exposed cords in the tread or outer sidewall area**

### Part 22. WHEELS, HUBS and FASTENERS

- A—hub oil below minimum level (when fitted with sight glass)
- B—leaking wheel seal
- C—wheel has loose, missing or ineffective fastener**
- D—damaged, cracked or broken wheel, rim or attaching part**
- E—evidence of imminent wheel, hub or bearing failure**

### Part 23. WINDSHIELD WIPER / WASHER

- A—control or system malfunction
- B—wiper blade is damaged, missing or fails to adequately clear driver's field of vision

*When use of wipers or washer is required:*

- C—wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper**

## Section 6-2 – Machinery and Equipment Inspections

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**PURPOSE** Pre-Operation Checklist Inspections of our commercial mobile vehicles (CVOR), machinery and/or equipment will have a pre-use inspection performed to ensure they maintain a functionality in accordance with the manufactures specification and the legislative requirements.

**SCOPE** Pre-Operation Checklist Inspections of our commercial mobile vehicles, machinery and/or equipment will help determine the degree of compliance with applicable legislation and site safety policies.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Comply with all the requirements as defined under the Operators Manuals, Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.

Senior Management Responsibilities:

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

Project Manager Responsibilities:

- Distribute the Equipment Pre-Operation Checklist Inspection package to be used to record the vehicle or equipment specific health and safety condition and observations.
- Ensure appropriate distribute and obtain or all completed inspection checklists for various equipment/machinery.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.
- 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:

- Where applicable, review any findings with each required Foreman to ensure identified non-conformities to correct each unsafe condition from Equipment Pre-Operation Checklist Inspection package.
- Assist in the follow-up on the findings and correction of each unsafe condition.

## Section 6-2 – Machinery and Equipment Inspections

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- Ensure that copies (hard copy or electronic) of completed workplace inspections are submitted to the Health and Safety Coordinator on a weekly basis.
- 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:

- Participate in the review of the completed Equipment Pre-Operation Checklist Inspection package with the Superintendent to identify unsafe conditions noted on the inspection report.
- Assist the Superintendent in the follow-up to the findings and correction of each unsafe condition.
- Ensure records of the corrected unsafe condition are recorded.
- Allow for follow up questions and clarification of topics as needed.
- Ensure, where reasonably possible, that every workplace party complies with all Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- When as an approved operator, conduct an Equipment Pre-Operation Checklist Inspection using the provided package of your assigned equipment.
- Record the findings, observations and follow up activities on the appropriate Equipment Pre-Operation Checklist Inspection package to demonstrate compliance.
- Record all observations that demonstrate compliance and non-compliance as found during the inspections process.
- Advise Foreman 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 Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

## Section 6-2 – Machinery and Equipment Inspections

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**PROCEDURE:** Trucks, Vehicles and Equipment which are CVOR registered or site equipment are required to be inspected every day when they are used prior to operating at the beginning of a work shift. Forms to be used for this purpose are as follows within the document **(6-2-1 Form)** for Equipment and **(6-2-2 Form)** for CVOR vehicles. The inspections conducted daily by the by the operator will be called Pre-Use Inspections.

These Pre-Operation Checklist Inspection requirements include a specific list of inspection items that must be on and ensure the operators follows the schedule for inspection at all times.

Any employee operating their own personal vehicle for authorized company business must have an appropriate class of license for the vehicle being operated and appropriate insurance coverage for operating a personal vehicle for business use. These vehicles do not require the use of our pre-trip inspection forms.

**Step 1** All commercial licensed mobile vehicles requiring CVOR compliance or exceeding 4500 Kg in weight and/ or required machinery/ equipment will be inspected on a pre-use basis using **(6-2-2 Form)**.

**Step 2** All Mobile equipment and/ required machinery/ or equipment will be inspected on a pre-use basis using **(6-2-1 Form)**.

**Step 3** The **Superintendent or Foreman** shall obtain all completed inspection forms for various equipment/machinery (i.e. commercial licensed mobile vehicles, Equipment and Machinery) and submit to the **Project Manager** of the maintenance facility.

**Step 4** Reported defects or other deficiencies observed during pre-use inspections are documented on our inspection forms. Substandard or otherwise unsafe conditions must be rectified and made safe prior to use.

**Note:** If a hazardous condition is identified, the vehicle, equipment / machinery must not be used, rather taken out of service (locked out) and tagged – until repairs or adjustments have been made by an authorized person. The Foreman or Superintendent must be made aware of the circumstances immediately and given a copy of the inspection report and contact the appropriate certified service provided.

**DISTRIBUTION:** Upon completion of follow-up activities, copy to the Project Manager

**RECORDS:** Through the duration of the project or facility location, all Pre-Operation Checklist Inspection reports must remain in the safety files for review by the Health and Safety Coordinator and/or authorities having jurisdiction.

The Pre-Operation Checklist Inspection report forms and any subsequent follow-up must be maintained on file for the duration of the project or facility and subsequently retained on file for a minimum of six (6) months and if a defect has been noted for a minimum of two (2) years.

## Section 7 - Investigations

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**PURPOSE** An investigation and follow-up procedure is an essential element of the Health and Safety Program. We shall prepare a written report detailing the entire situation in an attempt to determine appropriate conclusions and follow-up actions needed to prevent reoccurrence.

**SCOPE** An investigation and follow-up will be conducted relating to all incidents to determine the causes, contributing factors and subsequently implement corrective actions to prevent a reoccurrence.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Distribute investigation reports & Superintendent Investigation Kits to all Superintendents as required.
- Review all incident reports and follow up with Superintendents and Foreman as required.
- Ensure all required incidents are investigated and appropriate follow up actions are completed.
- Participate in the Investigation process and follow as required.
- Retain all investigation reports and follow up actions as required.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Ensure all required incidents are investigated and appropriate follow up actions are completed.
- 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 7 - Investigations

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### Superintendent Responsibilities:

- Conduct the Workplace Investigation using the Superintendent Investigation Kit and complete all required reports required by the situation.
- Ensure accurate recording of Voluntary Witness Statements where required as part of the Superintendent Investigation Kit.
- Document and determine the causes, contributing factors and subsequently implement corrective actions to prevent a reoccurrence from the incident.
- Ensure each recommendation on the Investigation Report is implemented within the established timelines.
- 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:

- Immediately report all incidents that require an investigation to be conducted to the Superintendent and Health and Safety Coordinator where required.
- Manage the accident scene and identify witnesses.
- Assist in the completion of the Workplace Investigation using the Superintendent Investigation Kit & incident reports as required.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

## Section 7 - Investigations

---

### Workers Responsibilities:

- Assist or participate in the workplace investigation as part of the Superintendent Investigation Kit & reports as required.
- Provide statements and incident summaries as requested by the Superintendent or Foreman.
- Advise Foreman 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 Foreman any injuries, incidents, contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

### PROCEDURE

All employees and/or subcontractors must be instructed to report all incidents using the form 7-1 Initial Incident Notification Form to your supervisor immediately. A formal investigation will be conducted regarding incidents as following;

- Outside Medical Aid Required,
- Critical Injuries
- Property Damage
- Work Refusals
- Notices Required by Governing Authorities
- Fires
- Acts of Violence or Harassing Situations

The **Superintendent** will be required to immediately forward any and all Incident notification forms to the **Health and Safety Coordinator** for review. The Superintendent together with the Health and Safety Coordinator will complete the investigation and fill the Incident investigation Report.

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

The investigation team will complete the investigation using the Superintendent Investigation Kit which outlines all company specific investigation techniques and detail all related information required to complete the forms within this kit. In addition to the Superintendent Investigation Kit one of the following forms must be used Initial Incident Notification Form (7-1 Form) and Incident Investigation Report (7-2 Form)

## Section 7 - Investigations

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It is the responsibility of the **Superintendent** to make recommendations and conclusions to identify contributing factors and conduct follow up actions to prevent reoccurrence.

Completed investigations reports must be documented with the purpose of coming to contributing factors and preventative actions to be communicated for ongoing proactive initiatives.

### **DISTRIBUTION**

The Investigation documents will be kept on file at the site location and provided to the **Health and Safety Coordinator** after completion of each Investigation.

### **RECORDS**

All records will be maintained on site and copies to the **Health and Safety Coordinator** as required. These records are to be reviewed to determine the need for ongoing file maintenance. All Investigation reports will be maintained for minimum three (3) years.

# Superintendent Investigation Kit

Investigation: Re - \_\_\_\_\_

Date: \_\_\_\_\_

Performed By: \_\_\_\_\_

Provided to: \_\_\_\_\_

Date: \_\_\_\_\_

## Emergency Numbers

**Fire/Ambulance/Police:**

911(where applicable)

**Ministry Of Labour:**

1 (877) 202-0008

**GTAA Emergency Call Out:**

416-776-3033

## Section 7 - Investigations

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### Investigation Policy

Note: The following are procedures to be followed in the event of a workplace incident / accident / work-refusal or notification of an unsafe condition.

1. When required, arrange for injured workers to be taken to the Medical Clinic or the Hospital depending on the severity.

Follow the appropriate steps listed for;

- Incidents/Accidents involving our employees
- Incidents/Accidents involving Subcontractors

2. **Secure the accident scene and ensure that it is not disturbed.**
3. Do not allow similar work to continue on the site unless steps to prevent a recurrence are in place and authorization has been given by the **Superintendent** and/or the Ministry of Labour (where applicable).
4. Notify **Senior Management** and the **Health and Safety Coordinator** immediately.
5. Begin the Investigation (if authorized by the **Superintendent** and when required by the **Ministry of Labour**) using the enclosed Investigation Report Forms & Investigation Statement Forms.
  - A – Assessment of the Scene: inspect equipment/material that was involved in the incident. Ensure you use drawings, sketches and take photographs of the incident scene indicating sizes, distances, and weights of objects. Identify any contributing factors to determine the root cause(s) of the incident.
  - B – Interviewing: ensure to interview eyewitnesses, people involved. Interviewing should be conducted as soon as possible by the person conducting the investigation and shall be conducted in a private place, away from any commotion.
6. Provide all the Investigation & Reporting Forms and/or other information to the **Health and Safety Coordinator** for review and distribution.

**NEVER DISTRIBUTE INFORMATION TO OTHERS WITHOUT PERMISSION FROM SENIOR MANAGEMENT.**

The following information has been provided;

- Ministry of Labour - Reportable Incidents/ Accidents
- Accident Procedures – Our Employees
- Incidents/Accidents – Involving Subcontractors
- Work Refusal

## Section 7 - Investigations

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The following forms have been included;

- (1) Investigation Report form
- (3) Investigation Statement forms
- (1) Ministry of Labour – Notice Of Occurrence **(Must be reviewed by Senior Management prior to being sent)**

## Section 7 - Investigations

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### **Ministry of Labour Reportable Incident/Accidents**

The following reporting requirements are only a summary of reporting requirements from the Occupational Health and Safety Act (OHSA) and Regulations for Construction Projects (Reg. 213/91). For a complete listing of the reporting requirements refer to the OHSA & Reg. 213/91.

**Section 51 of the Occupational Health and Safety Act** requires the **Constructor** and the **Employer** report "Critical Injuries" immediately to the Ministry of Labour.

#### **"CRITICAL INJURY" (Regulation 834)**

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

**Section 52 of the Occupational Health and Safety Act** requires the **employer** provide notice of accident, explosion, fire, or incident of workplace violence which does not result in a critical injury to the worker, however, disables the worker from performing regular duties or requires medical attention. This also includes the onset of an Occupational Illness

**Section 53 of the Occupational Health and Safety Act** requires that the **Constructor** provides notice in writing in the event of an accident, premature or unexpected explosion, fire, flood or inrush of water, failure of any equipment, machine device article or thing, cave-in, subsidence or other incident as prescribed

#### **Prescribed reportable incidents --- section 11 reg. 213/91;**

1. A worker falling a vertical distance of three metres or more
2. A worker who falls and whose fall is arrested by a fall arrest system
3. A worker becoming unconscious for any reason
4. Accidental contact by a worker or by a worker's tool or equipment with energized electrical equipment, installations or conductors.
5. 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.
6. Structural failure of all or part of falsework designed by, or required by the regulation to be designed by, a professional engineer
7. Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure
8. Failure of all or part of the structural supports of a scaffold
9. 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
10. 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
11. 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.213/91)

## Section 7 - Investigations

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### **Policy for Transportation of Injured Workers**

The following Policy applies to the transportation of injured workers to a Hospital, Doctor's Office or Medical Walk-in-Clinic.

1. In cases of serious accidents, where the possible improper movement (transportation) of an injured worker could result in further injuries or unnecessary pain to the injured worker, an ambulance must be called (911 where applicable)
2. In cases when it is deemed necessary (after First-Aid has been administered) to have the injured worker seek further medical treatment and the transportation of the injured worker is not going to cause further injuries or pain to the worker, the Superintendent / Foreman will make arrangements for the injured worker to be transported immediately (i.e. the company will transport the worker or call a taxi service);

#### **Notes:**

- Under no circumstances is a Superintendent / Foreman to allow a worker who sustains a workplace injury to transport themselves to a medical facility or doctor's office.
- If the worker is transported to a medical facility either by a taxi or the company directly, a representative from the company shall accompany the injured worker (with the applicable forms) to the medical facility and stay with the worker at minimum until he/ she is admitted.
- If the injured worker has reservations about receiving Medical treatment, is nervous and/ or does not speak English fluently, a co-worker who speaks the injured workers native language and English must be sent with the injured worker to the medical facility.
- If the injured worker refuses the provided transportation, alternative arrangements shall be made, as necessary, and in conjunction with Senior Management, and other parties as applicable.

## Section 7 - Investigations

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### Accidents Involving Our Workers

When one of our employees sustains a workplace injury, follow the procedures listed below;

#### **Superintendent and/or Foreman must;**

- ensure first aid is administered if required/possible and it is safe to do so
- make arrangements for transportation including calling 911 if applicable or using company vehicles to a Medical Clinic or Hospital (whichever is appropriate). All injured workers must be accompanied by another company representative when being transported to a Medical Clinic or Hospital
- initiate the emergency plan and secure the accident scene if required. (based on the circumstance take the necessary precautions for the safety of the injured worker and/or others)
- immediately notify the **Superintendent** and our Health and Safety Coordinator
- take names and phone numbers of any and all persons who witnessed or may have knowledge of the accident (statements will need to be taken during the investigation)
- take photographs and/or sketches of the incident scene;
- conduct an Investigation (when granted permission from the **Superintendent** and the Ministry of Labour where applicable)
- ensure corrective measures are implemented prior to allowing work to continue
- maintain contact with the injured worker and assist in the Early Safe Return To Work program for the injured worker when applicable

#### **Critical Injury Accidents;**

Take all steps listed above and furthermore ensure the following;

- the **Health and Safety Coordinator** notification to Ministry of Labour (MOL), Worker Health and Safety Representative, and where applicable, the union, to immediately when approved from Senior Management.
- the **Health and Safety Coordinator** prepare written notices to the MOL with the assistance of a Safety Consultant and/or legal counsel where required and review with the Senior Management Team prior to delivery
- cooperate with the Ministry of Labour (MOL) during their investigation

#### **The Superintendent Will Ensure;**

- the Management Team and Health and Safety Coordinator have been informed of the investigation
- in the event of a Critical Injury, provide assistance with the investigation, seek Legal Counsel (if required) and communicate with the Ministry of Labour (if required)
- review the accident investigation report(s) and any Notices to be sent to the Ministry of Labour as required
- take appropriate measures to implement corrective actions
- investigation reports are received by the Health and Safety Coordinator and reports are sent to WSIB as required. Where required make arrangements and assist in the Return to Work.

## Section 7 - Investigations

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### **Accidents Involving Subcontractors**

In the event of an incident/accident caused by a subcontractor or accident causing an injury to a sub-contractor's worker, follow the procedures below as a minimum;

#### **Superintendent and/or Foreman must;**

- ensure first aid is administered if required/possible and it is safe to do so
- assist in make arrangements for transportation to a Medical Facility if necessary
- initiate the emergency plan and secure the accident scene if require. (based on the circumstance take the necessary precautions for the safety of the injured worker and/or others)
- immediately notify the **Subcontractors Management**
- take names and phone numbers of any and all persons who witnessed or may have knowledge of the accident (statements will need to be taken during the investigation)
- assist in conducting an Investigation when granted permission from the **Superintendent** (and the Ministry of Labour where applicable)
- request that the subcontractor conducts an investigation into the matter and provides a copy of the investigation report, photographs and statements to our company
- ensure that the subcontractor provides appropriate notification to the governing authorities such as the Ministry of Labour and provide written copies of notices.
- only allow the subcontractor to continue with the work if acceptable measures have been taken to prevent a recurrence

#### **Critical Injury Accidents;**

Follow all steps as above and furthermore ensure the following;

- notification to Ministry of Labour (MOL) and the union immediately
- prepare written notices to the MOL with the assistance of the Health and Safety Coordinator and/or legal counsel where required and review with the Management Team prior to sending
- cooperate with the Ministry of Labour (MOL) during their investigation

#### **THE SUPERINTENDENT WILL ENSURE;**

- the Management Team and Health and Safety Coordinator has been informed of the accident
- in the event of a Critical Injury, provide assistance with the investigation, seek Legal Counsel (if required) and communicate with the Ministry of Labour
- assist the Supervisor in the event of a MOL reportable incident/accident and obtain copies of any orders or charges given to the subcontractor(s) and/or the Constructor
- review the accident investigation report(s) and any Notices to be sent to the Ministry of Labour
- review the accident investigation report(s) and take appropriate measures to implement corrective measures
- ensure updates and reports are provided to Senior Management

## Section 7 - Investigations

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### Refusal to Work

DEFINITION: A worker may refuse to work or do particular work where he or she has reason to believe that;

- A) Any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- B) The physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;
- B1) Workplace violence is likely to endanger himself or herself; or
- C) Any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker. R.S.O. 1990, c. O.1, s. 43 (3); 2009, c. 23, s. 4 (2).

\*\* That person may refuse to use or operate the machine device or other thing, or to work in that place.

#### **Steps to be Taken**

- 1) Worker refuses to work and immediately notifies employer or supervisor of the reasons.
- 2) Supervisor investigates, in the presence of the worker and Joint Health And Safety Committee worker representative. Involve the Supervisor in the investigation stage of the Work Refusal. Notify the Management Team.
- 3) Worker remains in a safe place near work-station and be available for questioning, all attempts are made to resolve the perceived problem to the satisfaction of all parties.
- 4) If problem is resolved to the workers' satisfaction, he/she returns to work.
- 5) If not resolved and worker continues to refuse work, NOTIFY THE MINISTRY OF LABOUR.

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**NOTE:** Another worker may be asked to perform the job, only if that worker is advised of the refusal to work and the surrounding circumstances, in the presence of the worker Health & Safety Representative.

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- 6) A Ministry of Labour Inspector investigates the refusal in consultation with the worker, employer and the worker representative of the J.H.& S.C..
- 7) Pending the outcome of the investigation, the worker may stand by or be assigned other work. The worker may NOT be sent home or disciplined for his/her actions.
- 8) A decision will be made in writing and provided to all parties. This decision must be adhered to whether in favour of the worker or employer.
- 9) An Investigation report must be completed by the supervisor or contractor employing the worker refusing work and the worker representative present during the investigation. This report must be provided to the Senior Management Team and the JHSC.

**All attempts should be made to resolve the problem internally before it requires Ministry of Labour involvement.**

## Section 7 – Investigations

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### Incident Reporting and Investigation Procedure

#### Incident reporting

##### **Initial Notification**

Employees shall notify their immediate Supervisor or Health and Safety Team of all incidents as soon as possible, and before the end of the workday on which the incident took place. The Supervisor will contact a member of the Health and Safety Team to provide notification of the incident. Upon notification of an incident, the Health and Safety Team shall assume responsibility for notifying all other appropriate employees and/or regulatory agencies based on the event and severity.

##### **Incident Reports**

After an incident has occurred, the Supervisor will open a file to collect all information relevant to the incident is gathered during the investigation process. This will include information such as:

- Copies of any Job Hazard Assessment completed or reviewed prior to the incident;
- Voluntary Witness statements;
- Incident Form with photographs and/or sketches of the incident scene;
- Copies of hot work or confined space permits and isolation certificates (if applicable);
- Copies of Toolbox Talks;
- Copies of any relevant certification, such as lifting equipment;
- Copies of any incident-related correspondence.

If at any point in the investigation an enforcement authority or external agency becomes involved, the Health and Safety Team will obtain a copy of their report for the incident file.

##### **Reporting Timelines:**

###### ➤ **Initial Incident Notification Form**

The initial incident notification form shall be submitted by the Supervisor /Health and Safety Team to the Health and Safety Coordinator. The report is to be initiated within 24 hours after incident notification and should include, at a minimum:

## Section 7 – Investigations

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- Names and occupation of employees involved in the incident;
- Date and time of the actual incident;
- Date and time of when the incident was reported;
- Location of the incident on the project;
- A brief incident description.

Upon receipt of the initial incident notification form, the Health and Safety Team, supported by the Health and Safety Coordinator, will review the report and will determine the investigation requirements based on the evidence available.

### ➤ **Final Report**

The Health and Safety Coordinator will review the completed report and may request further amendments be made by the reporting Supervisor/ Health and Safety Team member to any aspect of the report prior to final approval.

Major and severe incidents may be provided additional time to complete the final report due to a variety of factors which could extend the length of the investigation including, but not limited to:

- Complexity of the incident;
- Equipment or machinery involved;
- Number of employees involved and witnesses to the incident;
- Size of environmental spill and cleanup; or
- Additional research required (including subject matter experts) to assist in providing understanding of the incident and appropriate corrective actions.

Extensions will be considered and approved by the Health and Safety Coordinator on a case by case basis upon request from the reporting Supervisor/Health and Safety Team. An extension may only be considered for the final report.

### **Incident investigation Procedure**

The Investigation Team will be required to:

- Determine the events leading up to the incident,
- Formulate conclusions as to the likely cause of the incident,
- Recommend action to prevent a reoccurrence of the same or similar incident.

## Section 7 – Investigations

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An investigation will begin as soon as the incident notification is made to a Supervisor, Health and Safety Team, or, any first aid treatment or medical care has been provided. The Supervisor will perform an incident investigation with the assistance of witnesses, the injured or ill employee (if applicable), and the Health and Safety Team and/or any other subject-matter specialist who may be contacted throughout the duration of the investigation. All documents, including photographs, collected during the investigation will be included in the final report.

While investigating, the following questions shall be considered by the investigator or investigation team:

- Where and when did the incident occur?
- What happened?
- Who was involved?
- Who, if anyone, witnessed the incident?
- What were the actual injuries or damage?
- What was the risk of injury or damage?
- Were all those involved trained, competent, and fully briefed?
- Who was in control of the activity?
- Was a suitable and sufficient risk assessment in place?
- What training or instructions had been given?
- How should the work have been carried out?
- Why were things planned as they were?
- What changed; that is, were there deviations from plans or norms?
- Have root causes been identified?

Finding the facts shall include:

- Inspection of the site;
- Gathering physical evidence;
- Gathering technical evidence;
- Testing or reconstruction;
- Collecting documentation, including:
  - Safety Management System documentation;
  - Interface arrangements;
  - Permit to work and written instructions;
  - Witness evidence and interviews.

## Section 7 – Investigations

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### Root cause analysis

Root cause analysis is:

- A process for analysing incidents.
- A means of providing objective results.
- A means that allows appropriate corrective actions to be identified which, if implemented, will prevent similar incidents happening in the future.
- A means to provide a link between root cause and performance standards.

There are two sets of causes which investigators will need to identify during the investigation:

1. The immediate cause of the incident (root cause): unsafe practices or conditions which caused the incident, e.g. employees working, equipment, material, environment and processes; and
2. The contributing causes: the factors that enabled the unsafe practices or conditions to occur e.g. lack of monitoring, lack of enforcement, etc.

All major and severe incident investigations will include a review to determine the immediate causes and the system causes of the incident. Identification of system causes of an incident will usually reveal or lead to underlying management system failures that contributed to the incident happening. The contributing causes shall be identified determine recommendations to prevent recurrence.

### Recommendations

The investigation will identify the causes of the incident and assist in identifying the recommendations to correct the unsafe conditions. The recommendations shall be practical and realistic to increase the credibility of the investigation procedure.

All actions taken will be communicated to employees using bulletin boards, meetings, signs and relevant training. Any changes made will be at one, or a combination of, the following locations:

1. At the source of the hazard (e.g. install permanent guard on machinery);
2. Along the path of the hazard to the employee (e.g. setting up barriers);
3. At the employee (e.g. using PPE).

### Follow up

The implemented controls shall meet the following criteria:

1. Eliminate danger to the employee;
2. Does not make work more stressful or uncomfortable;
3. Protects all employees likely to be exposed;
4. Does not create external environmental hazards;
5. Does not create new hazards.

These characteristics can be used by the Supervisor as a tool to measure the effectiveness of the changes.

Supervisors will continually monitor the changes and the performance of employees related to the changes to ensure there are no additional hazards. Members of the incident investigation team shall be qualified and competent individuals. The employer shall provide training on the investigation techniques used during an incident investigation.

## Section 7 – Investigations

### Investigation – Voluntary Statement Form

Re: \_\_\_\_\_

#### OCCURRENCE INFORMATION

Location of Occurrence: \_\_\_\_\_  
Date & Time of Occurrence: \_\_\_\_\_  
Date & Time Reported: \_\_\_\_\_  
Project Name/Number: \_\_\_\_\_  
Weather Conditions: \_\_\_\_\_

#### STATEMENT GIVEN BY

Injured Worker       Witness       Other  \_\_\_\_\_

Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### STATEMENT

I, \_\_\_\_\_ declare this to be a true statement of my recollection of the above incident, to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Investigators Signature

\_\_\_\_\_  
Translated by      Date of Statement

## Section 7 – Investigations

### Investigation – Voluntary Statement Form

Re: \_\_\_\_\_

#### OCCURRENCE INFORMATION

Location of Occurrence: \_\_\_\_\_  
Date & Time of Occurrence: \_\_\_\_\_  
Date & Time Reported: \_\_\_\_\_  
Project Name/Number: \_\_\_\_\_  
Weather Conditions: \_\_\_\_\_

#### STATEMENT GIVEN BY

Injured Worker       Witness       Other  \_\_\_\_\_

Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### STATEMENT

I, \_\_\_\_\_ declare this to be a true statement of my recollection of the above incident, to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Investigators Signature

Translated by

\_\_\_\_\_  
Date of Statement

## Section 7 – Investigations

### Investigation – Voluntary Statement Form

Re: \_\_\_\_\_

#### OCCURRENCE INFORMATION

Location of Occurrence: \_\_\_\_\_  
Date & Time of Occurrence: \_\_\_\_\_  
Date & Time Reported: \_\_\_\_\_  
Project Name/Number: \_\_\_\_\_  
Weather Conditions: \_\_\_\_\_

#### STATEMENT GIVEN BY

Injured Worker       Witness       Other  \_\_\_\_\_

Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### STATEMENT

I, \_\_\_\_\_ declare this to be a true statement of my recollection of the above incident, to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Investigators Signature

\_\_\_\_\_  
Translated by

\_\_\_\_\_  
Date of Statement

## Section 7 – Investigations

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### Notice of Occurrence (page 1 of 2)

\_\_\_\_\_ Health & Safety Officer  
Construction Health & Safety Branch  
Ministry of Labour

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

"Notice of Occurrence" as required under The Occupational Health & Safety Act and Construction Projects Regulations.

\_\_\_\_\_  
\_\_\_\_\_  
**COMPANY ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The nature and the circumstances of the occurrence:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Body Injuries Sustained:**

\_\_\_\_\_

**Description of Equipment/Machinery Involved in the incident/accident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date, Time & Place of Occurrence:**

**Date :** \_\_\_\_\_ **Time :** \_\_\_\_\_

**Location:** \_\_\_\_\_

## Section 7 – Investigations

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### **Notice Of Occurrence (page 2 of 2)**

#### **Injured Worker's Name & Address**

Name : \_\_\_\_\_ Position: \_\_\_\_\_

Address : \_\_\_\_\_ Telephone: \_\_\_\_\_

#### **Names and addresses of Witnesses or "Persons Having Knowledge":**

1.Name : \_\_\_\_\_ Position: \_\_\_\_\_

Address : \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Name : \_\_\_\_\_ Position: \_\_\_\_\_

Address : \_\_\_\_\_ Telephone: \_\_\_\_\_

3.Name : \_\_\_\_\_ Position: \_\_\_\_\_

Address : \_\_\_\_\_ Telephone: \_\_\_\_\_

#### **Address & name of Attending Physician**

Attending Physician: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### **Steps taken to prevent recurrence**

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**Information Provided by:** \_\_\_\_\_



# 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"/> 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) <span style="margin-left: 100px;">Product/Material</span>	
<b>Name of persons involved</b>	<b>Employer</b>	<b>Parts of the body injured (If applicable)</b>
		<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:	



# Incident Investigation Report

INCIDENT DETAILS											
Job Name:				Job Number:							
Site Supervisor:				Incident Exact Location:							
Date of Incident:				Date Reported:							
Time of Incident:				Time Reported:							
TYPE OF OCCURRENCE						INJURY CLASSIFICATION					
<input type="checkbox"/> Occupational Illness		<input type="checkbox"/> Property Damage		<input type="checkbox"/> Critical Injury		<input type="checkbox"/> Lost Time					
<input type="checkbox"/> Near Miss		<input type="checkbox"/> Equipment Damage		<input type="checkbox"/> First Aid		# Days Away: _____					
<input type="checkbox"/> Personal Injury		<input type="checkbox"/> Motor Vehicle Incident		<input type="checkbox"/> Medical Aid		<input type="checkbox"/> Other					
<input type="checkbox"/> Other (specify)				<input type="checkbox"/> Modified Work							
Severity <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Critical											
PERSONAL INFORMATION											
Person Injured:						Age:					
Occupation:						Phone:					
Medical Treatment Sought: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Name & address of Medical Facility: _____											
Name of Physician:						Phone:					
PERSONNEL CLASSIFICATION											
<input type="checkbox"/> GAZZOLA Employee			<input type="checkbox"/> Consultant			<input type="checkbox"/> Subcontractor			<input type="checkbox"/> Third Party/Other		
Name Of Employer if other than Gazzola:											
NATURE OF INJURY (check all that apply)											
<input type="checkbox"/> Abrasion		<input type="checkbox"/> Contusion or Bruise		<input type="checkbox"/> Heat Exhaustion/Stroke		<input type="checkbox"/> Puncture					
<input type="checkbox"/> Allergic Reaction		<input type="checkbox"/> Dermatitis/Skin Irritation		<input type="checkbox"/> Hernia		<input type="checkbox"/> Sprain					
<input type="checkbox"/> Amputation		<input type="checkbox"/> Dislocation		<input type="checkbox"/> Inhalation		<input type="checkbox"/> Strain					
<input type="checkbox"/> Bite or Sting		<input type="checkbox"/> Foreign Body		<input type="checkbox"/> Laceration or Cut		<input type="checkbox"/> Unconscious					
<input type="checkbox"/> Burn		<input type="checkbox"/> Fracture		<input type="checkbox"/> Pinched Nerve		<input type="checkbox"/> Other (specify)					
<input type="checkbox"/> Carpal Tunnel		<input type="checkbox"/> Frostbite/Hypothermia		<input type="checkbox"/> Poisoning							
BODY PART											
<input type="checkbox"/> Abdomen			<input type="checkbox"/> Face/Jaw			<input type="checkbox"/> Mouth/Teeth					
<input type="checkbox"/> Ankle	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Foot	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Neck					
<input type="checkbox"/> Arms	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Fingers (specify)			<input type="checkbox"/> Scalp					
<input type="checkbox"/> Back			<input type="checkbox"/> Groin			<input type="checkbox"/> Shoulder					
<input type="checkbox"/> Chest			<input type="checkbox"/> Hands	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Toes (specify)					
<input type="checkbox"/> Ears	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Hips	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Wrist	<input type="checkbox"/> L	<input type="checkbox"/> R			
<input type="checkbox"/> Elbow	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Knee	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Other (specify)					
<input type="checkbox"/> Eye	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Leg	<input type="checkbox"/> L	<input type="checkbox"/> R						



# Incident Investigation Report

## TYPE OF INCIDENT OR EVENT

- |  |  |                                       |  |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Airborne Particles    | <input type="checkbox"/> Exposure to         | <input type="checkbox"/> Overexertion | <input type="checkbox"/> Struck By       |
| <input type="checkbox"/> Caught Between, In/On | <input type="checkbox"/> Fall on same level  | <input type="checkbox"/> Overpressure | <input type="checkbox"/> Struck Against  |
| <input type="checkbox"/> Chemical Exposure     | <input type="checkbox"/> Fall to Lower Level | <input type="checkbox"/> Radiation    | <input type="checkbox"/> Welding Flash   |
| <input type="checkbox"/> Electric shock        | <input type="checkbox"/> Fire/Explosion      | <input type="checkbox"/> Slip or Trip | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Ergonomic             | <input type="checkbox"/> Noise               | <input type="checkbox"/> Smoke or Gas |  |

## INCIDENT DESCRIPTION

Briefly describe how the incident happened; tools, equipment or objects involved, including circumstances that led to the incident

(Attach photographs, diagrams, additional information if required)

Witness Statement Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	Witness Name:
Other Attachments	<input type="checkbox"/> Yes <input type="checkbox"/> No	Witness Contact Info:

## EQUIPMENT INVOLVED

- |                                     |   |  |                                       |
|-------------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Hand tools | <input type="checkbox"/> Scaffolds                | <input type="checkbox"/> Elevated Work Platforms | <input type="checkbox"/> Excavator    |
| <input type="checkbox"/> Power tool | <input type="checkbox"/> Hoists                   | <input type="checkbox"/> Telehandler             | <input type="checkbox"/> Cutting      |
| <input type="checkbox"/> Cranes     | <input type="checkbox"/> Skid Steer/ Wheel Loader | <input type="checkbox"/> Welding                 | <input type="checkbox"/> Other: _____ |

## HAZARDOUS MATERIALS

- |  |                                    |   |  |
|--|------------------------------------|---|--|
| <input type="checkbox"/> Compressed Gas        | <input type="checkbox"/> Oxidizer  | <input type="checkbox"/> Toxic/Poisonous    | <input type="checkbox"/> Biohazard               |
| <input type="checkbox"/> Flammable/Combustible | <input type="checkbox"/> Corrosive | <input type="checkbox"/> Reactive Materials | <input type="checkbox"/> Designated Substances * |
| <input type="checkbox"/> Other: _____          |                                    |   |  |

(\* Acrylonitrile, arsenic, asbestos, benzene, coke oven emissions, ethylene oxide, isocyanates, lead, mercury, silica, vinyl chloride)

## EQUIPMENT OR PROPERTY DAMAGE

Was there damage to equipment or property (Gazzola's or Others)?

If yes, to whom did the property belong:

Describe damages:

## IMMEDIATE/DIRECT CAUSES (check all that apply)



# Incident Investigation Report

SUBSTANDARD ACTS	SUBSTANDARD CONDITIONS
What action happened immediately prior to incident?	What conditions were present that contributed to the accident?
<input type="checkbox"/> Displaying symptoms of alcohol or drugs <input type="checkbox"/> Failure to check/monitor <input type="checkbox"/> Failure to follow rules or procedures <input type="checkbox"/> Failure to communicate/coordinate <input type="checkbox"/> Failure to use protective equipment properly <input type="checkbox"/> Failure to identify hazard or risk <input type="checkbox"/> Failure to warn <input type="checkbox"/> Failure to react or correct <input type="checkbox"/> Failure to secure <input type="checkbox"/> Horseplay <input type="checkbox"/> Improper lifting <input type="checkbox"/> Improper loading <input type="checkbox"/> Improper placement for task <input type="checkbox"/> Making safety devices inoperable <input type="checkbox"/> Operating at improper speed <input type="checkbox"/> Operating equipment without authority <input type="checkbox"/> Servicing equipment in operation <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment improperly <input type="checkbox"/> Other: _____	<input type="checkbox"/> Congestion or restricted movement <input type="checkbox"/> Defective tools, equipment or materials <input type="checkbox"/> Fire and explosion hazards <input type="checkbox"/> Inadequate support or assistance <input type="checkbox"/> Inadequate preparation/planning <input type="checkbox"/> Inadequate instructions/procedures <input type="checkbox"/> Inadequate guards or barriers <input type="checkbox"/> Inadequate or excess illumination <input type="checkbox"/> Inadequate or improper protective equipment <input type="checkbox"/> Inadequate ventilation <input type="checkbox"/> Inadequate warning system <input type="checkbox"/> Inadequate communications hardware or software <input type="checkbox"/> Inadequate information data <input type="checkbox"/> Noise exposures <input type="checkbox"/> Poor housekeeping or disorder <input type="checkbox"/> Presence of harmful materials <input type="checkbox"/> Radiation exposure <input type="checkbox"/> Road conditions <input type="checkbox"/> Temperature exposure <input type="checkbox"/> Weather conditions <input type="checkbox"/> Other: _____
Supporting Comments	Supporting Comments

BASIC/ROOT CAUSES	
PERSONAL FACTORS	JOB/SYSTEM FACTORS
<input type="checkbox"/> Improper motivation <input type="checkbox"/> Inadequate decision-making capabilities <input type="checkbox"/> Inadequate physical capabilities <input type="checkbox"/> Lack of knowledge <input type="checkbox"/> Lack of skill <input type="checkbox"/> Physical stress <input type="checkbox"/> Mental stress Abuse or misuse <input type="checkbox"/> Other: _____	<input type="checkbox"/> Inadequate <input type="checkbox"/> communication <input type="checkbox"/> Inadequate engineering <input type="checkbox"/> Inadequate leadership and/or supervision <input type="checkbox"/> Inadequate maintenance <input type="checkbox"/> Inadequate purchasing <input type="checkbox"/> Inadequate tools/equipment/materials <input type="checkbox"/> Inadequate work standards/procedures <input type="checkbox"/> Excessive wear and tear <input type="checkbox"/> Other: _____
Supporting Comments:	Supporting Comments:
ANALYSIS OF INCIDENT	



# Incident Investigation Report

Preventative Action: Recommendations to prevent reoccurrence

AREAS FOR CORRECTIVE ACTION (check all that apply)
--

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Leadership & Administration        | <input type="checkbox"/> Emergency Preparedness        | <input type="checkbox"/> System Evaluation               | <input type="checkbox"/> Materials & Services Management |
| <input type="checkbox"/> Leadership & Training              | <input type="checkbox"/> Rules & Work Permits          | <input type="checkbox"/> Engineering & Change Management | <input type="checkbox"/> Off-the-Job Safety              |
| <input type="checkbox"/> Planned Inspections & Maintenance  | <input type="checkbox"/> Incident Analysis             | <input type="checkbox"/> Personal Communications         | <input type="checkbox"/> Environmental Management        |
| <input type="checkbox"/> Critical Task Analysis & Procedure | <input type="checkbox"/> Knowledge & Skill Training    | <input type="checkbox"/> Group Communications            | <input type="checkbox"/> Quality Management              |
| <input type="checkbox"/> Incident Investigation             | <input type="checkbox"/> Personal Protective Equipment | <input type="checkbox"/> General Promotion               |  |
| <input type="checkbox"/> Task Observation                   | <input type="checkbox"/> Health & Hygiene Control      | <input type="checkbox"/> Hiring & Placement              |  |

Supporting comments for choices:

ACTION ITEMS	ASSIGNED TO	COMPLETION DATE
1		
2		
3		

Name (Safety Department)	Signature	Date
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## Section 8 - Workplace Violence and Harassment

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**PURPOSE** The Workplace Violence and Harassment Prevention Policies and Programs have been developed to communicate the accepted corporate health and safety principles. It establishes the right to a workplace free of violence and harassment and requires employers to take positive action to prevent any form of these issues in the workplace.

**SCOPE** The Workplace Violence and Harassment Prevention Policies are to be regarded by all workplace parties as directives for compliance with the Health and Safety Manual.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Develop a corporate violence and harassment policy statement.
- Ensure all company employees receive the appropriate training and workplace specific Safe Work Practices regarding Violence and Harassment prevention.
- Review, update and provide the corporate violence and harassment policy statement to Senior Management annually.
- Distribute and post corporate violence and harassment policy statement.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate violence and harassment training documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Endorse the corporate violence and harassment policy statements.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace;

Project Manager Responsibilities:

- Enforce the violence and harassment policy statement, programs and corporate expectations.
- 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 8 - Workplace Violence and Harassment

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### Superintendent Responsibilities:

- Conduct a workplace violence assessment as it relates to all workplace locations and the head office.
- Assist in conducting incident investigations where reports of workplace Violence and or Harassment have been identified.
- Review findings with each required Foreman to ensure identified and correct each unsafe condition.
- Assist in the follow-up on the findings and correction of 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:

- Ensure the violence and harassment policy statement, practices, procedures and corporate expectations are met.
- Assist in conducting incident investigations where reports of workplace Violence and or Harassment have been identified.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all 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 the protection of the worker.

### Workers Responsibilities:

- Mutual respect must be the basis of interaction, co-operation and understanding among all workplace parties
- Advise the Foreman 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 Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

## Section 8 - Workplace Violence and Harassment

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### PROCEDURE

Required programs, policies or procedures associated with the prevention of workplace violence and/or harassment have been developed and reviewed to ensure compliance with the Occupational Health and Safety Act and Applicable Regulations.

Specific Corporate Workplace Violence and Harassment Prevention Policies (**1-1 Policies**). An annual review will be conducted to each policy and is to be signed and dated by **Senior Management**, distributed by the **Health and Safety Coordinator** and implemented by all **Superintendent** and each **Foreman**.

Workplace Violence Assessments will be conducted using (**8-1-1 Form**) for developed for all appropriate locations by the **Health and Safety Coordinator**. On the construction sites by the **Superintendent** or competent designate as part of the Pre-Job Construction Activities & Violence Risk Assessment Form. A annual review of these assessments will be conducted to ensure all programs, polices compliance procedures and training is appropriate and maintained.

The **Superintendent** and/or **Foreman** will conduct a Workplace Investigation to determine contributing factors, root cause and follow up actions required where situations of potential Workplace Violence and/or Harassment have been reported.

If Progressive Discipline is deemed necessary, the **Superintendent** or **Senior Management** will ensure that the appropriate people are assembled and the documentation is recorded. All related documents must be forwarded to the **Health and Safety Coordinator** immediately for review and filing.

### DISTRIBUTION

Distribution of the Workplace Violence and Harassment Prevention Programs, Policies will be as follows:

1. Reviewed with new employees during the Orientation Process
2. Posted on all Health and Safety Boards and other locations deemed appropriate

### RECORDS

All documentation and records associated with workplace violence and harassment prevention will be maintained on file indefinitely.

# FORM 8-1-1 - Workplace Violence Assessment/Control Measures

Company Name: \_\_\_\_\_ Name: \_\_\_\_\_

Workplace Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Describe responses to any of the following questions to indicate potential areas that need to be examined closely to address potential areas of workplace violence.**

Is there a company history of incidents or threats of violence in the workplace?  YES  
 NO

Comments:

Is workplace near an area that has a historically high crime?  YES  
 NO

Comments:

Have any workers or the JHSC raised concerns respecting potential or actual violence in the workplace in the last 5 years?  YES  
 NO

Comments:

Are workers requested or required to work alone or in isolation within the workplace?  YES  
 NO

Comments:

Is there a need for workers to work during late evening or early morning hours by themselves?  YES  
 NO

Comments:

Do workers have contact with the public?  YES  
 NO

Comments:

Is access to the workplace controlled? (EX. at reception, coded cards, or keys)  YES  
 NO

Comments:

Is there a means of summoning immediate assistance in work areas should workplace violence occur?  YES  
 NO

Comments:

# FORM 8-1-1 - Workplace Violence Assessment/Control Measures

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Is there a means of summoning assistance within the workplace? (EX, paging system, emergency call button, phones)  YES  
 NO

Comments:

Is there security system in place and is it maintained? (EX. Security cameras, monitoring, guards, etc.)?  YES  
 NO

Comments:

Are there posted emergency response plan with floor plans showing exits, entrances, location of emergency equipment?  YES  
 NO

Comments:

Is the workplace designed in a manner that eliminates places to hide, enhances visual surveillance, and/ or lighting?  YES  
 NO

Comments:

Have the violence & harassment policies been posted within the workplace?  YES  
 NO

Comments:

Is there sufficient lighting inside and/or outside of the workplace?  YES  
 NO

Comments:

Are additional workplace locks used to secure working locations?  YES  
 NO

Comments:

Are locks used and are they fully functional?  YES  
 NO

Comments:

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## Section 8-1 - Workplace Violence Prevention Program

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### PURPOSE

The purpose of Workplace Violence Prevention Policy and Program is to ensure that Senior Management, Project Managers, Superintendents, Foreman and Workers, as well as subcontractors understand our policy and their roles and responsibilities as they relate to violence prevention in the workplace. In addition, to ensure that risks of violence to employees are identified and eliminated or minimized through the implementation of prevention programs and/or practices.

### DEFINITIONS

#### Workplace Violence

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker;
- 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.

#### Domestic Violence

A situation where a person who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner or a family member may physically harm or attempt or threaten to physically harm that worker at work.

### PROCEDURE

This policy provides the framework for the development of procedures and programs regarding the prevention of workplace violence. To this end, the following process will be conducted as part of our company workplace violence prevention program:

#### 1) Risk Assessment

Senior Management will ensure a violence risk assessment is conducted **(Refer to Form 8-1-1 Workplace Violence Assessment)**. Any risks identified through this process will result in the development and implementation of a specific violence prevention plan to address this risk. A review of the risk assessment and violence prevention plan will be conducted by Senior Management or designate (e.g. Project Manager) on an annual basis. These documents will also be reviewed and changes will be made, if the following situations take place:

- Change in nature of the workplace, type of work or work conditions\*
- Workers or Health and Safety Representative indicate that procedures or programs in place to address workplace violence are inadequate
- Violent incident has occurred

## Section 8-1 - Workplace Violence Prevention Program

---

**Note:** \*Nature of the workplace refers to the physical aspects of the workplace, including exits, entrances, lighting and objects that can be used as weapons. Type of work refers to the tasks workers perform and the workplace parties they interact with (e.g. clients, members of the public, etc.). Work conditions refer to work hours, working alone, the surrounding neighbourhood, etc.

As part of the violence risk assessment process, the following issues will be considered:

- Past occurrences of violence at that workplace
- Violence incidents that have occurred in similar workplaces
- Potential circumstances and interactions that occur in the course of performing work
- Geographic location and layout of the workplace
- Domestic Violence

A violence prevention plan will be developed that will include the following elements:

- A written Workplace Violence Prevention Policy Statement
- Strategies to minimize and, to the extent possible, eliminate the risk of violence in the workplace
- Training requirements regarding workplace violence for employees, Foreman, Superintendents and contractors
- Procedures for reporting, documenting and investigating incidents of violence

**Note:** If domestic violence is deemed to be a potential threat to a specific worker, senior management will undertake the appropriate measures to ensure the dissemination of relevant information to select/affected personnel. Company protocol regarding confidentiality of information will be followed.

### 2) Incident Reporting, Investigation and Follow-up

All workers are required to report any act or threatening statement of violence arising out of their employment, to their respective Foreman / Superintendent.

Senior Management will ensure that all violence incidents are investigated by the appropriate competent designated personnel. Any actions or incidents deemed to be of risk to worker health or well being will be dealt with following progressive disciplinary measures. In addition, local authorities will be summoned where required. This process will be documented and kept on file, and will be used in future risk assessments.

## Section 8-1 - Workplace Violence Prevention Program

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### 3) Training

#### General

All employee orientations and if necessary, during safety talks, the following items will be reviewed:

- Company Workplace Violence Prevention Policy
- Our expectations of conduct while engaging in work activities
- Violence prevention procedures, correct response procedures
- Workplace emergency procedures and incident reporting procedures

All subcontractors will be advised of our company policies regarding workplace violence prevention during site orientations and/or safety meetings.

#### Specific

Specific training regarding potential workplace violence will be provided to those employees or contractors who are required to work in “high risk” locations as identified through the violence risk assessment process.

### Roles and Responsibilities

#### Senior Management

- Ensure that workplace violence prevention policy statement is prepared, and reviewed on an annual basis with all staff
- Ensure that a office and facility specific violence risk assessment is conducted and if necessary, a violence prevention plan is developed and implemented by the Health and Safety Coordinator.
- Ensure that the workplace violence prevention policy is communicated to all contractors at the workplace
- Ensure that appropriate training and education in violence prevention procedures and response procedures is provided to workers and/or contractor
- Report incident to the Ministry of Labour when required.

#### Project Manager

- Ensure the reporting, investigating and documenting of incidents of violence are established and are in place
- Conduct a site specific workplace violence assessment and if necessary, prepare a violence prevention plan
- Inform Workers, Foreman and Superintendents of the nature and extent of the risk of violence
- Report incident to Senior Management
- Take corrective actions and monitor their effectiveness
- Ensure regular evaluation of the workplace violence prevention program (annually, after an incident or if circumstances change)
- Ensure that the Health and Safety Coordinator is consulted as part of the violence risk assessment process and during the development of the Violence Prevention Plan

## Section 8-1 - Workplace Violence Prevention Program

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### Superintendent Responsibility

- Report incident to police, Ministry of Labour, Project Manager.
- Comply with reporting, investigation and documenting procedures
- Facilitate ongoing discussion on workplace violence issues with workers and contractors, as required
- Provide input into violence risk assessment for construction sites
- Assist in development and updating of the violence prevention plan
- Review procedures for prevention of workplace violence
- Promote and encourage reporting of violent incidents.

### Employee/Worker Responsibility

- Provide input into violence risk assessment
- Attend education and training sessions regarding violence
- Provide input into development of the violence prevention plan
- Follow established procedures for the prevention and reporting of incidents of violence
- Report incidents of violence to your immediate Foreman, Superintendent and/or Senior Management
- Provide input into incident investigations

### **Program Review**

The violence program will be monitored and information from investigations, including feedback from workers, Foreman and Superintendents and Senior Management will be used to evaluate its effectiveness. Any weaknesses or opportunities for improvement that are identified through this process will be addressed. Evaluating the program on a regular basis is part of our company's commitment to ensuring a safety and healthy workplace.

## Section 8-2 - Workplace Harassment Prevention Program

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### **PURPOSE**

The purpose of the Workplace Harassment Prevention Policy and Program is to ensure that Senior Management, Project Managers, Superintendents, Foreman and Workers, as well as subcontractors, understand our Policy and their roles and responsibilities as they relate to harassment prevention in the workplace. In addition, to ensure that risks of harassment to employees are identified and eliminated or minimized through the implementation of prevention programs and/or practices.

### **DEFINITIONS**

#### **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 what we consider to be 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 relating to the management and direction of its workplace is not considered workplace harassment.

### **PROCEDURE**

This policy provides the framework for the development of procedures and programs for the promotion of a respectful environment and a process for the prevention of workplace harassment. To this end, the following process will be conducted as part of our company Workplace Harassment Prevention Program:

#### **1) Training**

##### General

During employee orientations and safety talks the following items will be reviewed:

- Company Workplace Harassment Prevention Policy
- Our expectations of conduct while engaging in work activities
- Workplace Harassment prevention procedures and corrective response procedures

## Section 8-2 - Workplace Harassment Prevention Program

---

All contractors will be advised of our company policies regarding Workplace Harassment Prevention during site orientations and/or safety meetings.

### **2) Incident Reporting, Investigation and Follow-up**

Workers are required to report harassment arising out of their employment, to their respective Foreman, Superintendent, Senior Management or Health and Safety Coordinator.

Senior Management will ensure that all harassment incidents are investigated by the appropriate parties. Any actions or incidents deemed to be harassment will be dealt with following progressive disciplinary measures. This process will be documented and kept on file. In addition, local authorities will be summoned as required.

### **Results of the Investigation**

Within 10 days of the investigation being completed (and in the absence of extenuating circumstances), the worker who allegedly experienced the workplace harassment and the alleged harasser, if he or she is a worker of the employer, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the employer to address workplace harassment.

### **Confidentiality**

Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

While the investigation is on-going, the worker who has allegedly experienced harassment, the alleged harasser(s) and any witnesses should not discuss the incident or complaint or the investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential.

## Section 8-2 - Workplace Harassment Prevention Program

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### Roles and Responsibilities

#### Health and Safety Coordinator Responsibilities:

- Ensure the reporting, investigating and documenting of incidents of workplace harassment are established and are in place.
- Take corrective actions and monitor their effectiveness
- Ensure regular evaluation of the Workplace Harassment Prevention Policy (annually, after an incident or if circumstances change)
- Ensure appropriate training and education in harassment prevention procedures and response procedures is provided to workers and/or contractors

#### Senior Management Responsibilities

- Ensure that the Workplace Harassment Prevention Policy Statement is prepared and reviewed on an annual basis with all staff

#### Project Manager Responsibilities

- Ensure that the Workplace Harassment Prevention Policy is communicated to all contractors
- Inform Workers, Foreman and Superintendents of the nature and extent of workplace harassment
- Ensure that the worksite Superintendent is consulted during the development of the Workplace Harassment Prevention Policy

#### Superintendent/Foreman Responsibilities

- Facilitate ongoing discussion on workplace harassment issues with workers and contractors
- Provide input into the workplace harassment policy
- Review procedures for prevention of workplace harassment
- Promote and encourage reporting of incidents of harassment
- Comply with reporting, investigation and documenting procedures

#### Worker Responsibilities

- Provide input into workplace harassment policy
- Attend education and training sessions regarding workplace harassment
- Follow established procedures for the prevention and reporting of incidents of workplace harassment
- Report incidents of harassment to your immediate Foreman, Superintendent and / or Senior Management
- Provide input into harassment investigations

## Section 8-2 - Workplace Harassment Prevention Program

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### **Program Review**

The harassment program will be monitored and information from investigations, feedback from Workers, Foreman, Superintendents and Senior Management will be used to evaluate its effectiveness. Any weaknesses or opportunities for improvement that are identified through this process will be addressed. Evaluating the program on a regular basis is part of our company's commitment to ensuring a safety and healthy workplace.

## Section 9 - First Aid

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**PURPOSE** Through prompt treatment by First-Aid Trained personnel, pain and suffering endured by injured workers may be minimized and where required, injured workers will be provided appropriate and timely care.

**SCOPE** Provisions for first-aid are a legislative requirement under Regulation 1101 and the Workplace Safety Insurance Act (WSIA).

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Ensure adequate and appropriate first aid stations in the workplace are available.
- Ensure that trained first aid responders are readily available during working hours for the number of workers within the workplace.
- Comply with all the requirements as defined under the WSIA Regulation 1101, Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported

Senior Management Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

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.

Superintendent Responsibilities:

- Coordinate with Foreman that adequate first aid stations and supplies are available in the workplace.
- Ensure that competent first aid responders are readily available during working hours for the number of workers within the workplace.
- Ensure there is an effective means of communication between first aid attendants, the workers and a means to summon outside assistance.
- Ensure first aid kits are supplied to each site and inspected for appropriate contents as required.
- Assist in the follow-up on the correction of each unsafe condition.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.

## Section 9 - First Aid

---

- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

### Foreman Responsibilities:

- Maintain a first aid station in the workplace.
- Ensure records of the first aid treatment/advice given to the worker are recorded on the First Aid Log.
- Apply First Aid if trained to do so.
- 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.

### Workers Responsibilities:

- Seek first aid right away from a trained first aid responder if needed.
- Ensure accurate record of first aid treatment is recorded on the First Aid Log.
- 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 injuries or contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

## PROCEDURE

Annually, the health and safety legislative requirements for First-Aid – WSIA Regulation 1101 – will be reviewed and it will be determined if compliance is met within the company. The company will ensure a first aid trained employee is available on all shifts, and ensure that first aid certified employees maintain a current first aid certificate. The certificates of the first aid trained employees will be posted at Health and Safety board. First Aid providers shall renew their certifications prior to expiry, the Health and Safety Coordinator will maintaining and re-certifying the first aid personnel following the Training Matrix. The requirements for first-aid kits will be determined for the office, and site personnel.

All first aid Kits will be equipped with a First Aid Kit Inspection Checklist (**9-2 - Form**), a First-Aid Manual and a First-Aid Log (**9-1 - Form**).

Each First Aid Kit Inspection shall be inspected by the **Superintendent** and/or **Foreman** using Checklist (**9-2 - Form**) on a Quarterly basis.

## Section 9 - First Aid

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All workplace parties will be instructed to report injuries immediately and seek the assistance of a First-Aid Trained person when they are injured in the workplace. The First-Aiders will document the treatment provided on the First-Aid Log **(9-1 - Form)**.

### **DISTRIBUTION**

The following First-Aid documents will be available near and/or in the First Aid Kits or Health and Safety Boards within the workplace as required;

- Certificates of First-Aid Trained Personnel
- Regulation 1101,
- Form 82,
- First Aid Kit Inspection Checklist,
- First Aid Log
- Emergency Phone Numbers & directions to the nearest clinic and hospital

### **RECORDS**

Regulation 1101 of the WSIA requires a Log of First Aid Injuries be maintained each time an injured worker receives First-Aid. First-Aid kits will be equipped with Injury Log sheets and First-Aiders will be required to complete the log entries each time they administer First-Aid.

All first aid treatment logbooks will contain the following information:

- Date of the injury
- Time of injury
- Names and work locations of witnesses
- Exact location of the treatment given



## 9-1 Form - First Aid Treatment Log

Name	Date	Time	Accident Description	Witness	Description of Injury (Nature + Body Part)	Supplies Used	Time of First Aid
John Doe	July 11, 2016	3:20 am <u>pm</u>	Cut finger on sharp edge of a wooden form.	Jane Doe	Cut on Left Index Finger	1 Roller Bandage	3:22 am <u>pm</u>
		am pm					am pm
		am pm					am pm
		am pm					am pm
		am pm					am pm
		am pm					am pm
		am pm					am pm
		am pm					am pm
		am pm					am pm
		am pm					am pm
		am pm					am pm



## 9-1 Form - First Aid Treatment Log

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		am pm					am pm
		am pm					am pm
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		am pm					am pm
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		am pm					am pm
		am pm					am pm
		am pm					am pm
		am pm					am pm
		am pm					am pm
		am pm					am pm



Items	16-200 Workers
* Inspection Card for First Aid Kit	✓
** Manual	✓
*** First Aid Log Book	✓
Safety Pins	24
Basin	1
Individually Wrapped Adhesive Dressings	48
Adhesive Tape, 1 Inch wide	2 Rolls
1-Inch Gauze Bandage	12 Rolls
Sterile Gauze Pads, 3 Inches Square	48
Gauze Bandage, 2 Inches Wide	8 Rolls
Gauze Bandage, 4 Inches	8 Rolls
Sterile surgical pads, individually wrapped	6
Triangular Bandage	12
Splint Padding	2 Rolls
Splint(s)	Assorted Sizes
Stretcher	1
Blanket	2
Non-Latex Gloves in varying sizes	✓
CPR Mask (barrier device)	✓

Note: Medications and ointments should not be in first aid kits. Equipment outside of the scope of first aiders should not be in first aid kits.



- \* Inspection Card (date and signature for quarterly inspections)
- \*\* Current edition of standard St. John Ambulance First Aid Manual
- \*\*\* First Aid Log Book: In the case of an accident, record (at minimum):
  - Circumstances of the accident described by the injured worker
  - Date and time of the accident
  - Names of witnesses
  - Nature and exact location of the injuries to the worker
  - Date, time and nature of each first aid treatment given

Date:

Initial:

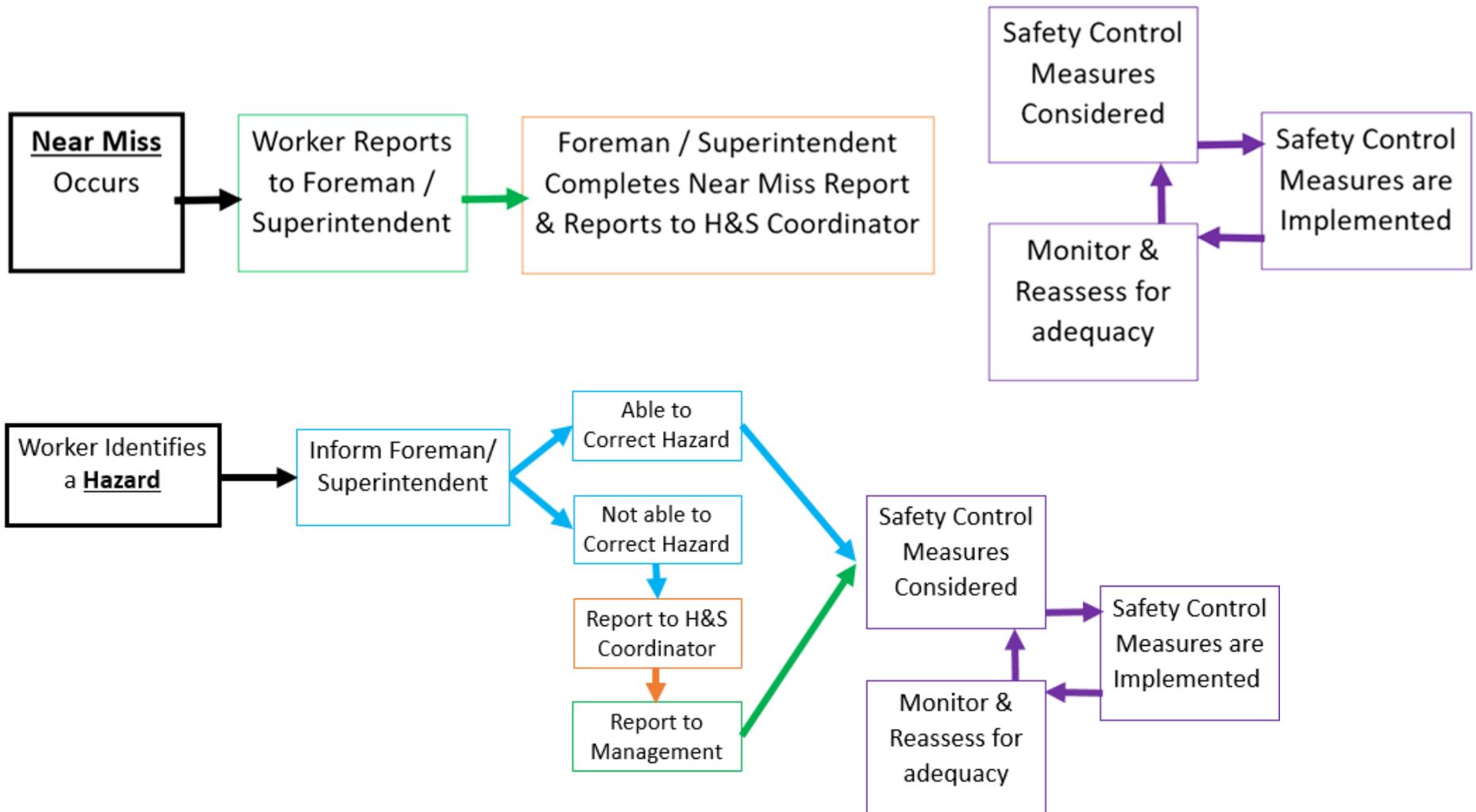
Notes:


**(Inspect the First Aid Kit every 3 Months. Date and sign the form.  
If the seal is broken, the First Aid Kit needs to be restocked.)**





# Think Plan Work & REPORT all Near Misses & Hazards



## Section 10 – Near Miss and Hazard Reporting

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**PURPOSE** Near Miss and Hazard Reporting will be used as a recording and follow up method to provide specific documentation on current health and safety related issues for all workplace parties and at all locations.

**SCOPE** All occupational injuries, illnesses and near misses must be reported to allow the company the opportunity to take corrective actions to prevent reoccurrence and to ensure that the proper documentation of these injuries or illnesses is completed.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Instruct workforce to report hazards and near misses are reported and appropriate follow up actions are completed.
- Ensure all company employees receive the appropriate training and workplace specific Safe Work Practices.
- Review all Hazard and Near Miss Report and follow up with Foreman and Superintendent as required.
- Retain all records of Hazard and Near Miss Report and follow up actions as required.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Distribute and communicate information to the appropriate parties regarding any corrective actions or deficiencies reported.

Senior Management Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

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.

Superintendent Responsibilities:

- Distribute Hazard and Near Miss Report Forms to all Foreman as required.
- Ensure all required hazards and near misses are reported and appropriate follow up actions are completed.
- Ensure completion of applicable Hazard and Near Miss Reports and follow up as required.

## Section 10 – Near Miss and Hazard Reporting

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- Review reported findings with each Foreman to ensure identified corrective actions to 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:

- Immediately respond to all hazards or near misses reported and record the findings on the Near Miss and Hazard Report form.
- Document and determine the causes, contributing factors and subsequently implement corrective actions to prevent a reoccurrence from the Hazard Reported.
- Complete corrective actions where possible. Where corrective actions cannot be completed, contact the Superintendent and or the Health and Safety Coordinator to provide further assistance.
- Ensure each recommendation found on the Hazard and Near Miss Report is completed within the established timelines.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of;
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Immediately advise Foreman 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 Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

## Section 10 – Near Miss and Hazard Reporting

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### PROCEDURE

As a minimum, the following topics must be addressed:

- All Hazards or Near Misses **MUST** be reported to the Foreman as soon as possible.
- Reporting must be initially conducted verbally.
- The Foreman must complete Near Miss and Hazard Reporting Form (10-1 Form) detailing the Cause and Corrective Actions.
- Where corrective actions cannot be completed, contact the Superintendent and or the Health and Safety Coordinator to provide further assistance.
- All completed Near Miss and Hazard Reporting will be copied to the appropriate **Superintendent** and the **Health and Safety Coordinator** as required.

### DISTRIBUTION

Distribution of the Near Miss and Hazard Reporting Form will be as follows:

- Copies provided to the Superintendent and the Health and Safety Coordinator.
- Provided and reviewed to workers during orientation

### DEFINITIONS

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.

A hazard is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.

“Risk Rating System” means a system for rating the potential of a hazard;

**A = High**            High risk of injury or equipment / property damage

**B = Medium**        Medium risk of injury or equipment / property damage

**C = Low**            Low risk of injury or equipment / property damage

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

<b>Task</b>	<b>Rating</b>
Manual Snow Removal Operations	<b>A</b>
Noise	<b>A</b>
Traffic Control	<b>A</b>
Trenching and Excavating	<b>A</b>
Working at Heights	<b>A</b>
Overhead Hazards (Powerlines)	<b>B</b>
Powered Elevating Work Platforms	<b>B</b>
Removal and Demolition	<b>B</b>
Snow Removal Operations	<b>B</b>
Underground Hazards and Locates	<b>B</b>
Workplace Violence and Harassment	<b>B</b>
Housekeeping	<b>C</b>
Hydraulic Equipment	<b>C</b>
Ladders	<b>C</b>
Loading and Unloading	<b>C</b>
Maintenance and Cleaning	<b>C</b>
Manual Material Handling	<b>C</b>
Night Work	<b>C</b>
Power and Hand Tools	<b>C</b>

All of the tasks listed above have a Workplace Task Standard (WTS).

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.

<b>Risk Rating:</b> (Risk Rating takes into account the Frequency and Severity of the Hazard)			
<b>Severity</b>	<b>Frequency</b>		
	Low (Monthly)	Medium (Weekly)	High (Daily)
Low	<b>C</b>	<b>B</b>	<b>B</b>
Medium	<b>C</b>	<b>B</b>	<b>A</b>
High	<b>B</b>	<b>A</b>	<b>A</b>
<b>C</b>	Low Risk:	Low risk of injury or equipment / property damage.	
<b>B</b>	Medium Risk:	Medium risk of injury or equipment / property damage.	
<b>A</b>	High Risk:	High risk of injury or equipment / property damage.	



Date Revised:		Overall Task Risk Rating: <b>A</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
<input type="checkbox"/>									

Note:  
Additional PPE Required -

**SAFE WORK PRACTICES (SWP)**

- 
- 
- 
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JOB HAZARD AND RISK ANALYSIS		RISK RATING SYSTEM
		<b>A</b> High risk of injury or equipment / property damage.
		<b>B</b> Medium risk of injury or equipment / property damage.
		<b>C</b> Low risk of injury or equipment / property damage.
TASK HAZARDS	TASK CONTROLS	RATING
•	•	
•	•	
•	•	
•	•	
•	•	

**SAFE JOB PROCEDURES (SJP)**

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- 
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## Section 11 – Workplace Task Standards

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### PURPOSE

Due to their inherent hazards and to ensure compliance with the Occupational Health and Safety Act and Related Regulations, various tasks (including underlying 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. WTS will be developed to specify legislative, regulatory and company specific compliance requirements.

### SCOPE

Workplace Task Standard (WTS) are task 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 Inventory, where related jobs can be broken into tasks and critical tasks can be identified.
- Assist in developing WTS, relating to jobs and tasks that require additional direction and company specific expectations.
- Arrange for Senior Management to conduct an annual review of the Task 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.

## Section 11 – Workplace Task Standards

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- 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.

## Section 11 – Workplace Task Standards

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### 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 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. 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 (Critical Tasks). 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 (**11-1-2 Form**), for each respective task. 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.

## Section 11 – Workplace Task Standards

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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 **(26-1-1 Form)**.

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

- Part 1:** Job & Task 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.

# Section 11 – Workplace Task Standards

## DEVELOPMENT OF WORKPLACE TASK STANDARDS (WTS)

### Part 1 - Job & Task 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.

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.

The Job & Task Inventory must initially be conducted -- in cooperation with the **Health and Safety Coordinator, Project Managers, Superintendents and Senior Management** -- This **Team** to identify all jobs and tasks performed within our workplaces. As jobs can be a components of other jobs, all references to tasks, include jobs as well.

The inventory will be based on current and potential activities within all company workplace locations. Identified tasks, must be recorded on the '**Workplace Task Standards List**' (11-1-1 – **Form**). The analyses of this information takes place at a later stage (Job Hazard Analysis).

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

Once the Job & Task 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) of each task. A task's risk will be rated using our '**Risk Rating Process**' included herein.

The **Workplace Task Standard (11-1-2 – Form)** must include the following information:

<b>Job and/or Task:</b>	The name assigned to a given job or task.
<b>Application:</b>	Where the job or task is performed (construction projects, offices, storage facilities, maintenance shops, etc.).
<b>Department</b>	Primary department responsible for performing job or task (if applicable).
<b>Internal or Subcontracted:</b>	Whether the job or task, is performed by our company, or by subcontractors in our workplace locations.
<b>Known Hazards:</b>	These are potential or actual hazards that have been associated with the tasks involved (determined by prior incidents, accidents, or injuries, etc.).
<b>Equipment:</b>	Any type of tools, machinery, equipment, mechanisms or devices used in the performance of the jobs or tasks.
<b>Chemicals:</b>	Any chemicals, agents, or material used/encountered, during the performance of the jobs or tasks.
<b>Preliminary Risk Rating:</b>	The potential risk of the jobs or tasks (determined using the Risk Rating Process included herein).

## Section 11 – Workplace Task Standards

### Part 2 – Job Hazard Assessments

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

Each will be broken down into the following categories:

- A. Breakdown the job or task into logical, sequential steps. This can be performed during the Job and Task Inventory process.
- B. **Identify potential hazards** or potential energies, associated with each task or step.
- C. **Determine preventive measures**, to eliminate or control the hazards or potential energies, associated with each task or step.
- D. Using the Risk Rating Process, **rate the potential risk of the task**. Identify which tasks are above the 'Risk Threshold Limit', and are therefore classified as '**Critical Tasks**'.

All identified hazards, their respective controls, and their respective risk rating, 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) increases, so too does the risk rating (indicating the likelihood of personal injury or accidents).

**Our Risk Rating Threshold will be A – tasks with a high likelihood of personal injury of accidents.**

<b>Risk Rating:</b> (Risk Rating takes into account the Frequency and Severity of the Hazard)			
<b>Severity</b>	<b>Frequency</b>		
	Low (Monthly)	Medium (Weekly)	High (Daily)
Low	C	B	B
Medium	C	B	A
High	B	A	A
<b>C</b>	Low Risk:	Low risk of injury or equipment / property damage.	
<b>B</b>	Medium Risk:	Medium risk of injury or equipment / property damage.	
<b>A</b>	High Risk:	High risk of injury or equipment / property damage.	

## Section 11 – Workplace Task Standards

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### Step 3 – Safe Work Practices

Additional company specific Safe Work Practices (SWP) will be developed based on existing company specific knowledge of tasks, 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:

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

### Step 4 – Safe Job Procedures

Safe Job Procedures (SJPs) will be developed for WTSs identified as **critical tasks** (tasks whose risk rating exceeds our Risk Rating Threshold of A).

SJPs will also be developed for tasks **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:

<b>Pre-Task Requirements</b>	Procedures related to steps that must be completed prior to commencing work activities. This can include, planning (daily hazard assessments), inspections (equipment, PPE, etc.), notifications.
<b>During Task Requirements:</b>	Procedures related to steps that must be completed while completing the task.
<b>Task Completion Requirements:</b>	Procedures related to steps that must be completed after the task has been completed. This can include, housekeeping, material storage, and close out documents.
<b>Specific Sub-Topic Requirements:</b>	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.

## Section 12 - Emergency Plan

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

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

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

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

Senior Management Responsibilities:

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

Project Manager Responsibilities:

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

## Section 12 - Emergency Plan

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### Superintendent Responsibilities:

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

### Foreman Responsibilities:

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

### Workers Responsibilities:

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

## PROCEDURE

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

The **Health and Safety Coordinator** must do a walk through of the facility to ensure adequate plans are applicable and implemented. These plans must be available so that in the event of an undesired event, all workplace parties are able to respond in an effective manner.

## Section 12 - Emergency Plan

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The **Project Manager** and **Foreman** must undertake a walk through or site review with all location workplace parties to ensure adequate plan implementation. These plans must be available so that in the event of an emergency, all workplace parties are able to respond in an effective manner.

The Facility Specific Emergency Plan will be posted on the bulletin board or a common high traffic area. Emergency Drills will be conducted annually to evaluate the plan and make any necessary changes.

All **Foreman, Workers** and **Subcontractors** will receive an explanation of the Emergency Plan during initial or site orientation meetings.

As a minimum, all emergency plans will include;

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

### **DISTRIBUTION**

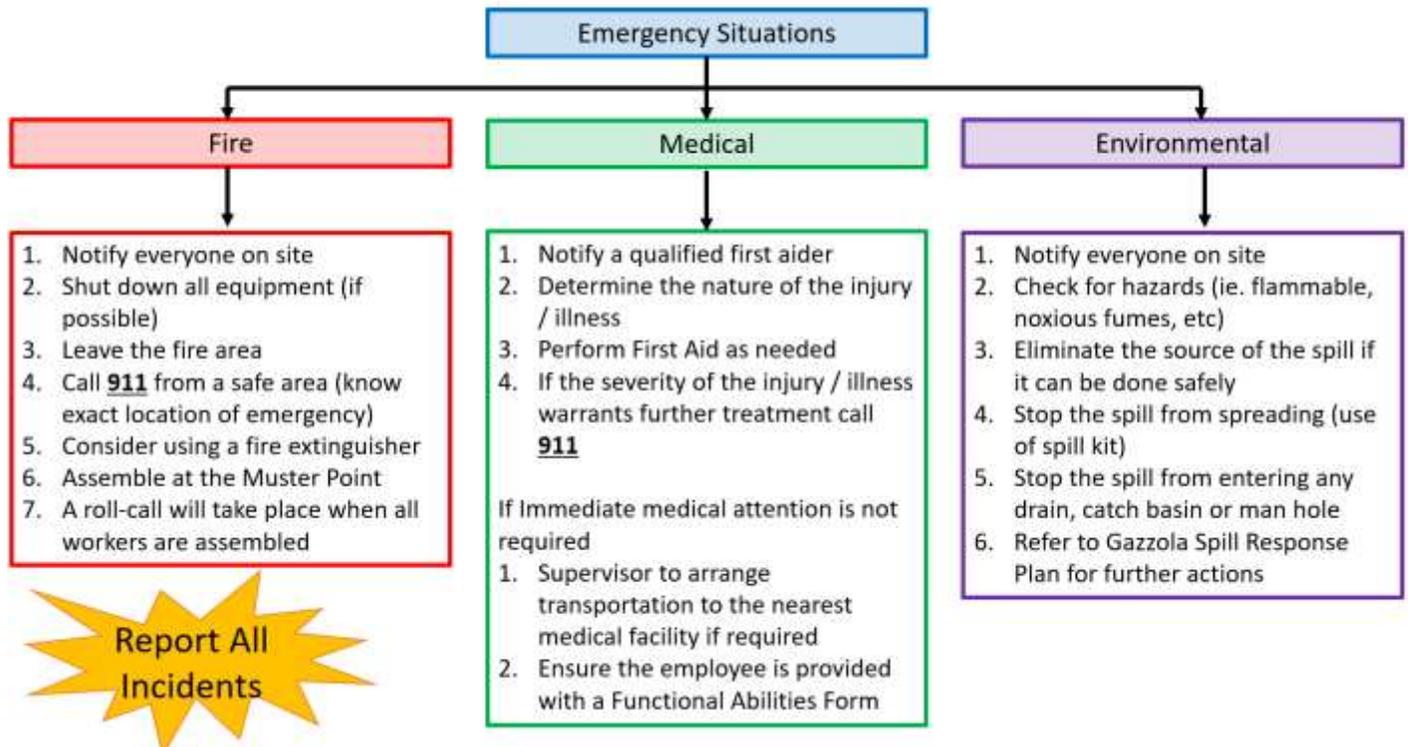
The Emergency Plan distribution must be as follows;

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

### **RECORDS**

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

## Section 12 - Emergency Plan



### Site Response

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

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

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

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

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

## GUIDE TO EMERGENCIES WITHIN FACILITIES

### Emergency Personnel

**Emergency Response Coordinator (ERC):** \_\_\_\_\_

**Alternate:** \_\_\_\_\_

**Emergency Response Team (ERT):**

Name	Cell #	Company Name

### Grouping Areas

**Area 1** \_\_\_\_\_

**Area 2** \_\_\_\_\_

### Types of Emergencies

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

## EMERGENCY CONTACT LIST

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

<b>Employee Name</b>	<b>Position/Title</b>	<b>Phone Number</b>

## Section 12 - Emergency Plan

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### **EVACUATION PLAN**

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

#### **If You Hear the Emergency Alarm:**

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

#### **Worker Responsibilities:**

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

#### **Supervisors Responsibilities:**

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

#### **Emergency Response Coordinator / Team Members (ERC / EMT)**

## Section 12 - Emergency Plan

---

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

### **HEADCOUNT RECORD**

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

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

## Section 12 - Emergency Plan

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### **FIRE AND EXPLOSIONS**

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

#### **WORKERS**

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

#### **SUPERVISORS**

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

#### **ERC and ERT**

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

## Section 12 - Emergency Plan

---

### **MEDICAL EMERGENCIES**

#### **WORKERS**

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

#### **FIRST AIDER**

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

#### **For Serious Injury/Illness:**

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

## Section 12 - Emergency Plan

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### **HAZARDOUS MATERIALS ACCIDENTS AND SPILLS**

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

#### **WORKERS AND SUPERVISORS**

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

#### **ERC/ ERT Members**

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

## Section 12 - Emergency Plan

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### **SPILL EMERGENCY PROCEDURE**

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

#### **Training**

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

#### **Hazard Information**

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

#### **Workers**

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

#### **Spill Clean-up Response**

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

The equipment required includes:

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

## Section 12 - Emergency Plan

---

### **Minor Spill**

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

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

### **Major Spill**

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

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

## Section 12 - Emergency Plan

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### **EMERGENCY VIOLENCE RESPONSE**

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

#### **WORKERS AND SUPERVISORS**

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

#### **ERC/ERT Members**

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

## Section 12 - Emergency Plan

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### **INCLEMENT WEATHER EMERGENCY RESPONSE PROCEDURE**

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

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

Response to a weather emergency may be based on:

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

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

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

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

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

## Section 12 - Emergency Plan

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### OVERHEAD POWERLINE CONTACT EMERGENCY RESPONSE PROCEDURE

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

#### **WORKERS AND SUPERVISORS**

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

#### **If it is not possible to break the contact:**

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

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

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

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

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

# EMERGENCY

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## In case of Emergency call - 911

This Site Address is: \_\_\_\_\_  
\_\_\_\_\_

Project Name: \_\_\_\_\_ Site Phone: \_\_\_\_\_

### Local Non Emergency Numbers:

POLICE DEPARTMENT- \_\_\_\_\_  
FIRE DEPARTMENT- \_\_\_\_\_  
AMBULANCE - \_\_\_\_\_  
MINISTRY OF LABOUR - \_\_\_\_\_

### Other Emergency Contact Numbers:

GAZZOLA PAVING LIMITED ( ) \_\_\_\_\_  
\_\_\_\_\_ ( ) \_\_\_\_\_

### Utilities:

Hydro - \_\_\_\_\_  
Gas - \_\_\_\_\_

### Directions to the Nearest Hospital

Hospital Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **Site Map**

## Section 13 – Progressive Discipline

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- PURPOSE** Progressive Discipline will be used as a deterrent to prevent employees from working in an unsafe manner. This procedure will become a "last resort" management tool in the prevention of workplace accidents and/or unsafe acts or conditions.
- SCOPE** Progressive Discipline will be used as an equal and unbiased means of enforcement of company policies and procedures to all workplace parties.

### RESPONSIBILITIES

#### Health and Safety Coordinator Responsibilities:

- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Defining and setting acceptable standards in the workplace for safe work practices and procedures.
- Distribute applicable disciplinary policies and forms as needed.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

#### Senior Management Responsibilities:

- Defining and setting acceptable standards in the workplace for safe work practices and procedures.
- Ensuring this policy is applied objectively, promptly and consistently to all Subcontractor and worker.
- Follow up on Supervisory Progressive Discipline documentation and recommendations as required.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace;

#### Project Manager Responsibilities:

- Ensuring this policy is applied objectively, promptly and consistently to all Subcontractor and worker.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.

## Section 13 – Progressive Discipline

---

### Superintendent Responsibilities:

- Take prompt and appropriate action any workplace party is working in an unsafe or ineffective manner.
- Documenting all disciplinary activities on the appropriate form.
- 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:

- Regularly communicate performance expectations with Subcontractor and worker and to confirm expected consequences of non-compliance.
- Ensuring this policy is applied objectively, promptly and consistently to all Subcontractor and worker.
- Take prompt and appropriate action any workplace party is working in an unsafe or ineffective manner.
- Documenting all disciplinary activities on the appropriate form and report to the Superintendent.
- 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.

### Workers Responsibilities:

- Work in a manner that is consistent to all corporate policies, procedures and training objectives.
- Advise Foreman 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 Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

## Section 13 – Progressive Discipline

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### PROCEDURE

If any worker who willingly or unwillingly work in an unsafe manner or is not following corporate policies, procedures or training objectives, the **Superintendent**, and the **Senior Management** must take reasonable precaution to prevent this situation from reoccurring including appropriate Progressive Disciplinary Actions.

The Corporate Progressive Disciplinary Policy is as Workers, Foreman, Subcontractors or others will be subject to any of the following disciplinary actions as is appropriate in the circumstance:

1. Verbal or written warning
2. Written warning
3. Removal, or suspension or dismissal

The Corporate Progressive Disciplinary Policy will be included in orientation package and communicated to all new hires. All disciplinary actions must be delivered in a fair and progressive manner. If disciplinary actions must be taken against our Worker or a Subcontractor, the following steps must be followed as a minimum;

1. The Worker or Subcontractor must be asked to stop work and proceed to a private location or appropriate safe location.
2. The **Superintendent**, or **Senior Management** must be present when the disciplinary actions are taken and records must be taken.
3. The Worker or Subcontractor must be notified in writing of the reason for the disciplinary actions.
4. The Worker or Subcontractor must also be given a chance to defend or explain his/her actions.
5. Documentation of the disciplinary actions will use our Progressive Discipline Letter by **Senior Management** and the **Health and Safety Coordinator** as well as the involved worker or Subcontractor.

#### Note:

- (1) Termination of a worker's employment can only be done with the consent of **Senior Management**.
- (2) If there is reason to believe that the worker may potentially become aggressive then do not put your safety at risk. Dial 911 immediately and request police services.

### DISTRIBUTION

The distribution of the Progressive Discipline Policy will be performed by each **Superintendent** OR **Foreman** using the following steps:

1. Orientation with all workers to explain the Progressive Discipline Policy.
2. Communicated during Tailgate Safety Talks where required.

### RECORDS

If Progressive Discipline is used, the **Superintendent**, must ensure documentation is provided to the **Senior Management** and or **Health and Safety Coordinator** immediately for review. This information is to be maintained in the employee file indefinitely.

## Section 14-1 – Senior Management Approval and Management Meetings

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**PURPOSE** Our health and safety programs, systems and statistics must be reviewed on a regular basis and at least annually, to ensure that it is in compliance with current regulations and that it meets the needs of the company.

**SCOPE** Where changes and summaries must be made, it is necessary to have an approval system in place to ensure that company objectives and activities are reviewed by approved personnel and distributed appropriately.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Schedule and hold quarterly management Health and Safety review meetings to identify actives relating to Programs, Revision, Procedures, Statistics, Policies, and Follow up activities.
- Record and distribute meeting minute's and updates to the appropriate parties as required.
- Create an annual report summarizing and identifying trends from the information reviewed and approved within each management meetings.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Direct and participate in the quarterly management Health and Safety review meetings to identify actives relating to Programs, Revision, Procedures, Statistics, Policies, and Follow up activities.
- Annually sign and authorize the updates as required as part of approval letters.
- Ensure all company employees receive the appropriate training and workplace specific overviews.
- 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;

## Section 14-1 – Senior Management Approval and Management Meetings

---

### Project Manager Responsibilities:

- Participate and provide input when requested to all distributed documentation from the annual manual review.
- 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:

- Participate and provide input when requested to all distributed documentation from the management meetings.
- 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:

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

### Workers Responsibilities:

- Advise Foreman 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 Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

## Section 14-1 – Senior Management Approval and Management Meetings

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### PROCEDURE

The Health and Safety Coordinator shall provide Senior Management with completed packages of related health and safety material.

The documentation that will be reviewed includes, but is not limited to:

- Significant aspects of internal Health and Safety review and audits
- Corrective Action Plans
- Assessment of the need for changes to the Health and safety policy and objectives, Safe Work Procedures
- Opportunities for continual improvement
  - HS policy
  - Environment Policy
  - Results of hazard and risk assessments
  - Workplace inspections
  - Results of performance monitoring and measurement
  - Investigation of injuries and illness data
  - Work refusal reports
  - Joint health and safety committee/Health and Safety Representative recommendations
  - New relevant legislation

It is the responsibility of management to ensure that the program is implemented, maintained and communicated to ensure a safe working environment.

When this review has been completed by Senior Management, an approval letter will be issued stating the document reviewed, verdict and final approval signature. This will be done to meet the requirements of Section 25(2)(j) of the Occupational Health and Safety Act and to ensure all programs, policies and procedures are in line with current legislated requirements. All required changes will be integrated to the Health and Safety Manual during the annual review at the end of each calendar year, unless legislative requirements require emergency review.

With the approval letters, the **Health and Safety Coordinator** will schedule quarterly management meetings to review and identify activities relating to the approval letters as well as company related statistics, investigations, reports, disciplinary actions and inspection findings with follow up activities.

Specific agenda items and topics will be standardized where the **Health and Safety Coordinator** will prepare summaries and meeting content prior to each set meeting.

Completed and approved packages will be distributed at this time by the **Health and Safety Coordinator**. Revisions to the Health and Safety Manual shall be made by the **Health and Safety Coordinator** in consultation with **Senior Management**. Follow up on each activity will be reviewed during the following meeting if required.

## Section 14-1 – Senior Management Approval and Management Meetings

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The **Health and Safety Coordinator** will use the Management Meeting Minutes Template to document the meeting content and any changes and to communicate the changes to the workforce.

### Annual Approval of the Occupational Health and Safety Program Policy

Annually, the **Health and Safety Coordinator** will create an annual report summarizing and identifying trends from the information reviewed and approved within each management meetings from that year. This policy and annual report will summarize relevant injury, incident and site related trends with the goal to communicate positive findings and identify areas where improvements can be made. This information will be summarized from the findings and topics covered from each quarterly management meeting.

**DISTRIBUTION** All revisions will be distributed to any member of the company who has a copy of the Health and Safety Manual, including;

- the **Foreman**,
- the **Superintendent**
- the **Project Manager**
- the **Health and Safety Coordinator**

**RECORDS** All revisions made to the health and safety program will be documented through approval letters and retained on file at head office indefinitely.

**COMMUNICATION** All information concerning occupational health and safety will be communicated by management and the Joint Health and Safety Committee/Health and Safety Representative on a regular basis. Management and the Joint Health and Safety Committee/Health and Safety Representative will regularly monitor each health and safety bulletin board to ensure all health and safety information is posted and updated.

Postings on each health and safety bulletin board shall be updated as necessary. Each bulletin board must be included in the monthly inspection to ensure all postings are current. All managers, supervisors and workers will be notified of the results of the review and will be orientated on the changes to the program.

The communication program address the following:

- Review of health and safety program components.
- Injury/incident trends.
- Investigation reports.
- Claims experience reports.

## **Section 14-1 – Senior Management Approval and Management Meetings**

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- Inspection reports.
- Joint Health and Safety Committee reports.
- Early and safe return to work participant summary.
- New health and safety legislation.
- MOL inspection reports.

## Section 14-2 – Continuous Improvement Plan

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**PURPOSE** Our health and safety manual must have defined and achievable goals to be completed at least annually, to ensure that it is in compliance with current regulations and that it meets the current needs of the company.

**SCOPE** Where improvements can be made, a Continuous Improvement Plan (CIP) must be in place to ensure that these initiatives are organized, identified and completed by approved personnel.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- During the annual review of all the Health and Safety Programs, Procedures, Policies and Guidelines, identify appropriate targets and goals to be completed annually.
- Document and identify appropriate targets and goals, responsibilities and timelines on the CIP.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Direct the development of the annual Health and Safety CIP.
- Annually sign and authorize the Health and Safety CIP.
- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Participate and review the annual Health and Safety CIP.
- 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 14-2 – Continuous Improvement Plan

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### Superintendent Responsibilities:

- 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:

- Participate and review the annual Health and Safety CIP.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Advise Foreman 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 Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

## PROCEDURE

A Continuous Improvement Plan (CIP) which is relevant to the current health and safety needs will be initiated by the **Health and Safety Coordinator** and at a minimum, annually developed as part of the annually health and safety report to organize and guide the company's safety processes.

### Key items within the CIP will include:

- Define health and safety goals and activities
- Statistics and trends
- Provide target dates
- Assigned appropriate responsibility
- Allocation of people, time and financial resources
- Senior Management approval
- Schedule of progress reviews and distribution of progress reports to management and employee notice boards
- Celebration and recognition of successes as goals are achieved

## Section 14-2 – Continuous Improvement Plan

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The CIP as part of the annual health and safety report will be communicated to all applicable parties and reviewed during management meetings where required. Progress reviews will be done every 6 months with approvals and acknowledgements of successes provided by **Senior Management**.

### **DISTRIBUTION**

All CIP and revisions made will be distributed to all applicable member of the company who have a copy of the Health and Safety Manual, including;

- Senior Management
- Health and Safety Coordinator

### **RECORDS**

All revisions made to the health and safety program will be documented through change control forms and retained on file at head office indefinitely.

## Section 15 - Training

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<b>PURPOSE</b>	Ongoing training and education will be used to ensure that all management staff and workers receive the appropriate training to supervise and/or perform their jobs safely.
<b>SCOPE</b>	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.

### RESPONSIBILITIES

#### Health and Safety Coordinator Responsibilities:

- Schedule all required training with applicable workers, Foreman and Managers.
- Maintain records and record completion dates on a training matrix.
- Assist in developing corporate health and safety training documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

#### Senior Management Responsibilities:

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

#### Project Manager Responsibilities:

- Assist in scheduling all required training with applicable workers, and Foreman.
- 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:

- Assist in scheduling all required training with applicable workers, and Foreman.
- 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 15 - Training

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### Foreman Responsibilities:

- Assist in scheduling all required training with all applicable workers.
- Ensure site level training records are maintained and up to date.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.

### Workers Responsibilities:

- Advise Foreman of required or expired training requirements.
- Advise Foreman if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.

### PROCEDURE

The **Health and Safety Coordinator** will review documentation of recent training received by all members of the team and recorded on Training Matrix. Completed training will be tracked using the Training Matrix. Additional training to be arrange as necessary.

Accordingly, the **Health and Safety Coordinator** will arrange appropriate training courses in a reasonable time to meet the legislative minimums and our minimum training requirements. At minimum, a corporate training review will be undertaken on an annual basis.

**NOTE:** All supervisory staff will receive Ontario's Basic Health and Safety Awareness Training for Supervisors within one week of performing work as a supervisor. Supervisory hirees will act as a Foreman assistant until all training is acquired.

**NOTE:** All employees are required to have at minimum MOL Worker Awareness, Orientation covering WHMIS, Working at Heights Awareness, and Confined Space Awareness.

### DISTRIBUTION

The **Health and Safety Coordinator** shall maintain copies of the documentation pertaining to the training requirements.

### RECORDS

Training documentation must be maintained by photocopying training certificates and data entered into electronic version of the Training Matrix.

## Section 16 - Workplace Hazardous Materials Information System (WHMIS)

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### PURPOSE

We are committed to the protection of our employees from the harmful effects of hazardous workplace material. We must ensure that an appropriate, established and maintained Workplace Hazardous Materials Information System (WHMIS) is in place at all company locations. In addition, our Subcontractors must ensure a WHMIS Program is maintained and available on site.

### SCOPE

Once a hazardous material has entered the workplace, the WHMIS Program will control exposure to these materials through a combination of assessments, training, labeling, Safety Data Sheets (SDS) and maintenance of the Program.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Review on a regular basis or at least annually, the information and training regarding chemicals, controlled and hazardous materials, instruction and training provided to the employees.
- Ensure all required SDSs are provided and documented from the manufacturer of the controlled product.
- Establish methods to ensure the responsibilities in the purchase, storage, handling and dispose of WHMIS-controlled products.
- Ensure that training courses are of a duration that permits all training objectives / topics to be adequately covered.
- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace;

Project Manager Responsibilities:

- Ensure that all hazardous chemicals, controlled products and waste materials stored, transported or disposed of by company personnel, are identified and labeled in accordance with applicable legislation.
- Ensure that the SDS binder are available to the employees and are current.
- Assist Supervisor and the Health and Safety Coordinator in scheduling the employee training and courses.

## Section 16 - Workplace Hazardous Materials Information System (WHMIS)

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- Ensure all employees who may use workplace chemical, controlled products or handling hazardous waste materials have been trained in hazard recognition, safe handling, storage, transportation, and / or disposal procedures as may be required.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

### Superintendent Responsibilities:

- Make readily available to employees exposed information regarding hazardous materials by providing Safety Data Sheet (SDS) for all work locations where chemicals, controlled products and / or hazardous waste materials are handled, stored or transported.
- Ensure that all hazardous chemicals, controlled products and waste materials stored, transported or disposed of by company personnel, are identified and labeled in accordance with applicable legislation.
- Ensure that the SDS binder are available to the employees and are current.
- Ensure that all hazardous chemicals, controlled products and waste materials stored, transported or disposed of by company personnel, are identified and labeled in accordance with applicable legislation
- Take every precaution reasonable in the circumstances for the protection of a worker.

### Foreman Responsibilities:

- Advise employees of the location of SDSs for WHMIS chemical materials and controlled products.
- Advise employees (who may be exposed to WHMIS chemical materials and / or controlled products) of the hazards associated with the products used in their workplace.
- Ensure that the SDS binder is available to the employees and are current. SDSs are prepared by the manufacturer of the controlled product.
- 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.
- Ensure that all hazardous chemicals, controlled products and waste materials stored, transported or disposed of by company personnel, are identified and labeled in accordance with applicable legislation
- Take every precaution reasonable in the circumstances for the protection of a worker.

## Section 16 - Workplace Hazardous Materials Information System (WHMIS)

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### Workers Responsibilities:

- Attend and participate in education and WHMIS training programs on chemical materials and / or controlled products as required.
- Use WHMIS-related information and training to protect health and safety on the job, by taking all necessary steps to protect themselves and their co-workers.
- Bring to the attention of their supervisory any concerns about controlled products (e.g. damaged labels, outdated SDSs, defective personal protective equipment (PPE), health and safety concerns associated with controlled product use).
- 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 or the absence/defect in any equipment or protective device.

### PROCEDURE

The Workplace Hazardous Material Information System will be developed/ maintained by the **Health and Safety Coordinator** with the assistance of the **Superintendent** and **Foreman** where required.

The program will include the following topics:

- Part 1: Training
- Part 2: Safety Data Sheets
- Part 3: Labeling

### DISTRIBUTION

Prior to training, the requirements for each of the Program elements will be distributed and reviewed with:

- Supervisors
- Health and Safety Coordinator

All workers and Subcontractor's workers will be able to review this program at any time.

### RECORDS

All training of employees will be documented and retained on file by the **Health and Safety Coordinator** for a period of five years.

# Section 16 - Workplace Hazardous Materials Information System (WHMIS)

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## **Part 1: TRAINING OF EMPLOYEES**

This segment of the Workplace Hazardous Material Information System will include the following topics to be considered when determining employee training:

1. Legislative Requirements
2. Target Groups
3. Company Specific Training
  - Training Considerations
  - Generic Training
  - Specific Training

### **1. LEGISLATIVE REQUIREMENTS**

Gazzola Paving Ltd. will arrange for the delivery of generic and job specific training for all employees. Worker training must be designed to provide the knowledge needed to exercise the workers' "Right to Know" about the hazardous materials handled, stored or used in the workplace.

The means for delivery of the training must be planned and delivered in consultation with the Joint Health and Safety Committee (if applicable).

#### **Updates and Reviews**

The effectiveness of the WHMIS Program is to be assessed annually. The following will be a guideline to use when developing strategies for the training of employees.

### **2. TARGET GROUPS**

Develop a "Needs Analysis", considering the following:

1. Toxicity of chemical agents used by workers,
2. Likelihood of exposure to physical or chemical agents (work with or in proximity)
3. Common exposure to physical or chemical agents
4. Learning abilities (e.g. language barriers)

Define the target groups, based on the considerations listed above. These target groups will be submitted to the **Health and Safety Coordinator**.

## Section 16 - Workplace Hazardous Materials Information System (WHMIS)

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### 3. COMPANY SPECIFIC TRAINING

#### Training Considerations

Determine the training requirements for each group to be trained and ensure that the training is performance oriented.

#### Generic Training

All training sessions as a minimum will cover the following:

- WHMIS Legislation
- Worker Education
- Labels
- Safety Data Sheets
- Emergency Procedures

#### Specific Training

The specific training needs will include the review of the chemical's hazardous properties and recent results from workplace health and safety monitoring and health and safety inspection findings.

The training must include a review of Safety Data Sheets in use by the target groups and participants should gain an understanding of how to protect themselves and their co-workers when handling, storing or using potentially hazardous products as well as steps to be taken in the event of an emergency.

A review should also be made on the administrative controls, engineering controls in place and/ or the Personal Protective Equipment to be used. If Personal Protective Equipment is to be used, the trainer must explain the limitations, fit, use and care of the equipment.

#### Training Schedule

A training schedule will be arranged by the **Health and Safety Coordinator**.

WHMIS Training must be conducted initially for all employees and reviewed at least annually.

## Section 16 - Workplace Hazardous Materials Information System (WHMIS)

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### Part 2: MATERIAL SAFETY DATA SHEETS

**PURPOSE** Safety Data Sheets (SDS) are provided by the manufacturers/ suppliers of controlled products, which are used in the workplace. SDS will be available for review by all of our workers and Subcontractor's workers.

Safety Data Sheets are designed to provide the user with valuable health and safety information on the product that is being stored, handled or used. The worker's ability to use this information will be instrumental in the safe use of the product. SDS also provide valuable information on first-aid measures to be taken if a worker is adversely affected by a hazardous product.

**PROCEDURE** The **Health and Safety Coordinator, Superintendents** and/or **Foreman** will determine procedures for obtaining the SDS from suppliers as well as Subcontractors and reviewing the content of the SDS and ensuring that appropriate control measures have been taken for the safe use, storage and handling of the product. The requirements for Safety Data Sheets will address the following topics:

- Legislative requirements
- Review of contents
- Ensuring adequate control measures for the product
- Training workers on use of SDS
- Maintaining current SDS
- Yearly review of SDS
- Location of SDS

**DISTRIBUTION** All SDS will be maintained in the WHMIS binders with master copies of the inventory listing stored in an electronic file.

**RECORDS** The records to be maintained for the SDS's include any correspondence to suppliers, requesting SDS, etc.

## Section 16 - Workplace Hazardous Materials Information System (WHMIS)

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### Part 3: LABELING

**PURPOSE** WHMIS legislation clearly defines the labeling requirements for controlled products brought into and used in the workplace. Labeling of controlled products is done in one of two manners, through Supplier Labels and/ or Workplace Labels.

**PROCEDURE** The **Health and Safety Coordinator** will define the labeling requirements for all controlled products in the workplace. The labeling requirements must make provisions for the following;

- Requirements for Supplier Labels
- Requirements for Workplace Labels
- Receiving Hazardous / Controlled Products

**Supplier Labels** - must be provided and/or affixed to containers of controlled products by the supplier / manufacturer. These labels provide valuable health and safety information to the people handling/ storing or using the product and they also alert the user that the product is considered a potentially hazardous product.

Affixed supplier labeling for controlled products in approved storage containers or transferred controlled products into other containers in the workplace must be adequately identified through the use of labels and communicated to workers. It is very important for our employees to be aware of and understand applicable labeling requirements for these types of controlled products.

**Workplace Labels** - when controlled products are decanted from their original / primary containers into new / secondary containers, Workplace Labels must be affixed to or written onto these new containers.

**DISTRIBUTION** The specific requirements for labeling will be reviewed during the training sessions with all employees.

**RECORDS** Labeling requirements will be maintained in the WHMIS Binders.

## Section 17 - Return to Work (RTW)

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**PURPOSE** The Return to Work (RTW) Program will facilitate a safe and early return to work for Workers who have sustained a workplace injury while employed with our company.

**SCOPE** The RTW program will provide every opportunity for injured Workers to return to gainful employment in the event of a disabling workplace accident.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Develop / offering suitable Modified Work.
- Communicate with the WSIB relating to the RTW process and existing claims.
- Maintain all documentation related to the injury, WSIB, modified work, and recovery progress.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Cooperate with the RTW program and worker restrictions as required.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Arrange for suitable Modified Work.
- Assist Superintendent and the Health and Safety Coordinator in developing / offering suitable Modified Work.
- 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:

- Follow-up on the findings and implement recommendations for each unsafe condition.
- Assist Project Manager and the Health and Safety Coordinator in developing / offering suitable Modified Work.
- 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 17 - Return to Work (RTW)

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### Foreman 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.
- 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.

### Workers Responsibilities:

- Participate in the RTW Program diligently.
- Obtain Functional Abilities information at each Health Care Practitioner's visit related to the work-related injury.
- Provide all RTW documentation provided by the Health Care Practitioner to you Foreman or Superintendent.
- Advise Foreman if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- 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

Once an injured Worker has been placed on an RTW program, the **Superintendent** for that Worker, with assistance from the **Health and Safety Coordinator**, will be expected to follow the program with the injured worker by documenting temporary modified work / worker's progress report and keep **Senior Management** updated as required.

The RTW program will be broken into two stages;

1. To prevent Workers from losing time due to workplace injuries through prompt medical treatment (use of the WSIB Functional Abilities Form) and adherence to the Workplace Safety and Insurance Act (WSIA).
2. To return Workers to gainful employment as soon as medically authorized. This will be done on potentially two levels;
  - a) Temporary Modified Work
  - b) Permanently Modified Work

### DISTRIBUTION

The entire workforce must also be made aware of the RTW program during worker Orientations and/or review of the Red Book.

### RECORDS

Worker records generated through the RTW program must be maintained indefinitely.

## Section 17 - Return to Work (RTW)

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### **Return to Work (RTW) Program**

The purpose of having an RTW program is to provide workers who have been injured on the job, a safe means for returning to gainful employment in an expedient manner while ensuring that "Lost Time" is kept to an absolute minimum.

Re-employment obligations and the financial impact of experience rating implemented by the Workplace Safety and Insurance Board have put the onus on the Employer to return injured Workers to the workplace as soon as possible. As per the Workplace Safety and Insurance Act, 1997, s. 40 (See below). All employers are required to have a Return to Work program.

### **PART V RETURN TO WORK**

#### **Duty to co-operate in return to work**

**40.** (1) The employer of an injured worker shall co-operate in the early and safe return to work of the worker by,

- (a) contacting the worker as soon as possible after the injury occurs and maintaining communication throughout the period of the worker's recovery and impairment;
- (b) attempting to provide suitable employment that is available and consistent with the worker's functional abilities and that, when possible, restores the worker's pre-injury earnings;
- (c) giving the Board such information as the Board may request concerning the worker's return to work; and
- (d) doing such other things as may be prescribed. 1997, c. 16, Sched. A, s. 40 (1).

#### **Same, worker**

(2) The worker shall co-operate in his or her early and safe return to work by,

- (a) contacting his or her employer as soon as possible after the injury occurs and maintaining communication throughout the period of the worker's recovery and impairment;
- (b) assisting the employer, as may be required or requested, to identify suitable employment that is available and consistent with the worker's functional abilities and that, when possible, restores his or her pre-injury earnings;
- (c) giving the Board such information as the Board may request concerning the worker's return to work; and
- (d) doing such other things as may be prescribed. 1997, c. 16, Sched. A, s. 40 (2).

#### **Same, construction industry**

(3) Employers engaged primarily in construction and workers who perform construction work shall co-operate in a worker's early and safe return to work and shall do so in accordance with such requirements as may be prescribed. Subsections (1) and (2) do not apply with respect to those employers and workers. 1997, c. 16, Sched. A, s. 40 (3).

# Section 17 - Return to Work (RTW)

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## 1.0 PURPOSE/ INTRODUCTION

Return to Work Programs became mandatory effective January 1, 1998 as a result of Bill 99. Employers and their workers are required to work cooperatively and communicate in the facilitation of the worker's return to work. The failure of any workplace party (employers or workers) to comply with these initiatives could result in penalties by the Board, as a provincial offence, under the WSIA.

The focus of an effective Return to Work Program (RTW) is the well being of our most valuable resource, our workers. This 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.

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 WSIB.

### **Return to Work Goal Setting:**

The primary goal of a return to work 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 Health and Safety coordinator, supervisor and the employee can determine if the job needs modifying and if accommodations would be required.

If the employee is not able to return to their pre-injury position, the Health and Safety coordinator and supervisor will attempt to accommodate the worker as soon as possible. The accommodation should be suitable and restore the employee's earnings. The employer will make every effort to provide meaningful modified work. The Health and Safety coordinator and supervisor will use the following hierarchy as a guideline to return to work plan development:

1. Pre-injury job (starting point and overall goal)
2. Pre-injury job, accommodate to meet the workers abilities.
3. Work comparable in nature and earnings to the pre-injury job (with accommodation if required)
4. Alternate suitable work (with accommodation if required)

## 2.0 REPORTING REQUIREMENTS TO WSIB

Under Section 21(1) of the WSIA, an employer shall notify the Board within three days after learning of an accident to a worker employed by him/ her or if the accident necessitates health care or results in the worker not being able to earn full wages. As well, an employer shall give a copy of the Form '7' to the worker at the time the notice is given to the WSIB. Equally, the worker shall give a copy of his or her claim to his or her employer at the time the claim is given to the Board.

## Section 17 - Return to Work (RTW)

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Under Section 21(3) of the WSIA an employer who fails to comply with this section shall pay the prescribed amount to the Board under Act. Under Section 157, if a corporation commits an offence under this Act, every director or officer of the corporation who knowingly authorized, permitted or acquiesced in the commission of the offence is guilty of an offence, whether or not the corporation has been prosecuted or convicted.

**Wage Changes** – Under the WSIA a change in a worker's wage or condition constitutes a material change that affects a person's entitlement to benefits and services under the Act. Any change in wages must be reported to the WSIB within 10 days of the change.

### **Changes in Modified Work Duties/ Duration of Program**

As is necessary, the modified work duties as performed by the worker shall be monitored or adjusted, to ensure progress or difficulties being encountered by the worker are being addressed.

All change in duties must be documented on the worker contact log and medically authorized by the treating physician. As well, all change in duties should be reviewed and approved by the JHSC/ Modified Work Committee and explained to the worker, the Supervisor and others involved in the RTW Program.

### **Failure to Cooperate**

If the WSIB determines that an employer is not co-operating in RTW activities, the employer will be notified by the WSIB regarding their obligation to co-operate in RTW activities and finding of non-co-operation.

If the WSIB determines that a worker is not co-operating in RTW activities, the decision-maker notifies the worker of the obligation to co-operate in RTW activities, and consequences of this finding (i.e., reduction or suspension of benefits).

### **Return to Regular Pre-Accident Work Duties/ End of RTW Program**

All injured workers should obtain medical clearance from their treating physician, via a Functional Abilities Form or note from the treating physician, prior to resuming his or her pre-accident duties. The WSIB must also be advised of this change.

## **3.0 ROLES AND RESPONSIBILITIES**

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

**The role of the Health and Safety Coordinator** is to ensure regular communication exists between Worker, Project Manager and the Health Care Provider. Under the return to work obligations Part V Section 40, (Subsection 1) of WSIA the employer of the injured worker shall cooperate in the return to work program by:

- contacting the worker as soon as possible after the injury occurs and document ongoing communication using the workers contact log throughout the period of the worker's impairment and recovery,

## Section 17 - Return to Work (RTW)

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- providing suitable employment that is available and consistent with the worker's functional abilities and that, when possible, restores the worker's pre-injury earnings,
- giving the Board such information as the Board may request concerning the worker's return to work and doing such things as may be prescribed.

**Independent medical assessments:** Where there are discrepancies or differences in opinions around the employee's prognosis or functional abilities, the employer may request that an independent medical assessment be completed in an attempt to resolve the issue.

**The role of the Injured Worker** when filing a claim, a worker must consent to the disclosure to his or her employer of information provided by a health professional under subsection 37(3) concerning the worker's functional abilities. The disclosure is for the sole purpose of facilitating the worker's return to work.

Under the return to work obligations Part V Section 40, (Subsection 2) of the WSIA the worker shall cooperate in his or her return to work by:

- contacting his or her employer as soon as possible after the injury occurs and maintain communication throughout the period of the worker's impairment and recovery,
- assisting the employer, as may be required or requested, to identify suitable employment that is available and consistent with the worker's functional abilities and that, when possible restores his or her pre-injury earnings,
- giving the Board such information as the Board may request concerning the workers return to work; and
- doing such things as may be prescribed.

**The role of the Health Care Provider** is to provide medical treatment to an injured worker. The health care provider shall complete a 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 role of the WSIB** is to 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. Under Section 40(6) of the WSIA, 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.

### 4.0 SUPERVISOR'S DUTIES

Experience dictates that the supervisors play an integral role from the time of the accident to the injured worker's return to work. As such, the following guidelines are to clarify the supervisor's roles and responsibilities. To ensure that accidents are properly documented and minimize the need for lost time assist, an injury management package was created for all supervisors that provides the necessary paperwork to be completed.

## Section 17 - Return to Work (RTW)

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### Injury Management Package Includes:

- Attending to An Injured Employee
  - Letter to the Health Care Provider
  - Form 8
  - Functional Abilities Form
  - Accident Investigation Form
  - Letter to the Employee Offering Modified Job Duties
  - Worker's Return to Work Progress Report
1. Provide prompt medical treatment by arranging transportation for the injured worker and accompany or assign someone to take the worker to a medical treatment facility. In cases of serious accidents, where the possible improper movement (transportation) of an injured worker could result in further injuries or unnecessary pain to the injured worker, an ambulance must be called (911).
  2. Should the injured worker choose to be seen by his/ her family doctor, the injured worker must be given an Injury Management Package to be completed and returned before the following shift. Explain that your company has developed and implemented an Return to Work Program that requires all party's co-operation.
  3. Should the employee not choose to attend the nearest medical walk in clinic on the day of accident or reporting and does not return page 3 of Form 8 or Functional Abilities Form prior to the next shift, the employee should be asked to cooperate and attend a walk-in clinic, arranged by the company, to have the Form 8 or Functional Abilities Form completed and returned to the Supervisor.
  4. Assign suitable modified duties, if medically required, in accordance with the physical restrictions noted on the Form 8 third page or Functional Abilities Form.  
  
Maintain regular contact with the program coordinator and injured worker to ensure progress and deal with difficulties encountered by the worker to avoid a recurrence.
  5. Investigate the accident and provide a completed copy to the program coordinator to ensure all WSIB reporting requirements are met.

### 5.0 Contact with the Injured Worker

Under Section 40(1) of the WSIA, the employer of an injured worker shall co-operate in the return to work of the worker by,

40(1) (a) Contacting the worker as soon as possible after the injury occurs and maintaining communication throughout the period of the worker's recovery and impairment;

## Section 17 - Return to Work (RTW)

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40(2) (a) The worker shall co-operate in his or her return to work by, contacting his or her employer as soon as possible after the injury occurs and maintaining communication throughout the period of the worker's recovery and impairment;

To ensure contact is established and maintained by the program coordinator. After the contact, a record of worker's contact regarding the injured worker will be maintained.

In the event that a problem cannot be resolved between the Supervisor, injured worker and the program coordinator, a meeting should be arranged between the parties for resolve. If the dispute cannot be resolved this matter can be taken up with the WSIB for dispute resolution.

**Establishing Early Contact:** If an employee is off due to an injury or illness, it is recommended (where appropriate depending on the severity or circumstances of the injured/ill employer) that contact be initiated by the supervisor and or the Health & Safety Coordinator within 24 to 48 hours. Contact can be a telephone call or a face to face meeting.

**Frequency of Contact:** The frequency of contact required by the employee and Health and Safety coordinator will be determined by the health recovery status. At minimum, a follow up case conference between the worker and Health and Safety coordinator by telephone at least biweekly.

**Health Recovery:** The Health and Safety coordinator will assist and support the injured employee during their recovery. The process will involve consultation with the treating health professional and the employee. The Health and Safety coordinator will obtain functional abilities to be utilized when developing the return to work plan.

### 6.0 Medical Monitoring and Treatment

Regular review of the workers physical abilities will provide an employer 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.

To assist in the medical monitoring and treatment, a worker should be given a Functional Abilities Form to have completed and returned to the employer on the day of the workers scheduled medical appointment.

Note: Section 22(5) of the WSIA, when filing a claim, a worker must consent to the disclosure to his/her employer information provided by a health professional concerning the worker's functional abilities for the purpose of facilitating the worker's return to work.

**Dispute resolution process:** In situations where there is an issue in dispute related to either the RTW process or the suitability of the RTW plan, and where a meeting with the worker did not resolve the dispute, the RTW Coordinator will refer the matter to Management to facilitate a resolution. All findings and discussions will be recorded. If the matter cannot be resolved, a referral to the WSIB may be made where the dispute involves cooperation in return to work or suitability of the job accommodation. The WSIB may then requisition a Return to Work Specialist to meet with all parties to assist in a resolution.

## Section 17 - Return to Work (RTW)

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### 7.0 Provisions for Modified Work

**Safe Duties** - It is essential that an employer impress upon an injured employee that he/she is a valuable employee and the Return to Work Program is not intended to cause further injury. Before returning an injured or ill employee to any form of work duty it is important to have pre-determined levels of accommodated Modified Duties for the injured worker to perform. (Example Modified Field Level Duties for less serious injuries where a worker can still perform some work on site and Sedentary Duties for more serious injuries, describing duties that can be performed in a shop/ office environment)

**Other Available Work** - The enclosed Suitable Modified Work Job Description or Physical Demands Analysis is designed to assist an employer in assembling/documenting the duties of the modified positions to provide to the worker's treating physician for approval. In the case of a permanent impairment, the members of the JHSC will meet with the injured worker, and others, to consider what additional measures might be necessary for placement in a suitable and sustained permanent position that could require further (re) training.

**Worker Progress Log** - It is recommended that the supervisor make contact with the worker so that any difficulties can be communicated and readily resolved. The program coordinator should ensure that the worker is recording the Worker's Return to Work Progress and that it is being reviewed and signed by the supervisor, at the end of the first day back to work, and at the end of each week. These forms are to be completed at least until the worker is able to return to his/ her pre-accident job. After the injured worker has been integrated back into the workplace, the next stage is to ensure that the follow-up procedures are understood and followed.

### 8.0 Re-Integration of the Worker to Regular Work

**Transitional Work** - With injured workers who have been off for a substantial period of time due to a more serious injury, it is recommended to start them off working a transitional work program, usually starting work and gradually increased every week or every other week, as his/ her condition permits, until the injured worker is working pre-accident hours. It is felt that by implementing this gradual increase in hours, you are reducing the risk of re-injury or possibly a new injury. In addition, this return to work phase will assist the worker in re-adjusting (work hardening, acclimatizing) to working again, both physically and mentally. Supervisor together with the injured worker are encouraged to utilize whatever measures are most appropriate in the individual case.

**Work Hardening** – Through active rehabilitation treatment and work hardening, injured workers will be able to recover from their injuries in an expedient manner. Furthermore, rehabilitation treatment will help the injured worker understand the nature of the injury and methods of avoiding a recurrence (e.g. back injuries - proper lifting techniques). To ensure minimal disruption to the Return to Work Program, it is recommended that all physiotherapy and doctors appointments be arranged for the end of the workday or after work.

## Section 17 - Return to Work (RTW)

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### 9.0 Monitoring and Evaluating the RTW program

Monitoring and Evaluating of our return to work program will be completed at the end of each year. The Health and Safety coordinator will complete the evaluation and present it to senior management for review. This review may also include feedback from individuals within the workplace that have gone through the RTW process. Following the review, Management will prepare an action plan and implement required changes.

The WSIB RTW Self Assessment tool will be used as the evaluation tool during the annual evaluation conducted by the Health & Safety Coordinator.

# 18-1 Form – Subcontractor Health & Safety Agreement

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Company: \_\_\_\_\_

Date: \_\_\_\_\_

Project/Contract #: \_\_\_\_\_

Gazzola Paving Ltd. reminds their sub-contractors that they are required to work in a safe manner, and to comply with all applicable requirements of the Ontario Occupational Health and Safety Act regulations and other applicable codes and standards and in particular, the Construction Project Regulation.

This checklist is to be completed by the sub-contractor and reviewed at the pre-construction meeting by the Construction Project Manager and/or Health and Safety Management. Contractors are reminded to bring their completed checklist form with them to the pre-construction meeting.

## 1. NOTICES

Gazzola Paving Ltd. must be notified in writing when the Ministry of Labour has been contacted:

Have you read and understood the sections for filing notices and completing registrations?

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| • When a critical injury or death occurs at a workplace             | <input type="checkbox"/> | <input type="checkbox"/> |
| • Where an accident, explosion or fire causes injury at a workplace | <input type="checkbox"/> | <input type="checkbox"/> |
| • Accident and/or explosion   | <input type="checkbox"/> | <input type="checkbox"/> |

## 2. CONTRACTORS SITE SAFETY DOCUMENTATION

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • Health and Safety Policy                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of Occupational Health and Safety Act                   | <input type="checkbox"/> | <input type="checkbox"/> |
| • WSIB Poster (In case of Injury)                              | <input type="checkbox"/> | <input type="checkbox"/> |
| • MSDS/SDS Sheets  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Ministry of Labour Inspection Reports Posted (If Applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Registration of Contractors and Employers (Form 1000)        | <input type="checkbox"/> | <input type="checkbox"/> |
| • Traffic Control Plan   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Name of Health and Safety Representative                     | <input type="checkbox"/> | <input type="checkbox"/> |
| • Name of persons trained in First Aid                         | <input type="checkbox"/> | <input type="checkbox"/> |

## 3. HEALTH AND SAFETY REPRESENTATIVE

Joint Health and Safety Committee (required when there are more than 20 workers on the project and the project is to last more than 3 months or when ordered by the Ministry of Labour)

- Health and Safety Representative (required where the number of workers regularly exceed 5 or when ordered by the Ministry of Labour)

Name: \_\_\_\_\_

Contact Info: \_\_\_\_\_

# 18-1 Form – Subcontractor Health & Safety Agreement

## 4. PERSONAL PROTECTIVE EQUIPMENT AVAILABLE

	Yes	No	N/A
• Hard Hats/Safety Footwear/Reflective Safety Clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Safety Glasses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hearing Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Respiratory Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Confined Space Entry Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 5. CONTRACTOR STAFF TRAINING CONFIRMATION

	Yes	No	N/A
• WHMIS Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Orientation Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Traffic Control Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Confined Space Entry Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment Training for Operators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment Operator Signaller Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Trenching/Excavation Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Working at Heights Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use and Care of PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Asbestos Awareness Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Fit testing of respirator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ontario Reg 297/13 – Occ. Health and Safety Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Copies of Certificates submitted:  Yes  No  N/A

## 6. TRAFFIC CONTROL MEASURES

• Traffic Control Plan to be provided on the field as per the MTO Traffic Control Manual for Roadway Work Operations	<input type="checkbox"/>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
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## 7. SUPERVISION

Name of Competent Supervisor: \_\_\_\_\_

Contact #: \_\_\_\_\_  
CELL
BUSINESS

## 8. EMERGENCY

• Accident Prevention, Reporting & Procedure	Yes	No	N/A
○ Is an Emergency Plan in Place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Are First Aid Kits available onsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Are qualified First Aider's onsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency telephone number (_____) _____			
• Police Non Emergency number (_____) _____			

# 18-1 Form – Subcontractor Health & Safety Agreement

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## 9. CONFINED SPACES

- |   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| • Does the sub-contractor have testing equipment and procedures capable of evaluating hazards within a confined space before entry?     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the sub-contractor familiar with the confined space requirements outlined in the Occupational Health & Safety Act and Regulations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 10. EXCAVATIONS/TRENCHING

- |   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| • The sub-contractor understands that it is their responsibility to arrange for underground utility locates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Type of support system proposed:  |                          |                          |                          |
| ○ Timbering and Shoring   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Pre-fabricated support system   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Trench Box (liner) certified  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Sloping as per soil type  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Hydraulic support system  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Sheathing   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

List and discuss any additional potentially hazardous conditions or operations that are typically associated with the project (if required):

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Gazzola Paving Ltd. Project Manager: \_\_\_\_\_

Sub-Contractor Representative: \_\_\_\_\_

(I declare that I have answered all required questions in the application fully and truthfully)

Company:

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Position:

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Contact:

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# 18-2 Form – Hazard Acknowledgement Letter

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## Hazard Acknowledgement Letter

In accordance with the Health and Safety program of **Gazzola Paving Ltd.**, I hereby confirm and acknowledge that all employees and/or company affiliates of

\_\_\_\_\_ have reviewed and understand all  
(Insert Company Name)

the Hazards identified through our comprehensive Job Site Hazard Assessment for  
Job/Contract No. \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_ *\*It is also \_\_\_\_\_ responsibility to  
(Insert Company Name)  
identify any additional hazards as part of their scope of work being conducted\**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title

# 18-3 Form – Subcontractor Adherence to Contractor's Health & Safety Program

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I/We of \_\_\_\_\_ do solemnly declare that we do now and will continue to comply with all statutes including the Occupational Health and Safety Act, Ministry of Labour, Ministry of Transportation, Workers Safety and Insurance and all regulations thereunder.

I/We of \_\_\_\_\_ agree to indemnify and hold harmless **Gazzola Paving Ltd.** and the constructor's officers, directors, supervisors, agents and employees from and against all claims, actions, legal proceedings, demands, obligations, statutory demands, costs, legal costs on a solicitor and his own client basis and damages made or claimed against **Gazzola Paving Ltd.** arising out of or attributable to a breach by \_\_\_\_\_ of its obligations under the Occupational Health and Safety Act, Ministry of Labour, Ministry of Transportation, Workers Safety and Insurance Board and any regulations made thereunder.

I/We of \_\_\_\_\_ do solemnly declare that we have reviewed the Constructor's Health and Safety Policy and Program and will adhere to the most stringent of the following requirements: Statutory and Regulatory Requirements; Constructor's Health and Safety Program; Subcontractor's Health and Safety Program.

I/We of \_\_\_\_\_, understand that **Gazzola Paving Ltd.** will also be notified of any incidents that requires the Ministry of Labour, Ministry to be notified of, per legislated requirements in the Ontario Health & Safety Act.

I/We of \_\_\_\_\_, do solemnly declare that we have conducted Job Hazard Assessments and will continue to comply with all statutes including the Occupational Health and Safety Act, Ministry of Labour, Ministry of Transportation, Workers Safety and Insurance and all regulations thereunder.

I/We of \_\_\_\_\_, understand that **Gazzola Paving Ltd.** will be required to receive weekly tool box talks and will continue to comply with all statutes including the Occupational Health and Safety Act, Ministry of Labour, Ministry of Transportation, Workers Safety and Insurance and all regulations thereunder.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title

# 18-4 Form – Competent Supervisor

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## Subcontractor Declaration of Competent Supervisor

IN THE MATTER OF: Contract work performed by:

\_\_\_\_\_  
(Company Name)

at the \_\_\_\_\_

(Name of Project)

1. I am the \_\_\_\_\_  
Title

Of \_\_\_\_\_  
and as such have the knowledge of the matters herein stated.

2. \_\_\_\_\_ is a  
(Company Name)

\_\_\_\_\_  
Choose one: Sole Proprietorship/Partnership/Corporation

with its head office located at

\_\_\_\_\_  
(Address)

and has carried on a business as a contractor since or on about

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Insert Date

3. \_\_\_\_\_ has since \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Company Name) (Insert Date)

had in place a Health and Safety Policy under section 25(2) J of Ontario's Occupational Health and Safety Act -R.S.O. 1990, c.O..1. as amended (the "Act") and has developed and maintains on an annual basis, a program to implement the written Occupational Health and Safety Policy. A copy of the policy is available for inspection upon request.

4. \_\_\_\_\_ will employ for this project, a supervisor or supervisors who are competent persons as defined by section 1 (1) of the Ontario Construction Regulations and specifically the following person(s) who:

## **18-4 Form – Competent Supervisor**

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- a) are qualified because of knowledge, training and experience to organize the project work and its performance.
- b) are familiar with the Act and Regulations for Construction Projects that apply to the project work; and
- c) have knowledge of any potential or actual danger to health and safety at the project

5. \_\_\_\_\_ will employ, for the purpose of this or any project, the following competent supervisors:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

No supervisors other than those named shall work on the project in a supervisory capacity.

6. The supervisors employed by \_\_\_\_\_ have successfully completed the necessary health and safety courses to be considered a competent person to undertake the work described in the contract.

\_\_\_\_\_  
Company Official's Printed Name

\_\_\_\_\_  
Company Official's Signature

Dated: \_\_\_\_\_

# 18-5 Form – Sub-Contractor Health & Safety Performance Review

## Sub-contractor Health & Safety Performance Review

Evaluation Criteria	Exceptional	Satisfactory	Unacceptable
1) Did the work get done on time? <hr/>			
2) If not, were reasons Avoidable _____ Unavoidable _____			
3) Adherence to Gazzola's Health & Safety Program Requirements			
4) Compliance with OHSA & applicable regulations			
5) Were specific safety Issues addressed in a timely & acceptable manner?			
6) Were all daily/weekly forms required delivered in a timely & acceptable manner?			
7) Were all incidents reported to Gazzola's Superintendents on site in a timely manner?			
8) Overall Health & Safety Performance			
<b>Description</b>	<b>Number of Occurrences</b>		
Total number of incidents			
Total number of critical injuries reported to the Ministry of Labour			
Property damage incidents			
Ministry of Labour orders			

Review Prepared by: \_\_\_\_\_  
(Name & Signature)

\_\_\_\_\_ (Date)

## 18-6 Form – Pre-Dig Utility Checklist

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### PRE DIG UTILITY CHECKLIST

	YES	NO
Have the Locates been reviewed and marked out as per the request (Proof of Locates to be provide to the contractor upon request)?	<input type="checkbox"/>	<input type="checkbox"/>
Are the utility point marks in the field visible?	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all parties involved in the project are participating in the orientation in advance of work. Identify each type of utility that will be encountered as well as their locations and all measures that will be taken to locate and can prevent damage to each.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all utilities have been spelled out in "white" paint for additional visual awareness.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that a copy of the locates have been given to the Operators and placed in the equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Identify the type, size and material of the utility that has been identified and acknowledged in advance of locating the utility.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure the excavation to locate the utility by hand and/or vacuum is from the existing surface to the utility without the use of mechanical equipment/machinery.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure the uncovered utility matches the utility locate.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure the utility is uncovered across the full-width of the excavator and visible for the operator to see.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure one or more persons as required are appointed as dedicated spotter.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure the utility is protected by the vertical walls of the excavation.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure you report any unsafe or pre-existing condition of the utility that doesn't appear to be normal condition.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all proper measures are being implemented to protect the utility and the well-being of the utility is not compressed.	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor Name: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **Section 18 – Subcontractor Procedure**

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### **PURPOSE**

The purpose of the Contractor/Subcontractor Procedure is to set a minimum standard for all those that work under Gazzola Paving Ltd. in a contract or subcontract capacity. This procedure is to ensure that all contractors/subcontractors follow the OHSA requirements and Gazzola Paving Ltd. Health & Safety Program requirements.

### **SCOPE**

- Pertaining to the health, safety, and environment portion of each entity or subcontractor working directly for Gazzola Paving Ltd.
- Pertaining to the health, safety, and environment portion of each entity or subcontractor working under any other entity or subcontractor working for Gazzola Paving Ltd.

### **RESPONSIBILITIES**

#### **Health and Safety Coordinator Responsibilities:**

- Ensuring subcontractors are following Gazzola Paving Ltd. Health & Safety Program.
- Ensuring subcontractors have provided all appropriate Health & Safety documentation.
- Assist in the sub-contractor review procedure as required.
- Maintain an updated list of the approved sub-contractors based on the results of the Sub-contractor Review.

#### **Senior Management Responsibilities:**

- Reviewing the subcontractor performance review completed by the project manager and the site superintendent.
- Reviewing the list of the accepted sub-contractors.

#### **Project Manager Responsibilities:**

- Determining which subcontractors are to perform work on projects.
- Advising the Health & Safety Coordinator and Site Superintendent of the subcontractor information and contract details.
- Completing the subcontractor review form with input from the Site Superintendent and the Health & Safety Coordinator.
- Ensure communication of the requirements under this procedure is scheduled with all site level personnel including workers and Subcontractors.
- Requesting Subcontractor documents to ensure all Subcontractors can demonstrate competency and implement the site specific workplace requirements.
- Review workplace specific requirements under the forms required on this procedure

## Section 18 – Subcontractor Procedure

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### Superintendent Responsibilities:

- Conducting Site Orientations and updating Subcontractors on Gazzola Paving Ltd. Policies and Procedures.
- Ensuring submittal of subcontractor's daily/weekly paperwork, such as hazard assessments, site inspections, toolbox talks, etc.
- Conducting inspections of sites, documenting findings and sharing relevant information with Gazzola Paving Ltd. senior management.
- Review findings with each Foreman to ensure that corrective measures are taken.
- Follow-up on the findings and implement recommendations for each unsafe condition.

### 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.
- Conducting inspections of sites, documenting findings and sharing relevant information with Gazzola Paving Ltd. Superintendent
- Review findings with the superintendent and implement the corrective measures required.

### Workers Responsibilities:

- Working in conjunction with subcontractor employees.
- Ensuring subcontractors are following Gazzola Paving Ltd. Health & Safety Program.

### Subcontractors Responsibilities:

- Ensure compliance to all applicable H&S regulatory requirements and relevant procedural requirements outlined within the Gazzola Paving H&S manual.
- Conduct Toolbox Talks or an equivalent sub-contractor's safety meeting with their employees at least once a week. A copy of the toolbox talk to be forwarded to the Site superintendent on a weekly basis.
- Inspect all equipment and work site conditions prior to beginning work. All tools and equipment shall be maintained in safe operating condition.
- Ensure that Locates have been obtained for all underground utilities and are maintained on regular basis.
- Ensure that all necessary PPE/ clothing for employees is provided and used appropriately.
- Report any injuries requiring medical attention to the Site Superintendent and required regulatory agencies.
- Undertake an investigation of all incidents and near misses and forward a copy of all related reports to the Gazzola Paving within 24 hours.

## Section 18 – Subcontractor Procedure

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- Attend and participate, in mandatory weekly H&S meetings as determined by Gazzola Paving.
- Ensure compliance with instructions regarding corrective actions issued by Gazzola Paving.
- Ensure that employees attend orientation training prior to beginning work.
- Subcontractor are responsible for advising all their employees of the requirements outlined within this procedure.

### PROCEDURE

1. Gazzola Paving Ltd. Project Manager to determine which and when subcontractor will be working on a project site.
2. Gazzola Paving Ltd. Project Manager to communicate subcontractor details to Health and Safety Coordinator and Site Superintendent.
3. Gazzola Paving Ltd. Project Manager to provide direct Subcontractor with a copy of the Gazzola Paving Ltd. Health & Safety Program (or applicable/relevant portions).
4. Gazzola Paving Ltd. Senior Management or Project Manager to provide subcontractors with a complete subcontract agreement outlining the scope of work, timelines, milestones and payment details.
5. Gazzola Paving Ltd. Senior Management or Project Manager to provide subcontractor with a copy of this procedure.
6. Subcontractor to provide all documentation prior to beginning work:
  - Subcontractor Health and Safety Agreement (Form 18-1)
  - Fully signed contract
  - Hazard acknowledgement letter (Form 18-2)
  - Subcontractor Adherence to Contractors Health and Safety Program (Form 18-3)
  - Form 1000
  - WSIB clearance certificate
  - Liability insurance certificate
  - Competent Supervisor Form (Form 18-4)
  - SDS Sheets and Proof of Worker(s)WHIMS training
  - Additional Training Certificates as Required by all legislative acts and regulations relevant to the scope of their work (ex. Work at Height)
  - Copy of Subcontractor's Health & Safety Policy
  - Copy of Subcontractor's Workplace Violence & Harassment Policy
  - Pre-Start JHA (Refer to Form 19-1-1)
  - Underground Utility Locates

## **Section 18 – Subcontractor Procedure**

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7. Subcontractor to complete transfer of Gazzola Paving Ltd. Health & Safety Program details and required documentation to any party under their employ and direction, whether directly or via a subcontract.
8. Subcontractor to ensure that all persons under their direction or employ, whether directly or via subcontract, shall be fully aware and remain compliant with this policy and all appropriate transfer of policy and expectation is completed.
9. Gazzola Paving Ltd. Health and Safety Coordinators and Site Superintendents/Foremen shall inspect and monitor the ongoing activities of the subcontractor.
10. Subcontractor to always complete necessary modifications when noted to remain compliant to all policies and legal requirements.
11. Gazzola Paving Ltd. Health and Safety Coordinators to note any subcontractor violations relative to health, safety, and environmental and bring to the attention of Gazzola Paving Ltd. senior management. This includes direct and indirect subcontractors. Non-compliant entities will be warned of the infraction and held accountable as required. This will be accomplished using various methods, including, but not limited to, progressive corrective actions or contract removal.
12. Gazzola Paving Ltd. senior management, in conjunction with the Project Manager to review the subcontractor upon completion of the work. The Approved Subcontractor List to be updated based on results of the review.

### **Contractor/Subcontractor Review Procedure**

1. Project Manager to complete the subcontractor review form. (Form 18-5)
2. Advise Senior Management of any issues that were identified during the review process.
3. Keep a record of the review in the job file.
4. Update the approved subcontractor list rating based on the most recent review.
5. Arrange a meeting with the subcontractor to discuss any performance issues if planning on using the subcontractor again.
  - a. Make minutes of the meeting and distribute to Senior Management, Project Manager(s), Subcontractor.

## Section 18 – Subcontractor Procedure

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### Sub-Contractor Document Submissions

#### **Gazzola Paving Ltd. Subcontractor Health & Safety Job Start Up Mandatory Submissions**

- Subcontractor Health and Safety Agreement (Form 18-1)
- Fully signed contract
- Hazard acknowledgement letter (Form 18-2)
- Subcontractor Adherence to Contractors Health and Safety Program (Form 18-3)
- Form 1000
- WSIB clearance certificate
- Liability insurance certificate
- Competent Supervisor Form (Form 18-4)
- SDS Sheets and Proof of Worker(s) WHIMS training
- Additional Training Certificates as Required by all legislative acts and regulations relevant to the scope of their work (Ex. Work at Height)
- Copy of Subcontractor's Health & Safety Policy
- Copy of Subcontractor's Workplace Violence & Harassment Policy
- Pre-Start JHA (Refer to Form 19-1-1)
- Underground Utility Locates

#### **Gazzola Paving Ltd. Subcontractor Health & Safety Daily and Weekly Submission Requirements**

\* Subcontractor can submit their own forms provided Gazzola Paving Ltd. deems them to be sufficient. This means of equal or greater standard than the forms provided herein by Gazzola Paving Ltd. \*

#### **Daily**

1. Daily Job Hazard Assessment (Refer to Form 26-1-1)
2. Pre-Dig Utility Checklist/Locates (Form 18-6)
3. Traffic Protection Plan

#### **Weekly**

1. Weekly Site Inspection (Refer to Form 6-1-1)
2. Record of Toolbox Talk (Refer to Form 5-1)

## Section 18 – Subcontractor Procedure

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### DISTRIBUTION

The **Project Manager** will ensure distribution of this documentation when requested and gathering of all pertinent information during the procurement process.

The **Project Manager** and **Superintendent** will also be responsible for the distribution and gathering pertinent information to/from the Subcontractors during the Site Orientation.

### RECORDS

All information gathered during the hiring process and the orientation process shall remain on file for a period of at least five years.



# 19-1-1 Form - Pre-Job Construction Activities and Hazard Identification Form

Completed By (Print Name): \_\_\_\_\_

Project # and Location: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

List Subcontractors to be used: \_\_\_\_\_

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



# 19-1-1 Form - Pre-Job Construction Activities and Hazard Identification Form

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

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

## Section 19 – Pre-Job Requirements

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**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-job 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.

## Section 19 – Pre-Job Requirements

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### 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 **(19-1-1 - Form)**
2. When completed, the Superintendent will send the completed copy of the Pre-Job Construction Activities & Violence Risk Assessment Form **(19-1-1 - 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 Job Health and Safety Files and at Head Office by **Health and Safety Coordinator**.

## Section 20 - Fall Prevention Plan

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

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

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

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

Senior Management Responsibilities:

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

## Section 20 - Fall Prevention Plan

---

### Project Manager Responsibilities:

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

### Superintendent Responsibilities:

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

### Foreman Responsibilities:

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

## Section 20 - Fall Prevention Plan

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### Workers Responsibilities:

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

### PROCEDURE

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

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

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

### DISTRIBUTION

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

### RECORDS

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

## Section 20 - Fall Prevention Plan

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### **FALL PREVENTION PLAN**

#### **All Employees**

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

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

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

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

#### **Falls from Heights Plan**

Policies for prevention of falls from heights;

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

## Section 20 - Fall Prevention Plan

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

### Travel Restraint and Fall Arrest Components

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

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

### Other Fall Protection System Considerations

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



## Section 20 - Fall Prevention Plan

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### FALL ARREST RESCUE PROCEDURES

#### PURPOSE

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

#### AFFECTED PERSONS

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

#### POTENTIAL SERIOUS HEALTH EFFECTS OF PROLONGED SUSPENSION

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

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

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#### POST THIS INFORMATION

## Section 20 - Fall Prevention Plan

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### **IF A WORKER IS OBSERVED SUSPENDED IN A FALL ARREST SYSTEM**

1. **Assess** the situation – ensure your safety at all times (**DO NOT** attempt a rescue or enter a work area with an unguarded edge without using an appropriate fall protection system). Only trained persons are allowed to conduct rescue operations.
2. **Obtain assistance** – alert your supervisor, the rest of the crew and the Constructor or Owner (identify the exact location and the nature of the emergency).
3. If the suspended worker is conscious, try to determine the extent of his/her injuries so that the appropriate emergency services personnel can be notified.
4. **Call 911**- the supervisor will designate workers to meet emergency services personnel at the entrance to the site.

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

### **OTHER WORKERS MUST:**

1. Assist as requested by your supervisor or emergency services personnel.
2. Stay clear of activities. If you are not involved directly in the rescue, remain at a safe distance from any unprotected edges and from the rescue area so as not to interfere with the rescue operations.
3. The status of the affected (injured) worker and further direction will be provided as it becomes available.

**POST THIS INFORMATION**

## Section 20 - Fall Prevention Plan

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

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

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

#### **Pre-Job Review**

- |    |  |                          |     |                          |    |
|----|--|--------------------------|-----|--------------------------|----|
| a. | Is the equipment available               | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| b. | Is an operator available                 | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| c. | Is the equipment in Reasonable Proximity | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

PEWP Rescue -- Site Specific Notes

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## Section 20 - Fall Prevention Plan

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

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

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

#### *Vertical Lifeline Fall - lifeline extending to the ground*

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

#### *Vertical Lifeline Fall – lifeline not extending to the ground*

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

### Pre-Job Review

- |   |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|----|
| 1. Is the equipment available               | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Is an operator available                 | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Is the equipment in Reasonable Proximity | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

Ladder Rescue -- Site Specific Notes

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**POST THIS INFORMATION**

## Section 20 - Fall Prevention Plan

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

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

#### CIRCULATION RELIEF – USING AN A PLATFORM

##### STEP 1

- A. Ideally purchase or build a sturdy platform with guardrails and a means of securing the platform to the carriage of the Zoom Boom Forklift ahead of time and leave on site for Emergency Rescue purposes only.
- B. If A hasn't been done, attempt to locate a platform/cage that can be used for this support function. Secure the platform/cage to the carriage of the Zoom Boom Forklift.
- C. If A & B aren't available, build a sturdy/safe makeshift platform (that can be secured in place) using suitable materials that will help provide support for the worker.

##### STEP 2

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

##### Pre-Job Review

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Is the Sturdy Platform available         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Is an Zoom Lift operator available       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Is the equipment in Reasonable Proximity | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Forklift/Zoom Lift Relief -- Site Specific Notes

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**POST THIS INFORMATION**

## Section 21 – Hiring Young Workers

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**PURPOSE** When hiring young workers to conduct work on behalf of the company, it is important that the employee has been made aware of the safety requirements and the other site-specific policies during orientation.

**SCOPE** Young Worker Orientation will be facilitated using the company specific Employee Guidelines and will provide the specific health and safety expectations prior to commencing their employment obligations.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Coordinate the communication and confirmation of the Orientation process with all Young or New Workers.
- Maintain all documentation related to the employee guidelines and orientation progress including the Orientation Checklist.
- Assist in the schedule an appropriately experienced worker to shadow and provide support as needed.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

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

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.

Superintendent Responsibilities:

- Assist in the schedule an appropriately experienced worker to shadow and provide support as needed.
- Review findings with each Foreman to ensure that corrective measures are taken.
- Follow-up on the findings and implement recommendations for each unsafe condition.

## Section 21 – Hiring Young Workers

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- 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:

- Schedule an appropriately experienced worker to shadow and provide support as needed.
- 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 the is aware of;
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Participate in the health and safety workplace orientation.
- Provide Orientation documentation including employee guidelines sign-off and documentation from the employee guidelines.
- Work with and follow the appointed and appropriately experienced worker through the shadowing process.
- Advise Foreman 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 Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

## DEFINITIONS

### “Young Worker”

- Any worker under the age of 25 or less than 3 years of industry experience.

**Note:** No person under the age of 16 is allowed to work on a project or to be on a project.

## PROCEDURE

Upon hiring young workers the Worker Orientation Checklist (**4-1-1 Form**) will be completed using the following steps prior to working on a job or project;

- Copies of the appropriate Red Book - Employee Guidelines will be provided to the employees hired.
- The appropriate Employee Guidelines will be reviewed with all employees hired directly.

## Section 21 – Hiring Young Workers

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- Upon review of the Red Book - Employee Guidelines, the acknowledgement sheets attached to the last page of the guidelines must be completed and handed back to the **Foreman or Health and Safety Coordinator** prior to the commencement of work.
- Review any and all training certificates that the worker has and arrange any subsequent training accordingly
- Young and new workers will be assessed on the project to ensure that their work habits and their comprehension of the Red Book - Employee Guidelines are adequate to protect their safety.
- Young and new workers will be supervised under the direction of an appropriately experienced worker through the shadowing process.
- The **Foreman** will determine at what point the young or new worker no longer requires direct supervision based the young or new worker's work habits and comprehension of the safety system.

**DOCUMENTATION** All Young Workers being hired will be required to complete the acknowledgement sheets, stipulating that they have received, read and understand the Red Book - Employee Guidelines prior to working on a job or project.

Subsequently a review of the Red Book - Employee Guidelines, they will also participate in the shadowing process under an appropriately experienced worker.

**RECORDS** All completed checklists and Acknowledgement sheets will be maintained on the employees file indefinitely.

## Section 22 – Traffic Management Plan

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**PURPOSE** The Traffic Management Plan must consider and address hazards with respect to access/egress to and from the project, vehicular movement on the project and pedestrian traffic.

**SCOPE** Each project will be required to have a Traffic Management Plan designed to minimize potential hazards that may be created by vehicular traffic and/or mobile equipment.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Assist in developing Traffic Management Plan for all workplaces and sites other than where the constructor or owner has already developed a plan to be used.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Take all measures reasonably necessary in the circumstances to protect employees from exposure to Traffic related hazards at all locations.
- Review Occupational Health and Safety Act and Regulations to ensure compliance within the Traffic Management Plan.
- Ensure the Traffic Management Plan is implemented across all areas of responsibility.
- Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.

Project Manager Responsibilities:

- Assist in developing Traffic Management Plan for all workplaces and sites other than where the constructor or owner has already developed a plan to be used.
- 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 22 – Traffic Management Plan

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### Superintendent Responsibilities:

- Assist in developing Traffic Management Plan for all workplaces and sites other than where the constructor or owner has already developed a plan to be used.
- 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.
- Ensure that the Traffic Control Persons (TCP) shall be competent and not perform any other work while directing traffic.

### Foreman Responsibilities:

- Ensure known Traffic Control related hazards are defined with a site specific plan and contained in the Traffic Management Plan.
- Brief all workers and Subcontractors on the Traffic Management Plan.
- Provide education and training to workers who are responsible for traffic control.
- Take prompt and appropriate action when contraventions with the Traffic Control Plan have been identified.
- Ensure that the Traffic Control Persons (TCP) shall be competent and not perform any other work while directing traffic.
- Appoint TCP to coordinate and direct traffic flow on site as per Traffic Management Plan.
- Ensure that TCP is positioned in such a way that he or she is endangered as little as possible by vehicle and construction traffic.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker

### Workers Responsibilities:

- When performing traffic control duties do not undertake any other responsibilities.
- If required, participate in Traffic Control training.
- Report any traffic control violations immediately to your Foreman.
- Adhere to the requirements outlined in the Traffic Management Plan developed and implemented for the project.
- 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 22 – Traffic Management Plan

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### PROCEDURE

Prior to commencement of work on the project, The **Superintendent** with the assistance of the **Project Manager** will;

1. Review the project layout drawings provided the constructor or owner representatives.
2. Review local bylaws that govern public ways.
3. Determine when peak traffic periods exist in the vicinity of the project and how traffic that accesses or egresses the project will be affected.
4. Review the schedule and determine when peak vehicular/pedestrian traffic may occur - plan deliveries and/or other activities that may affect public ways accordingly.

### Using a site map, ensure the following is define;

- Access / egress to and from the project
- Flow of traffic
- Parking of site vehicles (e.g. one side of the street)
- Delivery and off-loading areas
- Lay down areas
- Mobile equipment storage
- Emergency vehicle access
- Compound storage areas
- Restricted parking area

**Develop** a written site specific Traffic Management Plan that will be used in conjunction with a site map detailing all the specifics detailed above where the constructor, owner of site management has not already developed a plan to be used.

### Notes:

1. Through a well defined Traffic Management Plan, the safe movement of vehicular traffic and mobile equipment can be achieved.
2. The plan must be designed with a view to eliminate reversing of vehicular traffic and mobile equipment.
3. The flow of traffic on the site must be designed to allow for emergency vehicles to have complete access to all areas of the project
4. Depending on the project location, local police may be required to conduct traffic control duties, or trained traffic control personnel may be required.

**Review** the plan on a regular basis to ensure that it meets the ever-changing construction environment.

**Re-distribute and review** with those affected

## Section 22 – Traffic Management Plan

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- DISTRIBUTION**      The Traffic Management Plan will be distributed as follows;
- To all Subcontractors and Suppliers during orientation meetings
  - Reviewed with all workers
  - Reviewed with Trained Traffic Control Personnel
  - The **Superintendent, Foreman and Health and Safety Coordinator**
- RECORDS**            Documentation and other information must be maintained on file for the duration of the project. Upon completion of the project, all information related to the Traffic Management Plan must be submitted to Head Office with all post site documentation.

## Section 23 – Personal Protective Equipment

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**PURPOSE** The following Personal Protective Equipment (PPE) procedure will be used to identify the specific requirements for the use of PPE.

To protect employees from potential workplace hazards, control of exposure to the hazards will be performed through use of the three general control strategies in the following order: Control at the Source, Control Along the Path and Control at the Worker.

**SCOPE** The use of Personal Protective Equipment falls into the third and least desirable control method (Control at the Worker). Control at the Worker will only be considered as a supplement to another control method and/or if it is the most practical method.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Arrange with the Superintendent for all company supplied and site specific PPE to be purchased and distributed.
- Arrange for general (orientation) and specific (Working at Heights) training is provided as required.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing PPE Plan for all workplaces and sites.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Assist in development of the PPE Program.
- Ensure the appropriate PPE is implemented across all areas of responsibility.
- Take all measures reasonably necessary in the circumstances to protect employees from exposure all related hazards at all locations.
- Review Occupational Health and Safety Act and Regulations to ensure compliance within the PPE requirements.
- 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 23 – Personal Protective Equipment

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### Superintendent Responsibilities:

- Arrange with the Health and Safety Coordinator for all company supplied and site specific PPE to be purchased and distributed.
- Ensure a site specific PPE for all workplaces and sites is used, maintained and in place.
- Distribute new and replace PPE as required.
- 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:

- Ensure known site related hazards are defined with a site specific plan or Hazard Assessment and appropriate PPE is defined and provided as required.
- Distribute new and replace PPE as required.
- Take prompt and appropriate action when contraventions with the use or maintenance or PPE have been identified.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Use and maintain all required PPE as directed.
- Report any damage or missing PPE immediately to your Foreman.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

### PROCEDURE

The **Health and Safety Coordinator** with the assistance of the **Senior Management** will develop a Personal Protective Equipment Program.

Once the program has been completed, the **Health and Safety Coordinator** will arrange to meet with the department **Superintendent** to review the agreed upon requirements for the PPE Program.

All required workers will receive specific training regarding their selection, use/ care and limitations of their PPE during orientation with applicable demonstrations where required.

## Section 23 – Personal Protective Equipment

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**DISTRIBUTION**      The specific requirements for PPE will be documented and posted in the departments, along with appropriate warning signs.

**RECORDS**            Documentation of Safety Talks and/ or orientation of employees will remain on file indefinitely.

## Section 23 – Personal Protective Equipment

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### PERSONAL PROTECTIVE EQUIPMENT PROGRAM

#### INTRODUCTION

The primary focus of our Health and Safety Program is to eliminate or control potential hazards to which our employees could be exposed. It has been acknowledged that the use of Personal Protective Equipment (PPE) is the least desired method of controlling workplace hazards, therefore, the use of Personal Protective Equipment will only be considered after other control methods have been explored.

Potential harmful hazards exist at our locations and we will implement control measures to eliminate and/or control the harmful effects of these hazards. Engineering and Administrative Controls will be used for the most part; however, there are some circumstances and job functions which require the use of PPE to control the exposure to the hazard.

The following program will identify the need for PPE and the implementation of a program designed to protect our workers. This program will encompass the following areas:

- Selection/ use
- Maintenance
- Monitoring
- Employee training

#### PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

In order to determine the required PPE for the workplace, health and safety audits must be performed by the Health and Safety Coordinator and the Superintendents. Once hazardous conditions warranting the use of PPE have been identified, the appropriate selection of such equipment may begin.

In our Orientation program (Red Book), all our requirements for the use of PPE have been identified with the Workplace Task Standards and will be communicated.

The selection of PPE should be based on the following three criteria:

1. Protection of workers
2. Compliance with legislative requirements
3. Technical feasibility

The following are the minimum requirements for PPE which will be used. It may be necessary for workers to use alternative PPE where all PPE must be CSA Approved or equivalent and maintained in proper working order.

**Note:** Specialized PPE is defined as equipment that requires specific training for the care, use and maintenance for the appropriate use.

## Section 23 – Personal Protective Equipment

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### Foot Protection

- In all our Construction projects, the Mechanical Shop and the Asphalt Plant workplace, all workers must wear CSA Certified Grade 1 Footwear (Green Patch/ heavy duty with sole protection) as a minimum must be worn which provide appropriate foot protection for the location.
- Foot Protections or safety boots must be high cut and 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).

### Head Protection

- Where exposed to the hazard of being struck by falling objects, an CSA 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. Make sure 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.

### High Visibility Safety Clothing

- Where required, all workplace parties 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.
- Leg Bands are provided for night work on construction projects.

## Section 23 – Personal Protective Equipment

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### Eye Protection

- In all our Construction projects, all workers must wear required CSA approved safety eyewear as necessary for work that has the potential to cause eye injury.
- At the Asphalt Plant workplace, all workers must wear required CSA approved safety eyewear when performing all work.
- All work that has the potential to cause eye injury. Examples include grinding, saw cutting, hammering and pumping liquids.
- Face shields in addition to safety glasses must be worn when there is a risk of facial injury in order to protect the face.

### 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 must ensure that they are using the appropriate respiratory protection for the 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.

### Skin Protection

- Shirts with sleeves to the elbow or long sleeve shirts and long pants are required at all times at all Construction projects, the Mechanical Shop and the Asphalt Plant.
- Remember to 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.

### Hand Protection

- Gloves will be worn as required for the prevention of hand injuries.
- Use the right gloves for the job as hands also need protection against chemicals. Check the MSDS or Suppliers Label to see whether a product must be handled with gloves and what types of gloves are required.

## Section 23 – Personal Protective Equipment

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### Face Protection

- Full-face protection, **face shield**, must be worn to protect workers against the hazards of flying projectiles, hot liquids or hazardous chemicals (for example hot asphalt cement or saw cutting concrete). If respiratory protection is also required the best solution is a **full face respirator** which provides eye, face and respiratory protection.
- A face shield is not eye protection. Safety glasses must be worn under a face shield.

### Hearing Protection

- Hearing protection is required in workplaces and when working near equipment where noises 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, therefore, specific types of hearing protection will be provided for employees exposed to excessive noises.
- **Dual Protection** may be required in certain high noise situations. This requires wearing ear muffs and ear plugs. See charts below for further details.

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

### **Recommended Hearing Protection**

Excerpt from the CSA Z94.2 Hearing Protection standard.

## Section 23 – Personal Protective Equipment

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### Specialized Personal Protective Equipment

#### Fall Arrest Equipment

- A CSA approved full body harnesses and shock absorbing lanyards must be worn at heights of 10 feet or over from the edge of any raised work surfaces or roof edges, unless properly scaffolded or guard rails provided.
- All components of the fall arrest system involved in arresting the worker in the fall shall be gathered and taken out of service. Lanyard and full body harness shall be disposed of after the completion of all investigation(s).
- Workers will Receive specific training in Working at Heights for all applicable workers as work applies to the below information.
- **All employees working at heights must use fall protection if they are exposed to following hazards:**
  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

## **Section 23 – Personal Protective Equipment**

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### **MAINTENANCE OF PPE**

All employees will be trained on the limitations and proper care and maintenance of their Personal Protective Equipment by the Health and Safety Coordinator. This instruction will be done according to the manufacturer's specifications.

All defective, damaged or non-repairable items will be taken out of service and replaced with suitable replacements as required.

In addition, all clothing that has come into contact with solvents or other corrosive material must be removed from use as required.

### **MONITORING**

Monitoring for use of the required PPE will be conducted by all Foreman / Superintendent and the Health and Safety Coordinator where applicable. Foreman / Superintendent will visually check all workers to ensure that everyone is adequately wearing/ using their PPE where required according to the manufacturer's specifications and the job requirements.

Health and Safety Coordinator and Foreman / Superintendent are responsible to ensure that the PPE and equipment required for the project are present and functional at all times. They will use Progressive Disciplinary Action for those employees who fail to wear the appropriate Personal Protective Equipment. The Foreman / Superintendent reserve the right to remove anyone who causes unsafe conditions or practices, or who performs in a manner not consistent with the requirements of the Occupational Health and Safety Act and/or its Regulations.

All workers will immediately report missing or broken PPE to their supervisor for replacement or repairs as required.

### **TRAINING**

Training for the proper use, care and limitations of the PPE provided to employees will be arranged by the Health and Safety Coordinator. This training will cover the following topics:

- How to obtain required PPE
- How to use the Protective Equipment
- How to clean the equipment
- How and where to store the equipment
- The limitations of the equipment

All training sessions provided to workers will be documented and maintained on file. New employees will receive this training during their Orientation to the workplace and during specific task training.

# Confined Space Entry Permit

Effective: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

 From: \_\_\_\_ : \_\_\_\_ <sup>am</sup>/<sub>pm</sub>

 To: \_\_\_\_ : \_\_\_\_ <sup>am</sup>/<sub>pm</sub>

<b>Location</b>	Location of Confined Space:	Project Name:
	Employer Name:	Competent Person:
	Assessment Performed by:	Name of Permit Issuer:
	Description of Confined Space:	
	Description of Work to be Performed:	

**Note: The permit shall comply with the relevant plan.**

Air Monitor Name	Serial #	Last Calibration/Bump Test

<b>Air Quality Results</b>	Time of Test							
	Oxygen %							
	Combustibles %							
	Carbon monoxide (CO)							
	Hydrogen sulphide (H <sub>2</sub> S)							
	Other atmospheric hazard (            )							
Tester's Name (print):				Signature:				

<b>Hazards &amp; Controls</b>	Atmospheric/Physical Hazards	Controls	Personal Protective Equipment
	<input type="checkbox"/> Flammable	<input type="checkbox"/> Purging	<input type="checkbox"/> Respirator
	<input type="checkbox"/> Toxic	<input type="checkbox"/> Mechanical ventilation	<input type="checkbox"/> Gloves
	<input type="checkbox"/> Corrosive	<input type="checkbox"/> Natural ventilation	<input type="checkbox"/> Boots
	<input type="checkbox"/> Oxygen deficient/enriched	<input type="checkbox"/> De-energize, lockout	<input type="checkbox"/> Eye protection
	<input type="checkbox"/> Hot temperatures	<input type="checkbox"/> Blank	<input type="checkbox"/> Head protection
	<input type="checkbox"/> Electrical	<input type="checkbox"/> Inerting	<input type="checkbox"/> Fall protection
	<input type="checkbox"/> Slippery surfaces	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
	<input type="checkbox"/> Lighting	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
	<input type="checkbox"/> Hot work	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<input type="checkbox"/> Working at heights	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	
<input type="checkbox"/> Other	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

<b>Attendant Entry Log</b>	Worker Name	Permit Reviewed with Workers	Time In	Time Out	Time In	Time Out	Time In	Time Out
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
	Attendant's Name (print):				Attendant's Signature:			

<b>Rescue Equipment</b>	<input type="checkbox"/> Winch <input type="checkbox"/> Respirator <input type="checkbox"/> Ladder <input type="checkbox"/> Tripod <input type="checkbox"/> Harness
	Other: _____ Other: _____ Other: _____ Other: _____
	Rescue equipment inspected and in good working order? <input type="checkbox"/> Yes <input type="checkbox"/> No

Confirmation of Work Completion	Signature	Date	Time

## Section 24 – Confined Space Entry Procedure

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<b>PURPOSE</b>	This Program provides an overview of a system to direct owners, constructors, employers, contractors, supervisors and workers involved in confined space entry work to work safely.
<b>SCOPE</b>	This confined space and safe work procedures, training and equipment must be employed to work in all potential confined space situations.
<b>RESPONSIBILITIES</b>	<p>Health and Safety Coordinator Responsibilities:</p> <ul style="list-style-type: none"><li>• Develop confined space procedures and safe work procedures to define corporate expectations relating to Confined Space work.</li><li>• Schedule and coordinate Confined Space awareness training as required.</li><li>• Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.</li><li>• Assist in developing corporate health and safety orientation documentation, policies and procedures where required.</li><li>• Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.</li></ul> <p>Senior Management Responsibilities:</p> <ul style="list-style-type: none"><li>• Ensure all company employees receive the appropriate training and workplace specific overviews.</li><li>• Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.</li><li>• Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.</li><li>• The measures and procedures prescribed are carried out in the workplace;</li></ul> <p>Project Manager Responsibilities:</p> <ul style="list-style-type: none"><li>• Ensure confined space and safe work procedures, training and equipment are procured as required.</li><li>• Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.</li><li>• Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.</li></ul> <p>Superintendent Responsibilities:</p> <ul style="list-style-type: none"><li>• Coordinate appropriate subcontractors to perform all Confined Space work as required.</li><li>• Review findings with each Foreman to ensure that corrective measures are taken.</li><li>• Follow-up on the findings and implement recommendations for each unsafe condition.</li><li>• Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.</li><li>• Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.</li></ul>

## Section 24 – Confined Space Entry Procedure

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### Foreman Responsibilities:

- Ensure confined space and safe work procedures, training and equipment are procured as required.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the is aware of;
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Advise Foreman 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 Superintendent / Forman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

### PROCEDURE

In general, entry into confined spaces shall be avoided whenever possible. Where possible, work will be conducted by alternate means from outside the space (work from outside the space, use an extender, possibly utilize a robot, etc.).

All potential confined spaces will be identified and assessed by a competent person/ worker who has adequate knowledge, training and experience to perform/ conduct this exercise.

A Confined Space Entry Permit (CSEP) **(24-1 Form)** shall be completed before (and during) each entry into a confined space. This will identify/ assess potential hazards, detail duties and responsibilities, identify competent entrants and outline the specific safe work procedures for the work that is to be completed.

### STANDARD WORK PROCEDURE

Each Employer and/or Subcontractor who is associated with working in a Confined Space must submit a written copy of their confined space and rescue procedures prior to the commencement of work.

All health and safety hazards shall be eliminated or adequately controlled by engineering, administrative or other control measures before entry is made into a confined space.

## Section 24 – Confined Space Entry Procedure

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A lead employer will be identified when the confined space entry work involves multiple employers and/ or contractors working in the area at the same time.

If the situation occurs where workers of multiple employers/ contractors are obligated to work together/ at the same time in a confined space, a consensus must be met, one process will be chosen and affected workers will work to this standard.

In either situation, the Confined Space Entry Program and process will focus on:

- Performing a written site specific hazard assessment can be incorporated into the CSEP
- Ensuring all persons involved in the confined space entry are competent persons/ workers and documentation of these credentials are available
- Atmospheric assessment and monitoring equipment is available with appropriate calibration and bump test records available
- Continuous monitoring will be provided prior to entry and when any worker is in the confined space
- Providing a dedicated Confined Space Attendant who is competent, trained and present at the opening of the confined space
- Providing all appropriate Personal Protective Equipment, rescue gear and appropriate numbers of trained personnel to effect a rescue, with training records available
- Emergency response team which is readily available, trained, and with the appropriate equipment necessary for the situation
- Ensuring that there is a worker who is trained in First Aid and CPR readily available

In the event that all of these stipulations cannot be met, it is suggested that a third party Subcontractor, who is specifically trained and equipped in confined space entry and rescue procedures be retained. These third party contractors must have the necessary rescue equipment and trained in place with prepared rescuers to conduct and carry out their safe rescue procedures.

### RESCUE PLANNING

A vast array of health and safety and rescue equipment is required to ensure safe entries into and rescues from a space deemed to be a Confined Space.

These items must be supplied and maintained by the employer and evaluated by a competent worker prior to each use to ensure that they are functioning properly. The extent of actual equipment required will depend on which hazards are present and the atmospheric and physical surroundings of the area to be entered.

This will be addressed on the Confined Space Entry Permit (CSEP) **(24-1 Form)** and under Confined Space Entry Control Plans and Confined Space Entry Permits.

## Section 24 – Confined Space Entry Procedure

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Additional training must be provided to every worker who will be involved in Confined Space. This training will include generic and hazard specific training and hands-on usage of all required equipment. This will ensure that all workers who may be required to use the equipment will become proficient in its use and understanding of its function and limitations.

### LEGISLATION

The confined space legislation addressed in these guidelines denote minimum standards or requirements. As outlined in the site specific safe work procedures more stringent or rigorous measures may/ will have to be implemented.

Each individual entering a confined space should be competent - aware of all potential hazards, follow the prescribed safe work procedures - as addressed in the CSEP - and know the limitations of the equipment/ devices being used.

These guidelines have been worded to incorporate the intent and “best practice” principles from a variety of legislative requirements, codes, standards and work sectors in Ontario and across Canada.

**Note:** That provincial governed employers working on federal projects must determine which standards apply.

### RECORDS

Records of; inventories (locations), assessments, coordination plans, equipment inspections, training records, and Confined Space Entry Permits shall be completed and kept on file indefinitely.

These records may/ will be used as reference material for future entries into confined spaces or controlled access areas.

### DISTRIBUTION

All owners, constructors, contractors, supervisors and workers working in or around confined space or controlled access areas shall receive copies of the agreed to safe work procedures and these are to be made available upon request to the Joint Health and Safety Committees and/ or Worker Representatives.

**You don't have to prove it is a confined space...  
You have to prove it is not.**

## Section 25 – Preventative Maintenance Program

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**PURPOSE** Preventative Maintenance (PM) Programs are implemented to ensure that machinery and equipment is serviced according to the manufacturer's specifications and / or to meet all legislative requirements.

**SCOPE** We will ensure that all equipment used or operated is operating at its full capacity and not being burdened with undue stresses caused by poorly / under serviced equipment.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Take all measures reasonably necessary in the circumstances to protect employees from vehicles and equipment failures and breakdowns.
- Review Occupational Health and Safety Act and Regulations to ensure compliance within the PM Program.
- Ensure the appropriate PM is completed for all equipment or machinery is implemented across all areas of responsibility.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.

Project Manager Responsibilities:

- Arrange for specific PM to be scheduled and followed up.
- Ensure appropriate PM requirements are completed for all equipment or machinery as required.
- Develop the PM Program for all workplaces and sites level equipment and vehicles.
- 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 25 – Preventative Maintenance Program

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### Superintendent Responsibilities:

- Ensure appropriate PM requirements are completed for all equipment or machinery as required.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

### Foreman Responsibilities:

- Complete or schedule all equipment or machinery PM as required with the Superintendent and/or Project Manager.
- Ensure known site related hazards are defined and appropriate PM requirements are completed for all equipment or machinery as required.
- Take prompt and appropriate action when contraventions with the use or maintenance equipment or machinery been identified.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker

### Workers Responsibilities:

- Report any damage or malfunctioning equipment or machinery immediately to your supervisor.
- 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 or the absence/defect in any equipment or protective device.

## PROCEDURE

Preventive maintenance is predetermined work performed to a schedule with the aim of preventing wear and tear or sudden failure of equipment components.

A good preventative maintenance program reduces downtime. Long-term benefits of a reliable and well-documented preventative maintenance program include:

- Improve system reliability
- Decrease cost of replacement
- Fewer production stoppages
- Fewer large scale repairs
- Increased life expectancy for equipment
- Less need for standby equipment
- Identification of equipment with high maintenance costs (leads to checking and correction or outdated equipment)

## Section 25 – Preventative Maintenance Program

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- Better spare parts control
- Greater work safety – reduce injury
- Lower manufacturing costs

The successful maintenance program is:

- Well organized and scheduled
- Controls hazards
- Defines operational procedures
- Trains key personnel

The Preventive Maintenance Program will address the following:

1. Machinery and Equipment Inventory
2. Preventive Maintenance Schedule
3. Preventive Maintenance Activities

The First Step in Preventive Maintenance is to develop a comprehensive listing of all equipment and machinery where capital investment costs on tools or equipment will be the criteria to be included under this list.

Capital investment costs will be defined as product costing more than 3500 dollars.

## Section 25 – Preventative Maintenance Program

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Once an inventory of equipment and machinery has been conducted the **Project Manager** will audit the equipment and machinery and develop time schedules for maintenance. Use the equipment's manuals and previous experience/history to outline all maintenance and repair activities and do this for each equipment.

Once complete, the **Project Manager** will ensure that the schedule is met, documented and conducted by competent service providers.

### **DISTRIBUTION**

The Preventative Maintenance Program shall be reviewed by **Senior Management, Project Manager** and the **Health and Safety Coordinator** on an annual basis or more frequently as required to ensure that the program is in compliance with applicable legislation/ standards and that it is achieving the desired result of a safe and healthy workplace.

### **RECORDS**

The maintenance program shall contain a recording system. Part of this system should be made up of inventories and schedules. In Addition, the recording system should document what maintenance work was done, when, and by whom. Need to keep records of all maintenance activities, indicating the machine(s) involved, type of maintenance and date on which performed.

Ensure that all maintenance activities are well documented. Keep records of staff training, regular repairs, purchases, pre-operation inspection findings, etc. Documents should show that the preventative maintenance program supports all other prerequisite programs.

**Project Manager** will maintain all records on file for the life of the machinery or equipment.

## Section 25 – Preventative Maintenance Program

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### MACHINERY AND EQUIPMENT INVENTORY

#### PROCEDURE

An inventory of equipment and machinery will be used by the Health and Safety Coordinator in consultation with the Project Manager of maintenance to implement and maintain the Preventive Maintenance Program. An inventory of machinery and equipment used and developed by the Project Manager and in consultation with the Health and Safety Coordinator where **capital investment costs on tools or equipment will be the criteria to be included under this list.** This items to be reviewed when developing the inventory include:

- **Mobile equipment** (e.g., trucks, dump trucks, trailers, and other material handling equipment)
- **Heavy Equipment** (e.g., pavers, loaders, rollers, excavators, skid steers)

A Machinery and Equipment Inventory will be developed and used to document the inventory.

#### **Required Information**

The Machinery and Equipment Inventory will be completed by the Project Manager and the Health and Safety Coordinator to provide the following information for all machinery and equipment used in each specific work area of the shop:

- The name of the machinery or equipment
- The serial number
- The required maintenance activities per manufacturer's instructions
- The required frequency of the maintenance activities per manufacturer's instructions
- The date of last service

#### **Completion of Machinery and Equipment Inventory**

The following steps should be taken when completing the Machinery and Equipment Inventory:

1. When recording the name of the machinery or equipment, both the common name used by employees for the machinery or equipment as well as the formal name (provided by the manufacturer) should be recorded. If a model number is identified on the machinery or equipment, also include the model number.
2. The asset or serial number for the specific piece of equipment must be recorded to distinguish between specific pieces of equipment with the same common or formal names.
3. The required preventive maintenance activities and frequency will be determined through a review of:

## Section 25 – Preventative Maintenance Program

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- The manufacturer's recommendations contained in any Operating Manuals available for the specific machinery or equipment
  - Applicable legislative requirements or industry standards
  - Current maintenance activities being performed
  - Discussions with Managers or technicians and maintenance personnel
4. The completed Machinery and Equipment Inventory will be reviewed with the Health and Safety Coordinator, Project Manager and workers for the work area to ensure accuracy and completeness.

The completed Machinery and Equipment Inventory will be maintained by the Project Manager and will ensure the inventory is kept current.

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### PREVENTIVE MAINTENANCE SCHEDULE

#### PROCEDURE

A preventive maintenance schedule will be developed in conjunction with the preventive maintenance inventory and implemented to ensure that preventive maintenance activities are planned, scheduled and performed by appropriately qualified personnel at the required intervals.

Preventive maintenance schedules will be developed for each work required piece of equipment by the Project Manager and Health and Safety Coordinator.

Each schedule will address all items included on the Machinery and Equipment Inventory and will assign specific dates and assign responsibility for the performance of the preventive maintenance activities from the manufacturer's recommendations and legislative requirements.

Items to be considered when developing the schedule include:

- The specific parts of machinery or equipment to be reviewed and the required frequency of review (as indicated on the Machinery and Equipment Inventory)
- The effect preventive maintenance activities will have on production schedules (as these activities should be scheduled to minimize their effect on production scheduling)
- The required qualifications of the person(s) assigned responsibility for performing the preventive maintenance activities (i.e., the activity to be performed by maintenance personnel, machinery or equipment operators or by an external specialty contractor)

Only appropriately qualified personnel will be designated to perform preventive maintenance activities.

The Preventive Maintenance Schedule will be used to document the process conducted by the qualified personnel will be designated to perform preventive maintenance activities.

Copies of the completed Preventive Maintenance Schedule will be provided to the operators and site personnel.

The completed Preventive Maintenance Schedule will be maintained by the Project Manager and they will ensure the schedule is kept current.

## Section 25 – Preventative Maintenance Program

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### PREVENTIVE MAINTENANCE ACTIVITIES

#### PROCEDURE

Preventive Maintenance Activities will be performed by appropriately qualified personnel for each piece of equipment based on the Preventive Maintenance Schedule.

#### **Documentation**

Preventive Maintenance records will be used to document all preventive maintenance activities. This package should also be used to document damaged or worn parts observed during routine preventive maintenance activities.

#### **Preventive Maintenance Procedures**

Preventative Maintenance schedules will be developed for all equipment as required. Documentation of these maintenance activities must be maintained upon completion of the Preventive Maintenance.

#### **Preventative Maintenance Lockout/ Tagout Procedures**

1. Certified mechanics are to conduct work that required lockout and tagout
2. Place disconnected device in the OFF position and test for potential energization
  - If it a mobile piece of equipment, use the chocks to ensure no inadvertent movement
  - If applicable, shut off air supply, release residual air pressure, remove the hose
  - Lockout gas, steam, or other valves at the point of operation and open others to bleed off residual pressure
  - Drain or bleed off hydraulic lines
  - Block or otherwise immobilize gravity devices and mechanisms under tension or pressure such as rams, springs or fly wheels
3. Install appropriate locking devices
4. Verify Zero-Energy - test operation switches to verify that the equipment cannot be restarted, if lockout has not occurred, do not proceed
5. Remove all lockout and tagout devices (locks, tags, blocks, chains, etc.) once work completed, and the equipment is inspected/safe
6. Lockout and tagout devices are only to be removed by the worker who installed them
7. Re-energize equipment as applicable and have the operator test run the equipment to ensure that everything is working properly

The completed Preventive Maintenance Records will be maintained by the Project Manager and they will ensure the schedule is kept current.

## Section 25 – Preventative Maintenance Program

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### Preventative Maintenance Defective Machinery and Equipment

In the event that a 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.

## Section 26 – GAZZ Card – Daily Hazard Assessment

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### **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 “break down” the job into individual components (tasks) and identify all 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 in 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 26 – GAZZ Card – Daily Hazard Assessment

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### 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.

## Section 26 – GAZZ Card – Daily Hazard Assessment

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### 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.

### 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 26-1).

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

## Section 26 – GAZZ Card – Daily Hazard Assessment

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.
- Documenting the site specific workplace violence assessment.
- Defining and labeling hazards within the job as follows:

<b>Risk Rating:</b> (Risk Rating takes into account the Frequency and Severity of the Hazard)			
<b>Severity</b>	<b>Frequency</b>		
	Low (Monthly)	Medium (Weekly)	High (Daily)
Low	C	B	B
Medium	C	B	A
High	B	A	A
<b>C</b>	Low Risk:	Low risk of injury or equipment / property damage.	
<b>B</b>	Medium Risk:	Medium risk of injury or equipment / property damage.	
<b>A</b>	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.
- Likelihood 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.

## Section 26 – GAZZ Card – Daily Hazard Assessment

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### 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-4 	TC-19 	TC-13 
TC-25R 	TC-14 	TC-15 	TC-34 	TC-12 R 	TC-9 	Rb-91 
						Rb-92 

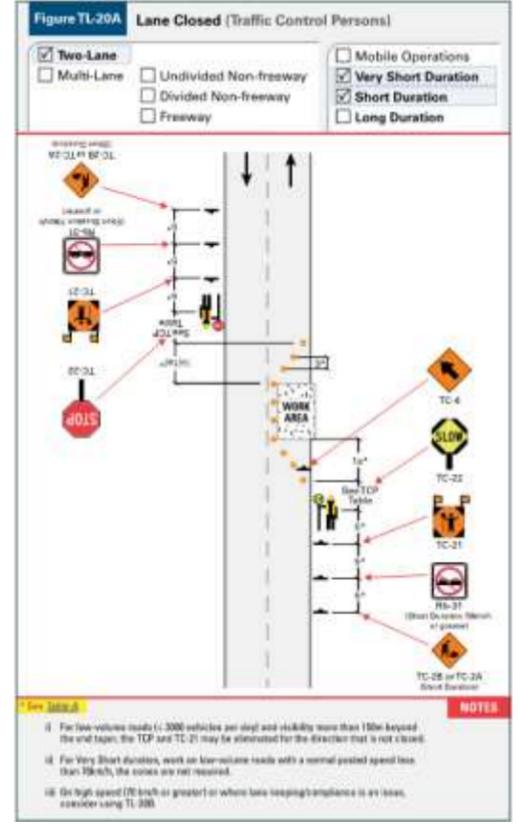
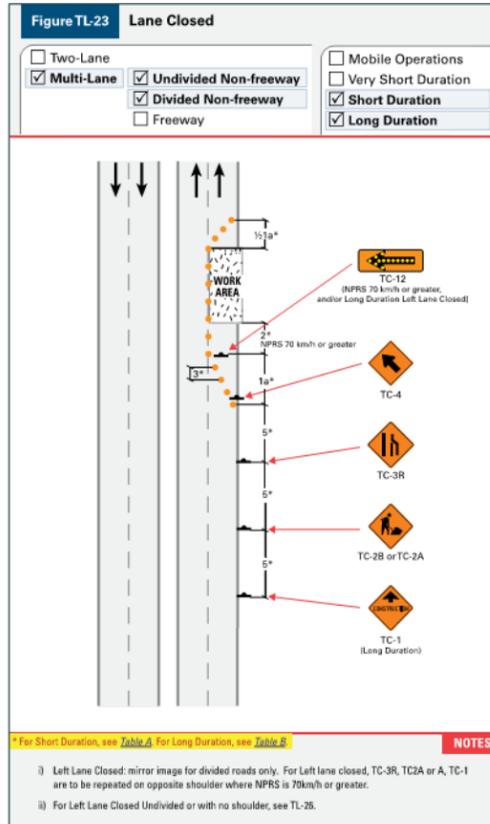
Table A Work Zone Component Dimensions: Very Short and Short Duration Work (Non-freeways)

Dimension	Normal Posted Regulatory Speed Limit **				
	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:**



	<b>'Gazz Card'</b> (Daily Job Hazard Analysis Report)	Time: _____ am / pm Date: d d / m m / y y y y
	<input type="checkbox"/> Subcontractor <input type="checkbox"/> General Contractor	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)

<b>Emergency Information</b>	
On-Site First Aider:	On-Site Health and Safety Representative:
Nearest Emergency Room:	Fire Extinguisher Location: <input type="checkbox"/> Fire Extinguisher Inspected (Monthly)
Muster Point Location:	First Aid Kit & Eye Wash Location: <input type="checkbox"/> First-Aid Kit Inspected (Quarterly)
Emergency Numbers: <input type="checkbox"/> General (911) <input type="checkbox"/> GTAA - (416) 776-3033	Nearest Defibrillator: (Is there a defibrillator at / near the project? Pulse Point app can help find defibrillators.)
<b>Previous Day's Notable Occurrences:</b> 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 TODAY'S 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 #: \_\_\_\_\_

