



# **THE RED BOOK**

Gazzola Paving Limited  
Health & Safety

This Book Belongs to: \_\_\_\_\_

(March 2020)

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## GAZZOLA PAVING LIMITED

### Health & Safety Policy

At Gazzola Paving Limited we place the utmost importance on the health, safety and well-being of our employees. Senior management recognizes 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

### 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.

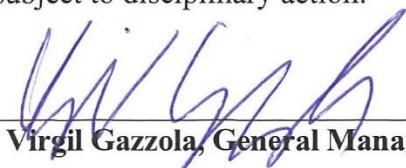
We are committed to a workplace that values people and is free from Workplace Harassment. Every employee, contractor, and/or visitor in our workplace will be treated fairly and with respect. It is the responsibility of senior management, managers, supervisors, workers, contractors and visitors to ensure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

  
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.

Virgil Gazzola, General Manager

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.

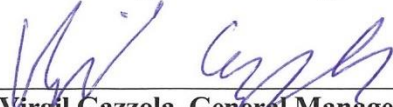
The RTW Program Coordinator will ensure regular communication exists between Worker, Supervisor and the Health Care Provider.

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

MARCH 6, 2020  
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

  
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:

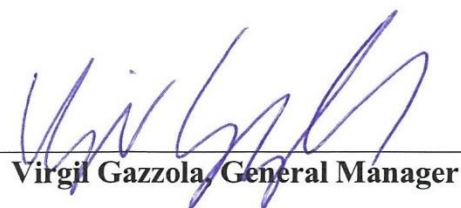
- Use, possession, offering or sale or distribution of prescription or non-prescription drugs, paraphernalia, or un-prescribed drugs for which a prescription is legally required in Canada.
- Presence in the body of prescription or non-prescription drugs for which a prescription is legally required in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

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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



## **INTRODUCTION**

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

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

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

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

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

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

# **1. WORKPLACE RESPONSIBILITIES**

Occupational health and safety is everyone's responsibility.

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

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

## **1.1 Employer Responsibilities:**

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

## 1.2 Foreman/Superintendent Responsibilities:

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

## 1.3 JHSC Member / H & S Representative Responsibilities:

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

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

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



## 1.4 Worker's Rights and Responsibilities

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

### Worker's Rights:





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

### Worker's Responsibilities:

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

## 2. WORKPLACE SAFETY RULES AND CONDUCT

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

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

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



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

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

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

Plan:

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

Communicate:

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

Work:

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

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

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

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

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

## 4. REPORTING

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

### 4.1 Unsafe Acts, Hazards and Near Misses

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

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

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

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

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

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

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

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

## 4.2 Vehicle Accident Reporting

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

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

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



### INITIAL INCIDENT NOTIFICATION

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

## 4.3 Incident/Accident Reporting

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

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

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



## 4.4 Workplace Injury / Illness Reporting

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

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

- Work Related Injuries / Illnesses
- Professional Medical Aid Required

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

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

## 4.5 First Aid

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

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

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

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



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

## 4.6 Critical Injury (Regulation 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

## 4.7 Prescribed reportable incidents (Section 11, Reg. 213/91)

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

For a more concise listing, refer to the most current edition of Occupational Health and Safety Act and Regulations for Construction Projects (O.Reg.213/91).

## 5. WORKPLACE INSPECTIONS

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

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

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

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

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

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



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

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

The equipment to be used is to be inspected in accordance with the manufacturer's requirements. 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>	
<input checked="" type="checkbox"/> 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> 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 checked="" 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 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> breaking & 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 <b>NOT</b> to be operated until the repair has been completed.	
Note Items to be Repaired:	
1. <i>Back up alarm not working</i>	
2. <i>Rear, right flood light not working</i>	
3.	
4. <i>(The R38 is parked at Lawrence and Banbury Road, Toronto)</i>	
Operator Name (Print): <i>Chris P. Bacon</i>	Signature: <i>Chris Bacon</i>
Date: <i>17 / 08 / 2016</i>	
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.	



## 6. PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

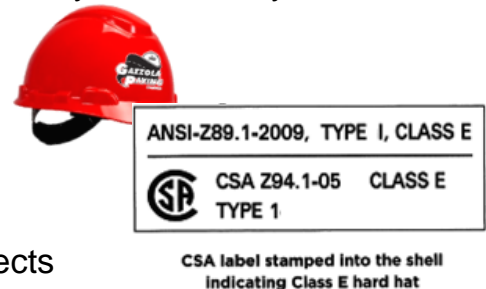
The following requirements apply to all employees, contractors and subcontractors. Workers will receive instruction and training regarding the limitations of the equipment or device and the proper use, fitting, care and maintenance of the equipment or device. If PPE needs to be replaced, the worker is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

Minimum PPE Requirements:

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

### 6.1 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 - ensure straps are not twisted, cut, or frayed
- If a worker finds any signs of damage or degradation, remove the hard hat from service immediately
- Never wear a baseball cap or other material under the hard hat
- Hard hats should normally be worn facing forward - it may be worn backwards only if it has reverse orientation markings



### 6.2 Foot Protection

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



### 6.3 High Visibility Safety Clothing

- All shall wear a retro-reflective vest or retro-reflective garments in addition to his/her other personal protective equipment when exposed to vehicular traffic and/or mobile equipment hazards or as required by project owner's requirements. **High Visibility Safety Clothing shall be Fluorescent Blaze or International Orange in colour only**
- Leg Bands are provided and must be worn while on construction projects at night



### 6.4 Eye Protection



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

### 6.5 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



### 6.6 Skin Protection

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

## 6.7 Face Protection

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



## 6.8 Hand Protection

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

## 6.9 Hearing Protection

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

### Recommended Hearing Protection

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

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

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

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

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

## 6.10 Specialized PPE - Fall Arrest

Specialized PPE, as defined by Gazzola Paving Limited, consists of PPE required for Working at Heights.

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

## 6.11 Other

- Additional, alternative or specialized Personal Protective Equipment will be provided by Gazzola as is necessary for the task and/ or when recommended on a product's MSDS / SDS. (i.e. neoprene gloves, Tyvek suits, full and half face respirator mask with replaceable filters, face shields, air quality monitors, etc.).
- There are also a number of items which should **NOT be worn** by employees in the Industrial and Construction workplaces:
  - Loose or torn clothing must not be worn to avoid the possibility of unintentional entanglement
  - Dangling jewellery must not be worn
  - Long hair must be confined – tucked inside hard hat/shirt or put up in pony tail



## 7. PROGRESSIVE DISCIPLINARY POLICY

### 7.1 Disciplinary Actions for Employees

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

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

### 7.2 Disciplinary Actions for Subcontractors (Workers and Company)

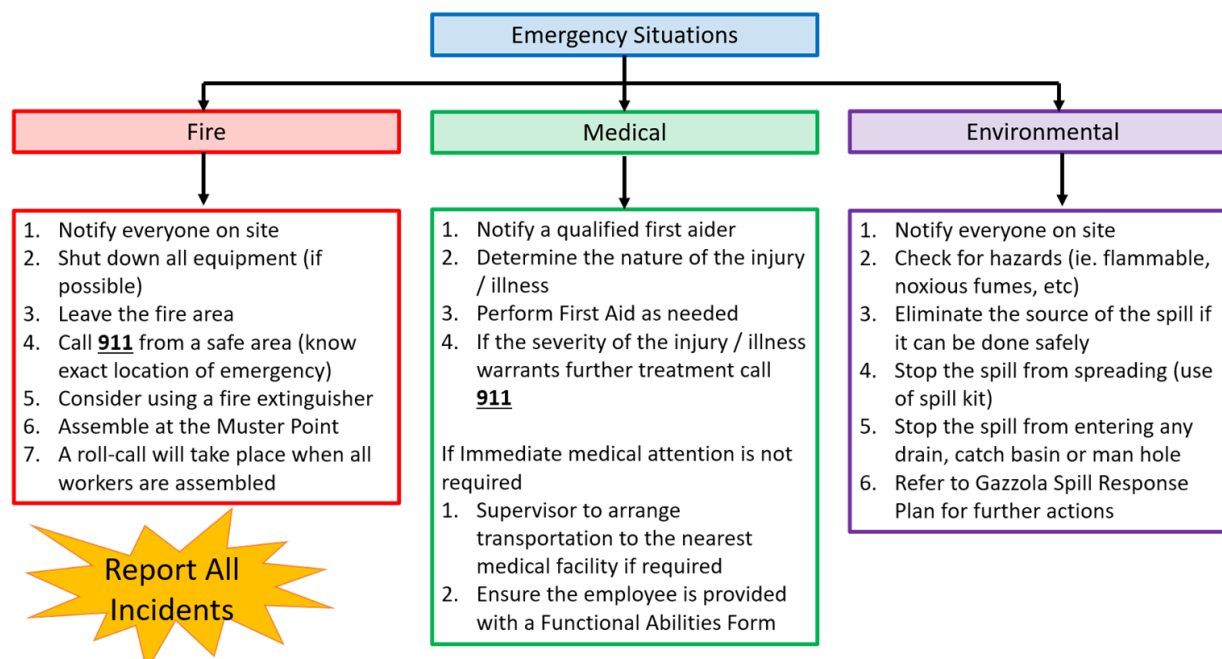
- Verbal Warnings (documented informally)
- Written Warnings (formally documented)
- Banned from site

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



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

## 8. IN CASE OF EMERGENCY



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

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

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

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

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

#### Muster Point:

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

#### Fire Emergency - Fire Extinguishers:

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



#### IMPORTANT

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

#### IMPORTANT

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

#### IMPORTANT

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



#### IMPORTANT

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

## 9. FIRST AID

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



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

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

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



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

The Foreman/Superintendent will:

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



The Worker will:

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





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

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



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

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

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

### IMPORTANT

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

## 11. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

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

### Labels:

#### - Work Place Labels

- Product name
- Hazards
- Precautions
- Reference SDS

#### - Supplier Labels

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



### Safety Data Sheets (SDS – 2015):

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

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

### Pictograms

WHMIS (2015)



### Responsibilities:

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

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

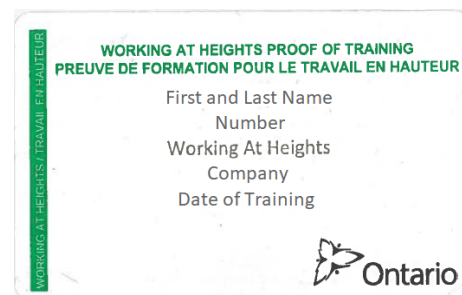
**Please Note:** WHMIS 1998 has been phased out and replaced by WHMIS 2015. There maybe products still found that have the older WHMIS 1998 labelling, so please beware and notify your Supervisor if found.

## 12. WORKING AT HEIGHTS (WAH) AWARENESS

Only those who have Working at Heights Training are permitted to don fall protection and complete work at heights.

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

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



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

## 13. CONFINED SPACE AWARENESS

Only those who have Confined Space Entry Training are permitted to enter confined space.

A Confined Space means a fully or partially enclosed space,

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

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



## **14. CONTINUOUS IMPROVEMENT PLAN (SUMMARY)**

### Improve Health and Safety Reporting and Tracking via:

- Continue to educate on the importance of reporting (through Orientations, Tailgate Talks, Safety Meetings, etc.) with an emphasis on reporting of Near Misses
- Continued education on the importance of recording First Aids – and develop a more consistent system of returning First Aid Logs for record keeping and discussion of preventative measures
- Investigate third party vendors for electronic Health and Safety reporting and tracking systems for recommendation to Senior Management

### Reduction of Vehicle Accidents by 25% on 2020 via:

- Applicable Gazzola personnel will be trained on:
  - Safe Driving Programs
  - Snow Plowing Operations
- Frequency of inspection by Health & Safety Coordinator will be increased to ensure proper set-up of traffic barriers and sub-contractor adherence to all procedures including safe driving and safe operations of vehicles and trucks.

### Reduction of Injuries with a ZERO critical injury goal on 2020 via:

- Additional awareness be spent in Orientations, Tailgate Talks and training concerning space and time when working with equipment /vehicle around property and workers on the work sites
- A full week of training has been decided from 13<sup>th</sup> to 17<sup>th</sup> of April, 2020, the training week will involve all Gazzola's employees and will include:
  - 1 Day of Supervisor Training (Awareness, Orientation, New Procedures, Traffic Control)
  - 1 Day of Orientation to all Employees
  - 3 Days of General Equipment Training (Including a practical demonstration)
- The Health and Safety Coordinator will continue to document and organize legislated and non-legislated employee training (and training expiration) with use of the digital training matrix
- Additional on-site inspections throughout the year by Senior Management and Health & Safety Coordinator
- Continue to monitor accident reports for further trends and common caused to allow for effective proactive changes to the Health and Safety system.
- Continue to educate on the importance of Violence and Harassment in the Workplace (through Orientations, Tailgate Talks, Safety Meetings, etc.) with an emphasis on mutual respect of one another

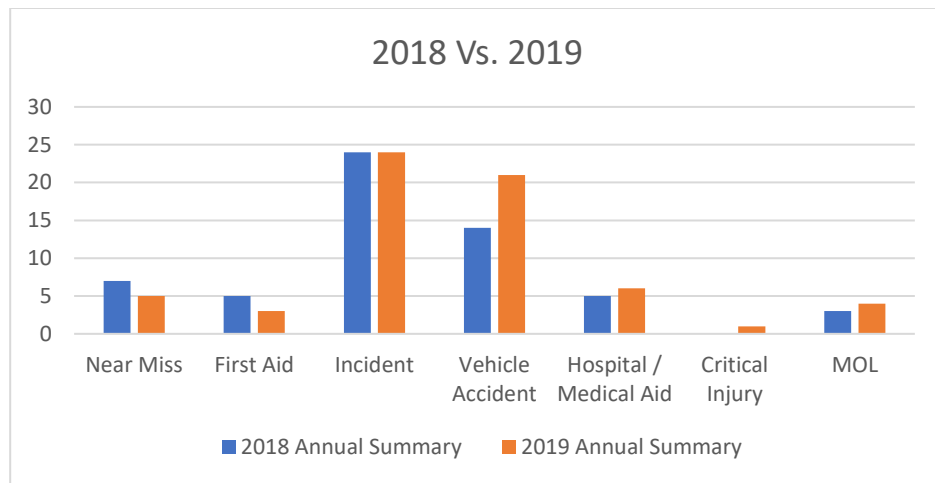
### Improve workers engagement in creating and reviewing safety procedures via:

- Updating all review procedures to allow more space for workers engagement and input to the process
- Workers surveys and feedback workgroups on new safety procedures

### Enhancing accountability by clearer roles and responsibilities via:

- Updating procedures and forms to ensure all forms are filled by the applicable personnel carrying their name and signature.





## 15. WORKPLACE TASK STANDARDS LIST

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

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	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.	

## **16. TRAFFIC CONTROL**

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

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

This worker shall:

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

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

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

Requirements of a good TCP.

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

## APPENDIX A: MANDATED / LEGISLATED POSTINGS

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

### Health & Safety at Work – Prevention Starts Here

# Health & Safety at Work

## Prevention Starts Here

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

#### ➤ Improve Health and Safety:

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

**Call the Ministry of Labour at  
1-877-202-0008**

Report critical injuries, fatalities,  
work refusals anytime.

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

Emergency? Always call 911 immediately.

**Find out more:**

[ontario.ca/healthandsafetyatwork](http://ontario.ca/healthandsafetyatwork)



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#### ➤ Workers have the right to:

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

#### ➤ Workers must:

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

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

#### ➤ Employers must:

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

#### ➤ Supervisors must:

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



Form 82 - In Case of Injury at Work

# IN CASE OF INJURY OR ILLNESS AT WORK



## 1

### Get medical help

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



## 2

### Document

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



## 3

### Report to the WSIB

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



## 4

### Work together

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

**Questions?** We're here to help.

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

For details visit [wsib.on.ca/reporting](https://wsib.on.ca/reporting)

**wsib**  
ONTARIO



## Employment Standards in Ontario – What you need to know

**Ministry  
of Labour**

### Employment Standards in Ontario

The *Employment Standards Act, 2000* (ESA) protects employees and sets minimum standards for most workplaces in Ontario.

**Employers are prohibited from penalizing employees in any way for exercising their ESA rights.**

**FAIR AT  
WORK  
ONTARIO**

## What you need to know

### Minimum wage

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

### Hours of work and overtime

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

### Public holidays

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

Learn more about your rights at:

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

 @ONlabour  @OntarioMinistryofLabour

### Vacation time and pay

Most employees earn vacation time after every 12 months of work. There are rules around the amount of vacation pay an employee earns. For more information visit:  
[Ontario.ca/vacation](https://ontario.ca/vacation).

### Leaves of absence

There are a number of job-protected leaves of absence in Ontario. Examples include pregnancy, parental and family caregiver leave. For more information visit:  
[Ontario.ca/ESAGuide](https://ontario.ca/ESAGuide).

### Termination notice and pay

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

### Other employment rights, exemptions and special rules

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



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

## **APPENDIX B: MEMBER AND FAMILY ASSISTANCE PLANS (MFAP)**

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

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

### **Member and Family Assistance Programs Contact Information:**

#### **Local 183 Members:**

- Call Homewood Health Incorporated
- TOLL FREE: 1-866-462-8047
- Website: [www.homewoodhealth.ca](http://www.homewoodhealth.ca)

#### **Local 230 Members:**

- Call Homewood Health Incorporated
- TOLL FREE: 1-866-462-8047
- Website: [www.homewoodhealth.ca](http://www.homewoodhealth.ca)

#### **Local 793 Members:**

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

#### **Non-Unionized Employees with Company Benefit Program Coverage:**

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



**NOTES:**

[illegible]

**NOTES:**

[illegible]

**APPENDIX C****ACKNOWLEDGMENT SHEET (TEAR-OUT)**

I have received a copy of the Gazzola Health and Safety Standards (The Red Book) which contains the Gazzola Health and Safety Policy Statement. The information and principles outlined in these documents were explained to me at that time.

I understand that the Health and Safety Policy Statement and The Health and Safety Standards (The Red Book) have been provided in order to create an awareness of the types of conditions or situations which could pose a potential health or safety hazard and these must be protected against to control exposure and prevent injury or illness.

I understand that I must work in a safe manner and I will comply with the Occupational Safety and Health Act and Regulations and the safe operating principles and procedures in place at Gazzola Paving Limited. I agree that I must ensure my understanding of the work and the associated hazards at all times and I will not hesitate to ask my Foreman/Superintendent for assistance if I do not understand any of the contents of these Standards or safe operating principles presented.

I understand that my input into the Health and Safety Program is strongly encouraged and communications may be to my Foreman or Superintendent, my Health and Safety Representative and or the Health and Safety Coordinator.

It was explained to me that these Standards and safe operating procedures will be updated and reviewed as required, to improve the Health and Safety Program.

Employee Name (Please Print): \_\_\_\_\_

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

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