

Section 11 – Workplace Task Standards

PURPOSE

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

SCOPE

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

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

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

Senior Management Responsibilities:

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

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

Project Manager Responsibilities:

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

Superintendent Responsibilities:

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

Foreman Responsibilities:

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

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Workers Responsibilities:

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

PROCEDURE

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

Job Hazard Assessments

JHAs will be conducted for all workplace tasks. JHAs will “break down” each task’s hazards and their respective controls. In doing so, JHAs will identify minimum requirements necessary to perform the task.

Safe Work Practices

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

Safe Job Procedures

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

Each of the listed JHA, SWP, SJP, will be combined into a ‘**Workplace Task Standard**’ (WTS) document (**11-1-2 Form**), for each respective task. A package of WTSs will be posted on the Health and Safety boards and carried in all Superintendents and Foreman vehicles.

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

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WTSs will be built upon company specific expectations and requirements that meet or exceed legal and/or legislative requirements. On projects, all applicable WTSs are to be communicated and documented as part of our daily hazard assessment process as part of the completion of the GAZZ Card **(26-1-1 Form)**.

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

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

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

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

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

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

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

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DEVELOPMENT OF WORKPLACE TASK STANDARDS (WTS)

Part 1 - Job & Task Inventory

For the purposes of this procedure:

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

A task: A specific component of a job.

Examples: Installing drywall - is a job. The tasks involved in this job might include – storing/handling material, using hand tools, mudding/taping joints, sanding, disposing of excess material, and housekeeping. Tasks involved in the completion of a job can be numerous and may be dependent on an assortment of skills, senses and abilities.

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

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

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

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

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

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

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Part 2 – Job Hazard Assessments

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

Each will be broken down into the following categories:

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

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

Risk Rating Process:

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

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

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

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Step 3 – Safe Work Practices

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

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

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

Step 4 – Safe Job Procedures

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

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

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

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

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

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

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

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

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

RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

| PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED) | | | | | | | | | |
|---|---|---|---|---|---|--|---|---|---|
|  |  |  |  |  |  |  |  |  |  |
| Head Protection <input type="checkbox"/> | Foot Protection <input type="checkbox"/> | High-Vis Protection <input type="checkbox"/> | Hearing Protection <input type="checkbox"/> | Hand Protection <input type="checkbox"/> | Eye Protection <input type="checkbox"/> | Respiratory Protection <input type="checkbox"/> | Skin Protection <input type="checkbox"/> | Face Protection <input type="checkbox"/> | Fall Protection <input type="checkbox"/> |
| Note: Additional PPE Required - | | | | | | | | | |

| SAFE WORK PRACTICES (SWP) |
|--|
| <ul style="list-style-type: none"> |

| JOB HAZARD AND RISK ANALYSIS | | RISK RATING SYSTEM |
|--|--|---|
| | | <div style="background-color: #ff0000; color: white; padding: 2px; display: inline-block;">A</div> High risk of injury or equipment / property damage. <div style="background-color: #ffff00; color: black; padding: 2px; display: inline-block;">B</div> Medium risk of injury or equipment / property damage. <div style="background-color: #ffff00; color: black; padding: 2px; display: inline-block;">C</div> Low risk of injury or equipment / property damage. |
| TASK HAZARDS | TASK CONTROLS | RATING |
| <ul style="list-style-type: none"> | <ul style="list-style-type: none"> | |

| SAFE JOB PROCEDURES (SJP) |
|--|
| <ol style="list-style-type: none"> 1. 2. 3. 4. |