



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**".

CONTENTS

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

TABLE OF CONTENTS

<u>SECTION</u>	<u>DOCUMENT TITLE</u>	<u># pages</u>
Introduction	PROGRAM INTRODUCTION	2
Section - 1	POLICY STATEMENTS	
	1 Policies and Statements	3
	- Health & Safety Policy	1
	- Visitor's Policy	1
	- Workplace Violence Policy	1
	- Workplace Harassment Policy	1
	- Return To Work (RTW) Policy	1
	- Environmental Policy	1
	- Fit for Duty Policy	2
	- Management Review Policy	1
	<u>1-1 - Form</u> - Visitor's Sign In Log	1
Section - 2	HEALTH & SAFETY DUTIES / RESPONSIBILITIES	
	2 Workplace Duties and Responsibilities	8
Section - 3	JOINT HEALTH AND SAFETY COMMITTEE	
	3 JHSC Procedure	12
Section - 4	TEAM MEMBER ORIENTATION AND GUIDELINES	
	4-1 Team Member Orientation Procedure	3
	<u>4-1-1 – Form</u> – Team Member Orientation Checklist	1
	4-2 Team Member Guidelines Procedure	3
Section - 5	TAILGATE SAFETY TALKS	
	5 Tailgate Talk Procedure	3
	<u>5-1 – Form</u> – Tailgate Safety Talk Form	1
Section - 6	INSPECTIONS AND AUDITS	
	6-1 Workplace Inspection Procedure	4
	<u>6-1-1 – Form</u> – Job Site Weekly Workplace Inspection Form	1
	<u>6-1-2 – Form</u> – Shop / Office Inspection Form	1
	<u>6-1-3 – Form</u> – Asphalt Plant Inspection Form	2
	6-2 Machinery and Equipment Inspections	4
	<u>6-2-1 – Form</u> – Heavy Equipment Pre-use Inspection	3
	<u>6-2-2 – Form</u> – Vehicle Pre-use Inspection	5

GAZZOLA PAVING LIMITED HEALTH & SAFETY MANUAL

<u>SECTION</u>	<u>DOCUMENT TITLE</u>	<u># pages</u>
Section - 7	INVESTIGATIONS	
	7 Investigation Procedure	21
	<u>7-1 – Form</u> – Initial Incident Notification	1
	<u>7-2 – Form</u> – Incident Investigation Report	4
Section - 8	WORKPLACE VIOLENCE AND HARASSMENT PREVENTION	
	8 Workplace Violence And Harassment Procedure	3
	8-1 Program - Workplace Violence Prevention Program	4
	<u>8-1-1 - Assessment Form</u> - Workplace Violence Assessment	2
	8-2 Program - Workplace Harassment Prevention Program	4
Section - 9	FIRST AID	
	9 First Aid Procedure	3
	<u>9-1 – Form</u> – First Aid Log	2
	<u>9-2 – Form</u> – First Aid Kit requirements	1
Section - 10	NEAR MISS AND HAZARD REPORTING	
	10 Near Miss and Hazard Reporting Procedure	3
	<u>10-1 – Form</u> – Hazard Reporting	2
Section - 11	WORKPLACE TASK STANDARDS	
	11 Jobs Requiring Procedures And Permits	7
	<u>11-1-1 Form</u> – Task and Critical Task List	1
	<u>11-1-2 Form</u> – WTS Template	1
Section - 12	EMERGENCY PLAN PROCEDURES	
	12 Emergency Procedures and Plan	18
Section - 13	PROGRESSIVE DISCIPLINARY	
	13 Progressive Disciplinary Procedure	3
Section - 14	CHANGE CONTROL AND CONTINUOUS IMPROVEMENT	
	14-1 Senior Management Approval and Management Meeting	5
	14-2 Continuous Improvement Plan	3
Section - 15	TRAINING	
	15 Training Procedure	2
Section - 16	WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM	
	16 WHMIS Procedure and Programs	7
Section - 17	RETURN TO WORK	
	17 Return To Work Procedure and Program	10

GAZZOLA PAVING LIMITED HEALTH & SAFETY MANUAL

<u>SECTION</u>	<u>DOCUMENT TITLE</u>	<u># pages</u>
Section - 18	SUBCONTRACTORS /SUPPLIERS	
	18 Subcontractor Procurement Procedure	6
	<u>18-1 – Form</u> – Subcontractor Helath & Safety Agreement	3
	<u>18-2 – Form</u> – Hazard Acknowledgement Form	1
	<u>18-3 – Form</u> – Subcontractor Adherence to Contractor Health & Safety Program	1
	<u>18-4 – Form</u> – Subcontractor Declaration of Competent Supervisor	2
	<u>18-5 – Form</u> – Subcontractor Health & Safety Performance Review	1
	<u>18-6 – Form</u> – Pre-Dig Checklis	1
Section - 19	PRE-PROJECT REQUIREMENTS	
	19 Pre -project Requirements	2
	<u>19-1 – Form</u> – Project Postings Checklist	2
Section - 20	FALL PREVENTION PLAN	
	20 Fall Prevention Procedure and Plan	11
Section - 21	HIRING YOUNG WORKERS	
	21 Hiring Young Workers Procedure	3
Section - 22	TRAFFIC MANAGEMENT PLAN	
	22 Traffic Management Procedure Plan	4
Section - 23	PERSONAL PROTECTIVE EQUIPMENT (PPE)	
	23 PPE Procedure and Program	9
Section - 24	CONFINED SPACE ENTRY PROGRAM	
	24 Confined Space Entry Program	4
	<u>24-1 – Form</u> – Confined Space Entry Permit	1
Section - 25	PREVENTATIVE MAINTENANCE	
	25 - Preventive Maintenance Procedure and Program	9
Section - 26	GAZZ Card – Daily Hazard Assessment	
	26 – GAZZ Card Procedure	5
	<u>26-1 – Form</u> – GAZZ Card	1