



OCCUPATIONAL HEALTH & SAFETY POLICY

AND

SAFE WORK PROCEDURES

July, 2010

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PART 1

INTRODUCTION

The policies outlined in the following pages represent a code of conduct that we as an employer expect from all persons in our employ. These policies will give you a clearer understanding of what you can expect from your employer, your supervisor and, in turn, what we expect from our employees.

The Occupational Health and Safety Law Act for the Province of Ontario (OH&SA) require the workplace parties to work together to reduce and/or eliminate unsafe acts and conditions in an effort to protect the lives of everyone at work. The policies outlined impact not only our workers, but management as well. Every consideration has been given to the prevailing legislation at the time this manual was written. If, at any time, questions arise as to the intent of any policy in this manual, feel free to approach any member of the management team for clarification.

POLICY STATEMENT

A MESSAGE TO OUR EMPLOYEES, AGENTS, SUB-CONTRACTORS AND THEIR EMPLOYEES

Occupational Health and Safety along with our efforts in Environmental Protection continue to be a top priority within Cesaroni and Son Ltd. (“CSL”). The prevention of work related injury and illness and preserving the environment, is a common goal that serves our mutual well being.

This manual and the policies contained herein will compliment our efforts in training and education and will serve as a guide to your employment with CSL. CSL has a zero tolerance policy for unsafe acts, conditions and violations of corporate policy or the legislation governing Health, Safety and the Environment.

It is always our intention to provide the safest working environment possible for all of our employees and we ask that you participate in maintaining this goal. Your input, suggestions and ideas are always welcome as it will ensure that we continue to improve in this key area of our business.

“Safety is Everyone’s Business” is more than just a saying with CSL – it is our mandate. Your assistance is appreciated.

CESARONI & SON LTD.

Sam Cesaroni - President

RESPONSIBILITIES

CESARONI AND SON LTD.

1. Ensure that all applicable health and safety laws, including the OH&SA and applicable regulations, are strictly adhered to at all times.
2. Require all employers on site to comply with the provisions of the OH&SA and applicable regulations.
3. Exercise due diligence for the protection of all workers health and safety at all times.
4. Provide any prescribed equipment, materials and protective devices and have a program to maintain the prescribed items in good condition. The employer shall also ensure these items are used as prescribed.
5. Appoint competent supervision.
6. Advise workers with any actual or potential hazards on the job.
7. Ensure workers have the required, appropriate and sufficient training to perform their jobs in a safe manner.
8. Ensure that any and all committee's required are in place and operational.
9. Ensure that all workers are familiar with the OH&SA and regulations and have a copy available on site.
10. Ensure that a safety policy is in place along with a program to implement the policy.
11. Ensure that safety violations are treated as a major breach of company policy and, where appropriate, take steps to remedy the situation.
12. Investigate all personal injury accidents requiring medical attention, document their findings in writing and file the necessary documents with the appropriate government agencies as required.
13. Ensure that all workers, subcontractors and their workers, work in compliance with the OH&SA and regulations at all times.

SUPERVISORS

Supervisor's primary job function is to supervise the work being done and to ensure that is done in compliance with the OH&SA, regulations and CSL's health and safety policies. To accomplish this, all supervision shall ensure that:

1. All workers, subcontractors under our control and their workers comply with the OH&SA and regulations at all times.
2. All workers wear and use the required personal protective equipment (PPE) as prescribed and in accordance with the manufacturer's specifications for use.
3. All workers are aware of actual or potential hazards on the job.
4. All workers have the required training in workplace hazardous material information system (WHMIS) and job specific training in health and safety issues as needed or prescribed.
5. All accidents are thoroughly investigated in writing and corrective action taken to minimize/eliminate the chances of a recurrence.
6. Any personal injury accident requiring medical attention is given top priority.
7. Violations of the OH&SA, regulations and/or company policy is investigated and corrective action taken immediately.
8. All workers are familiar with the OH&SA, regulations and the general policies of the company.
9. All workers are familiar with the proper reporting procedures for accidents and hazardous situations.
10. Workers understand emergency procedures for their workplace.
11. They supervise the work at all times, either personally or via an appointed competent person.
12. They take every precaution reasonable to protect all workers from injury and illness.

WORKERS' RESPONSIBILITIES

Perhaps the most important part of any OH&S program is the workers that are involved. In order for the program to succeed, workers themselves need to adopt a ZERO tolerance policy for unsafe work and unsafe working conditions. All workers have the right to know what hazards are involved and need to conduct their work in a manner that does not endanger themselves or those around them.

The following requirements will assist in this goal.

Workers shall:

1. Work in compliance with the OH&SA and regulations at all times while on the job.
2. Work in compliance with the company's health and safety program and the policies contained herein.
3. Wear and use the required PPE in accordance with the manufacturer's specifications for use.
4. Report all hazards and potential hazards to their immediate supervisor for attention.
5. Work in a manner that does not endanger the worker or others working around them.
6. Participate in required training programs designed to increase direct knowledge of OH&S principles.
7. Report all accidents, regardless of the severity, to immediate supervision without delay and prior to leaving the workplace.
8. Not engage in any act of negligence including horseplay, the use of illegal drugs or alcohol, working beyond their physical limitation (if any) or damaging company property/equipment.
9. Report any violation of the OH&SA, regulations or any policy contained herein to immediate supervision for disposition.
10. Refuse to work in any situation that may endanger their life or the lives of fellow workers.

HEALTH AND SAFETY REPRESENTATIVE

Our Health and Safety Representative is Paul Paziienza (cell: 416-528-0301).

The responsibilities of the Health and Safety Representative are as follows:

1. Identify and evaluate hazards and/or potential hazards.
2. Obtain information about hazards from the employer including information about other similar industries and their practices.
3. Recommend corrective actions to be taken.
4. Obtain information about tests being conducted for health and safety.
5. Be present at the beginning of the test noted in #4 if they feel that their presence will validate the testing process.
6. Hold meetings to review health and safety issues as they pertain to the workplace.

GOVERNMENT AND MINISTRY OFFICIALS

Despite the fact that a primary function of the Ministry of Labour (MOL) and other government agencies is to enforce the law, we have always found them helpful and willing to work with industry and companies to resolve unsafe working conditions.

It is important however, to remember that they are charged with the responsibility of enforcement and will do so if violations are found. Their powers are very broad and allow them to enter any workplace, at any time, to review the level of compliance. They may also investigate work refusals, accidents and mediate disputes between management and labour.

In addition, they have the right to issue compliance orders, stop work orders, discuss health and safety issues with anyone at the workplace, request supporting documentation for any equipment, tools or machinery, seize any evidence they feel is important, review any and all safety meeting minutes and associated documentation etc.

Any orders issued must be posted at the workplace and corrective action must be taken immediately to resolve the issues. Everyone on the job is expected to co-operate with these officials at all times and refer any issues for resolution to supervision and senior management. No worker or employee is to argue a point or issue with an official from any Ministry or other government official. Refer the issue to your supervisor who will in turn refer it to senior management and it will be resolved in due course.

The current fines for violations of the OH&SA are very large. Any person found guilty of an offence is liable to pay a fine of up to \$25,000.00 and/or 1 year imprisonment. A corporation has a maximum fine of \$500,000.00 upon conviction.

The only defence for an accused is to prove that every precaution reasonable in the circumstances was taken. This has become more commonly known as the “due diligence” defence.

HAZARD AND ACCIDENT REPORTING

Perhaps one of the most important responsibilities of everyone at the workplace is to report hazardous situations and all accidents. Hazardous work areas open the door for not only more serious hazards to develop but also contribute to personal injury and property damage accidents.

If you see a hazardous work area or any activity that is dangerous, report it to your immediate supervisor for their attention. These situations shall be investigated and corrective action taken to ensure that repeat situations are minimized or eliminated altogether.

Any and all serious accidents (issues which could have caused a major accident or injury) should be reported immediately to your supervisor. **An accident involving personal injury to yourself or a fellow worker must be reported to your immediate supervisor without delay and prior to leaving the workplace.** An accident investigation will be started immediately by the supervisor in order that we may verify the facts of the case and make the necessary reports to the required agencies. Failure to notify the supervisor or a member of management will result in a full investigation as to the reasons why and this will be included in our reports to authorities.

Accidents that require first aid only will be recorded in the first aid log book located either at the workplace or in the office. Accidents requiring medical attention must be reported to the WSIB, MOL or safety representative and the trade union, if any, outlining the information and particulars prescribed by regulation.

All forms destined for any of the above noted agencies will be signed by a senior member of the management team and forwarded as required.

ACCIDENT CATEGORIES

First Aid

A first aid case refers to treatment rendered to an injured party by a workplace nurse or trained First-Aid person and could involve treatment for scrapes, scratches, small cuts, minor burns, splinters, dust in the eye, etc. Under the WSIB Act, this type of treatment must be recorded in a first aid log book for future reference.

Medical Aid/Health Care

Any treatment rendered by a licenced physician for a work related injury that will not require any time off work, other than the day of the injury. This may also include a dentist or chiropractic adjustments etc. As stated previously, this requires reports to several agencies to ensure prompt and appropriate treatment and follow-up.

Lost Time Injury/Occupational Illness

An occupational injury or illness that results in the injured worker being unable to work their next regularly scheduled shift. Again, reports must be filed with the agencies noted previously and only after the report of injury has been received and accident investigation completed.

Critical Injury/Fatality

The most serious of all situations requiring our full and immediate attention. A critical injury as defined by regulation is an injury that:

- a. places life in jeopardy
- b. produces unconsciousness
- c. results in a substantial loss of blood
- d. involves the fracture of a leg, arm, hand or foot but not a finger or toe
- e. involves the amputation of a leg, arm, hand or foot but not a finger or toe
- f. burns to a major portion of the body; or
- g. causes the loss of sight in an eye.

We will also assume that any worker transported by ambulance has an injury of a critical nature until we can confirm otherwise.

ACCIDENT INVESTIGATIONS

All accidents, regardless of their severity, must be reported to your immediate supervisor **IMMEDIATELY**, without delay and prior to leaving the workplace. If your supervisor is not available, call 416-297-8112 (main office) to report the circumstances. This includes all personal injury accidents, property damage accidents where damage will exceed \$100.00 and any incident (or close call) which under slightly different circumstances could have resulted in personal injury or major property damage.

An investigation into the accident or incident described above will commence within 2 hours of the occurrence. All investigations will be conducted in writing using the appropriate forms supplied. Delays in reporting will not be tolerated and be grounds for disciplinary action up to and including discharge. In addition, delays can cause delays in CSL's ability to submit the required forms for workers' compensation, insurance and government agency requirements.

The following circumstances must also be investigated and reported:

1. a worker who falls a distance of 5 feet or more, or if a worker falls and the fall is arrested by a fall arrest system,
2. a worker who becomes unconscious for any reason,
3. accidental contact by a worker or equipment with a live electrical conductor/equipment,
4. contact by a back hoe, crane or other similar hoisting device or its load with and energized power line,
5. structural failure of all or part of any false work,
6. structural failure of a principal supporting member, including a column, beam, wall or truss,
7. failure of any structural part of a scaffold system,
8. structural failure of any part of an earth or water retaining structure,
9. failure of any part of an excavation or similar earth work,
10. overturning or structural failure of any part of a crane or similar hoisting device.

Accident Investigation Process

The sole purpose of the investigation is to establish the facts of what happened and how we can eliminate subsequent accidents of a like nature. When a non critical accident or circumstance described previously occurs, the following procedures shall begin only after the injured party has been attended to:

1. the accident investigation shall be initiated by a trained supervisor immediately using the forms provided.
2. notification of safety representative, union (if applicable) and government OH&S inspectors shall be done by head office (where applicable)
3. the investigation should be conducted at the accident scene
4. eye witnesses should be interviewed individually and their statements recorded and signed on the appropriate form
5. pictures of the accident scene should be taken for future reference
6. corrective action should be instituted immediately, whenever possible, or where corrective measures will require more time, procedures to eliminate the possibility of a recurrence should be initiated

7. all accident investigation reports must be received at head office (#10-3447 Kennedy Road, Agincourt, Ontario) within 24 hours.

Critical Injury Investigations Process

Critical injuries shall result in our immediate response with the injured person's welfare as our top and only priority. Head office (416-297-8112) must be notified immediately and they will provide you with instructions as to further actions. The supervisor's primary responsibility is to co-ordinate the emergency response and to keep the injured party warm and still until help arrives. Senior management will make all necessary notifications to the safety representative, unions (if applicable) and government OH&S inspectors as required.

Other workers on site are to stay clear of the accident scene and injured party. Once the injured party has been transported to hospital or other medical facility the follow steps shall be taken:

1. the supervisor will rope the accident area off with caution tape and appropriate signs restricting access to the accident scene
2. pictures of the accident scene and surrounding areas shall be taken for future reference
3. the supervisor will begin taking statements from all eye witnesses and all workers in the immediate vicinity of the accident area (interview each witness separately to ensure accurate accounts)
4. the supervisor will await the arrival of the crisis management coordinator from the company or their designate
5. all documents and forms destined for submission to outside agencies must be approved, signed and released by senior management only.

WORKPLACE SAFETY INSPECTIONS

Workplace safety inspections are mandated in most jurisdictions. We will also conduct safety inspections as part of our regular safety program to ensure that the policies and procedures outlined in this manual are being adhered to as a matter of accepted practice. Safety inspections for this purpose will be conducted by senior management or by an outside specialist designated and hired by management. All inspections will be in writing and identify areas of both compliance and non-compliance. Areas of non-compliance will be drawn to the supervisor's and the worker's attention in order to rectify the substandard condition or practice. Repeat violations of policy or safe work procedures will result in disciplinary action of the parties involved.

ENVIRONMENTAL PROTECTION

The protection of our environment is an essential part of our overall safety program. Our concern for the environment will be addressed in all work systems to ensure optimum environmental protection. Each project we work on, or facility we work in, will have a set of environmental standards that we must recognize and work towards. In cases of new construction, environmental plans will be created based on

the type of work we will be doing and taking into consideration the environmental conditions that will be present. Our ultimate goal is to recognize and achieve the following:

1. the need to minimize risks to all workers and the general public.
2. to protect the environment from hazards associated with our work
3. to establish a system to measure our performance
4. to form a partnership with our clients and government in environmental protection
5. to ensure compliance of all applicable environmental protection laws.

The success of this policy requires everyone to take responsibility for the protection of our environment.

TRAINING AND EDUCATION

It is recognized that all workers bring to their jobs a certain degree of expertise, education and experience as it pertains to their occupation. It is important to the success of CSL's occupational health and safety program that all workers have the necessary knowledge of the hazards associated with their work and the precautions required to avoid accidents.

Training programs will be made available on an ongoing basis with the intended purposes of addressing specific work related tasks and the necessary precautions that need to be observed. Attendance at these sessions is mandatory and a documented record of the topic, date and attendees will be maintained for our records.

Training in the following topics will be available through formal programs or through your supervisor at tool box safety meetings:

1. workplace hazardous material information system
2. first aid and CPR
3. safety policy contents and application
4. accident investigation
5. PPE Use and Maintenance
6. equipment use and maintenance
7. job specific hazard awareness
8. fall arrest

Other topics will also be offered to deal with specific needs.

Training provides you with up-to-date information that could save your life and/or the lives of your fellow workers. It can also provide you with a mechanism to create change through interaction at the sessions themselves. Your participation in these sessions is part of our overall commitment to occupational health and safety and all workers in our employ.

SUBSTANCE ABUSE POLICY

Our company continues to be committed to the highest standards of health and safety in the workplace. It is everyone's responsibility to minimize risks associated with our daily work activities. It has long been recognized that the use of illegal drugs, alcohols, medications and other substances can significantly impair a person's ability to work in a safe manner, as required. It is therefore the intent of this policy to identify acceptable job performance and our position on the use and/or possession of drugs, alcohol, medications and substances while at work. Some buyers of construction services now require testing for drugs and alcohol prior to working on their premises. Please be advised that if testing is required in these cases, you will be required to submit to a drug and alcohol test as per their policy.

We will not, as a rule, test for drugs and/or alcohol on a continuing basis, but advise you that the use and/or possession of the above-noted substances, while at work or prior to your reporting for work or being unfit for work due to the use of these substances, is a major breach of company policy and is grounds for immediate dismissal from our company.

This policy is designed to ensure your continued safety and also the safety of your fellow workers. Although this may seem intrusive to some, it is our moral and legislated responsibility to ensure your safety and we take this responsibility very seriously.

Definitions:

Drugs – illegal, prescription and non-prescription

Illegal drugs are those which, if you were found in possession of, would violate the Criminal Code of Canada and/or any of the following categories – amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, methadone, methaqualone, opiates, phencyclidine or propoxyphene. Possession and/or use of any of these substances is considered grounds for immediate dismissal.

Prescription drugs are those prescribed by a doctor. The misuse of these drugs can involve,

1. taking amounts that exceed the prescribed amount
2. taking the medication improperly (ie with alcohol)
3. taking other persons' medications
4. taking medication for reasons other than for the intended purpose

Any of the above situations will be grounds for immediate dismissal. Non-prescription drugs and other substances are items such as intentional inhalation of gasolines. Solvents, paint thinners, adhesives, aerosols, etc for the purpose of creating a psychoactive effect.

Alcohol

This refers to beverages regulated and defined by the government and includes beer, wine and spirits. Other products such as mouthwash, cough syrups etc may also contain an alcohol base so you must use caution when taking any medication in combination with these other products.

Policy Violations

Your immediate supervisor has been given the responsibility to enforce our substance abuse policy. If they feel there is **reason to believe** (see below) that you are under the influence of drugs and/or alcohol, or you are in an unfit state to perform your work assignments in a safe manner due to the use or after effects of drug and/or alcohol use, you will be asked to stop working immediately and may be required to submit to a drug and alcohol test prior to your return to work. Any actions will be discussed with the person violating the policy, the supervisor and a member of senior management prior to deciding a course of action. If the worker is represented by a trade union, a representative of the union will be invited to attend this process. Any test must be conducted as soon as possible after the alleged violation. If a drug and/or alcohol test confirms the presence of any illegal drugs, your employment will be terminated immediately. If the test shows a blood alcohol level that exceeds 0.4% (40mg/dl) your services will be terminated immediately. Any other substances uncovered by the test, which exceed accepted levels, will result in further medical inquiries. Re-employment with our firm will depend on a person's ability to demonstrate that they can comply with this policy. As stated, some buyers of construction may have a policy which exceeds our company's requirements. In these cases the most stringent set of standards shall apply. Any person who requests professional assistance for a problem with drugs, alcohol, medications or substance abuse will be directed to a facility that specializes in the problem area.

REASON TO BELIEVE

Can include, but is not limited to:

1. visual confirmation by one or more witnesses that drugs and/or alcohol are being used contrary to this policy
2. the discovery of drugs, alcohol, drug paraphernalia or unprescribed drugs in an area that can be associated with an individual
3. character or personality changes observed by one or more witnesses such as, slurred speech, balance problems, the smell of alcohol on someone's breath, extreme drowsiness, incoherent responses to questions, the arrest and conviction of a person for drug or alcohol related offences while on company premises, disruptive behaviors or horseplay
4. failure to observe safe work practices on a repeated basis.

CONCLUSION

The sole purpose of this policy is to protect the safety and well being of all employees. Drug and alcohol abuse/misuse continues to be a cause of accidents in our industry. We recognize that we have not authority to tell you how to live your life while off the job. We do however, as stated, have a vested interest in this area while you are at work. We look forward to your input and co-operation in this area.

WORKPLACE CONDUCT/BEHAVIOUR

All workers at the workplace are expected to work together in a manner that does not endanger themselves, fellow employees or other workers from other companies. In addition, the following rules apply:

1. All workers shall comply with the provisions of CSL's health and safety policy, the OH&SA and regulations at all times.
2. All workers must be trained in workplace hazardous material information system (WHMIS) with the appropriate documentation available.
3. Working under the influence of drugs and/or alcohol is strictly forbidden as outlined in policy.
4. No worker shall use company property and/or equipment in a manner that endangers them or other workers.
5. Personal use of company vehicles and equipment requires written consent from management.
6. All hazards are to be reported to your immediate supervisor.
7. All accidents must be reported to your immediate supervisor and prior to your leaving the workplace.
8. PPE shall be worn as required and/or as instructed.
9. No worker shall remove or make ineffective any protective device required by regulation or by our policy.
10. No worker shall engage in any acts of violence, contacts/feats of strength, rough or boisterous behaviour or behaviour intended to demean another person while on the job.
11. Fighting will not be tolerated at any time by any employees with co-workers, supervisors, or the public. Any worker caught fighting will be subject to immediate dismissal.
12. Any worker caught stealing tools, equipment, materials or supplies from the company or suppliers will be subject to immediate dismissal and the matter will be referred to the proper authorities for possible investigation and prosecution.
13. Harrassment is a very important issue at work. At no time will any worker harass any other worker, a client or any member of the public physically, sexually or emotionally. When an instance of harassment is reported it will be taken very seriously and will be investigated thoroughly. If the allegation is found to be true, you will face immediate discipline up to and including dismissal. If it has been found that there has been harassment that includes unwanted contact you will be dismissed immediately and the issue will be forwarded to the proper authorities for an appropriate investigation. If you are the recipient of harassment of any nature, report it immediately to your supervisor or the person in charge that is not involved in the allegation. Your allegation will be taken seriously and as such you will be treated with the respect, dignity and confidence that you deserve.
14. No worker shall assist in work for another company unless authorized to do so by your immediate supervisor.
15. Workers shall not work beyond their physical limitations at any time.
16. Any worker taking medication prescribed by a physician should advise their immediate supervisor so that in cases of emergency we can advise the emergency response team.
17. All workers shall refuse to do work which is in direct violation of this policy or the applicable health and safety laws.

Workplace Violence and Harassment Policies and Programs

The purpose of this is to:

1. make clear CSL's expectations regarding workplace violence and harassment;
2. to explain how incidents will be handled; and
3. to ensure that all members of our workplace community understand their roles and responsibilities as they relate to the prevention of violence and harassment in our workplace.

1. Workplace Violence

CSL is committed to providing a working environment free of violence and making every reasonable effort to identify all potential sources of violence in our workplace to eliminate or minimize these risks.

“Workplace violence” is defined by law as:

“the exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to a worker or an attempt to exercise physical force against a worker in a workplace that could cause physical injury to a worker”

The risk or occurrence of violent acts undermines the ability of our employees to work effectively and impact quality of life. Any incident of workplace violence against any employee is unacceptable.

To implement and support this policy the following measures and procedures are to be maintained:

- a. CSL will conduct assessments of the risk of violence in our workplace as often as necessary to ensure that our workplace violence policy and procedures continue to protect our employees from workplace violence.
- b. All incidents of workplace violence must be reported immediately to the office at 416-297-8112. No report of workplace violence or report of a risk or threat of workplace violence shall result in reprisal against the reporting employee.
- c. All reported incidents of workplace violence, incidents, complaints or threats of workplace violence will be investigated by management.
- d. CSL has a policy of zero tolerance for violence. Any employee found to have engaged in any violence in the workplace or threat of violence in the workplace shall be exposed to discipline that may include warnings, suspension, demotion and termination for cause depending on the circumstances.

2. Workplace Harassment

CSL is also committed to providing a working environment free of harassment. Although sometimes more subtle and less obvious than workplace violence, workplace harassment can still have a serious negative impact on employee's psychological well-being and productivity.

Workplace harassment is defined as:

“a course of vexatious comment or conduct against a worker in a workplace that is know or ought reasonably to be known to be unwelcome”.

Workplace harassment is unacceptable and will not be tolerated by CSL. Everyone in our workplace must be dedicated to preventing workplace harassment. Managers, supervisors and workers are expected to uphold this policy and will be held accountable by CSL.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Employees are encouraged to report any incidents of workplace harassment. CSL will investigate and deal with all concerns, complaints or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy as much as possible:

To implement and support this policy the following measures and procedures are to be maintained:

- a. All incidents of workplace harassment must be reported immediately to the office at 416-297-8112. No report of workplace harassment shall result in reprisal against the reporting employee.
- b. All reported incidents of workplace harassment will be investigated by management.
- c. Discipline for incidents of workplace harassment may include warnings, suspension, demotion and termination for cause depending on the circumstances.

WORKING WITH OTHER TRADES

There will be few occasions where we will not be working with other trades or employees from other companies. The following rules are to assist you in this area.

1. Every courtesy is to be extended to other workers working in and around your immediate work area and at the workplace.
2. Any conduct or behaviour, from other workers, which you find offensive or threatening in any manner, is to be reported to your supervisor immediately.
3. At no time are you to enter into arguments or physical altercations with another worker or workers.
4. Assisting other workers or trades in the completion of their duties is forbidden, unless you have the consent of your immediate supervisor. The reason for this is that we are not aware of the health and safety standards of other companies or their workers and it is our responsibility to ensure your health and safety at all times.
5. Lending equipment or materials to other companies or their workers is forbidden without the consent of your supervisor.
6. Borrowing equipment or materials from other companies or their workers is forbidden. If you do not have the proper equipment or materials to do the job, ask your supervisor to requisition it.
7. If another worker is injured, you should lend any assistance as required. If your assistance is not required, stay clear of the area in order that appropriate emergency services or first aid can be rendered.
8. Always try to know who is working in your area so that in the event of any emergency, accounting for people's whereabouts is accomplished on a timely basis.
9. Any encounters with any member of the public being at the workplace, without authorization, should be reported to your immediate supervisor.
10. Ministry of Labour and other government officials are to be given every courtesy at all times. You are expected to co-operate with the officials and refer any inquiries you are unsure of to your immediate supervisor.

GENERAL RULES OF OPERATION AND DISCIPLINARY ACTION

In general, we do not expect anyone to work in a manner that is unsafe or with equipment or tools that are dangerous. Every reasonable effort has been taken to provide you with information, tools, equipment and the opportunity to work in a safe manner at all times.

Violations of company policy, accepted safe work procedures and/or health and safety laws will be dealt with immediately and considered as major rule violations. Should you or any other worker in our employ violate the health and safety policies of this company, our client or the OH&SA and regulations, the following action will be taken.

Disciplinary Actions

1. A verbal warning with a record of the violation involved and circumstances surrounding the warning.
2. A written warning for a repeat violation or for a 2nd violation of a different nature with a 6-month period of the first violation. Copies of this letter will be sent to the employee, union (if any) and be kept on file.
3. A third violation of any kind within a 6-month period will result in either suspension or termination depending on the circumstances involved. Full documentation and senior management's involvement is required at this stage to ensure that the employee has been given every opportunity to correct their substandard performance.

As stated previously, the health and safety of all employees is everyone's responsibility. If we allow anyone to violate our safety policy or OH&SA legislation, we put at risk our most important resource . . . our employees. We cannot, and will not, allow health and safety violations to be an accepted part of doing business.

PART 2

SAFE WORK PRACTICES/GUIDELINES

This section of the manual discusses many of the accepted industry practices for working safely. We have attempted to outline these “best practice” guidelines taking into account the current legislation on occupational health and safety. You are reminded that the legislation is to be followed at all times and without exception.

The administration of this manual, the policies contained herein and the OH&SA is everyone’s responsibility. Front line supervision and management will be responsible to ensure the provisions of the above are administered in a fair and consistent manner.

Management has a responsibility to appoint “competent supervision” in accordance with the OH&SA. This means that your supervisor is qualified because of their knowledge, experience and training to organize work. In addition, they will be familiar with the OH&SA and the appropriate regulations in force and will also have knowledge of the actual or potential hazards and dangers in the workplace.

Supervisors will oversee the work in progress and will also be looking to see that all workers are working in a manner that complies with the OH&SA and this manual. Throughout this manual, we have asked that you report any known or potential hazards to your supervisor. This is to ensure that these dangers are reviewed and eliminated as soon as possible. When we evaluate a supervisor’s job performance, one of the key issues review is how well their jobs went in terms of accident prevention.

Supervisors shall deal with you in a professional manner and we expect that you will return this type of respect in your dealings with them. Concerns about any supervisor should be directed to CSL Head Office at (416)297-8112.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

A worker shall wear such protective clothing and use such PPE or devices as are necessary to protect the worker against the hazards to which the worker may be exposed.

HARD HATS

Hard hats must be worn at all times and should be inspected for cracks in the outer shell as these reduce the ability of the hard hat to withstand impact. The inner suspension system should be changed once a year as moisture and dirt can lead to its deterioration and there are also hygiene considerations.

Do not paint your hard hat or drill holes in it for any reason. Paints can attach the plastics used in the manufacturing process and drilling holes for air flow eliminates the impact resistance required. The hats should be class “b” or “e” and approved for construction. Bump caps or industrial grade hats are not appropriate for this industry.

SAFETY BOOTS

Safety boots/shoes must be worn at all times and meet the requirements of CSA standard Z195-M1984. This standard requires a Grade 1 rating with steel toe and steel sole to stop impact and puncture wounds respectively. Boots/shoes should be laced up to the top and should be replaced when holes or excessive wear becomes evident. We recommend high top boots as these provide the greatest protection available.

SAFETY GLASSES/GOGGLES

Safety glasses/goggles/face shields come in a vast array of sizes, shapes, colours etc. Safety glasses should be fitted to ensure that the middle of your pupil is in the middle of the eye glass. This assists in preventing distortion when looking up, down, sideways, etc. A proper fit will also reduce the chances of headaches and other complaints commonly associated with protective eye wear. Any of these items should be replaced when scratches on the lenses become a problem. They should be worn whenever there is a chance of something entering your eye (e.g. drilling overhead, welding, cutting, dusty environments, grinding, etc.)

SKIN PROTECTION

Skin protection is required whenever you are working with noxious gases, liquids, fumes dusts, where there are protruding objects, hot object, hot liquids, and molten metal or when there are environment conditions that cause extreme heat or cold. Long sleeved shirts, pants, jackets, gloves, etc are examples of some of the clothing that may be required. Sun screen lotions should be used when radiant heat or prolonged exposure to the sun is anticipated.

FALL ARREST PROTECTION

Fall arrest protection is required whenever there is a danger of falling 10 feet or more. It is also required when working over or around operating machinery, when working over water or other liquids or if you could fall on top of, or into hazardous objects or substances. Fall arrest systems consist of a full parachute type body harness (safety belts are no longer acceptable) with a shock absorbing lanyard made of nylon rope or other durable material (with equal or greater impact strength and elasticity) and 5/8" in diameter. The lanyard shall be attached to a fixed support or lifeline secured to the project in such a way that if the worker falls, the wearer will fall not more than 5 feet from their location before the fall. A lifeline shall also be a minimum of 5/8" in diameter and be made of polypropylene or other durable material which provides equal or greater strength to the user. Lifelines must be in good condition with no cuts, knots or chafing and extend to the ground. They can be used by only one person at a time and must be connected to a fixed support capable of resisting the arrest forces possible in a fall.

LIFEJACKETS

Lifejackets shall be worn for any work where drowning is a possibility. If this is the case, 2 workers must be trained in rescue operations and have rescue equipment available at the workplace. All workers involved will also be trained in rescue operations. The lifejacket shall be a personal flotation device which will keep a person's head above water, face up, without effort by the worker.

HYGIENE

Drinking water shall be available at the workplace and in a manner that is sanitary and that meets health standards. Toilets and wash up facilities shall be available for workers. For every 15 workers, or part thereof, a flush toilet shall be available. Clean up facilities should have as a minimum standard hand cleaner and paper towels for the workers. It is preferred to have running water, hot and cold along with a wash basin and paper towels to dry your hands. We encourage you to wash your hands before eating meals and after using the washroom facilities. Do not share drinking cups with other workers and please keep the facilities clean and tidy for the next person.

HOUSEKEEPING

Housekeeping is essential to reduce hazards on the job. Please keep your work area clear and clean up any garbage, debris, spills, etc that you create during your working hours. If each person cleans up after themselves, the work area will be safer for everyone. Dispose of garbage, containers and scrap materials in the designated disposal bins and always dispose of oil or solvent covered rags in approved containers. Never put these rags in with normal garbage as this increases the risk of fire. Dusts, dirt and sand should be swept up and disposed of in the appropriate disposal bins. Never throw rubbish or debris from one level to a level below as this can injure someone below. Use a chute or lower garbage in a container using a hoist or crane. Use extra caution when using a chute and while working in or around the area of the chute. Protruding objects from wood, concrete, etc. should be removed and disposed of in the proper containers.

MACHINES – TOOLS – EQUIPMENT

The following conditions apply:

1. The use of all machines, tools and equipment shall be for its intended use and in accordance with the OH&SA.
2. Gas cylinders shall be stored outdoors in a designated locked area (other containers of different gases should be stored separately as required).
3. Gas cylinders should be secured in an upright position at the workplace and regulators should be removed and protective caps put in place when appropriate. Torches and cylinders should be checked daily for any leaks.
4. No worker shall use compressed air or gas to blow dust from their clothing or blow compressed air or gas at another worker.
5. Flammable and combustible materials shall be stored outdoors in designated areas or in cabinets designed for such materials. Containers for these materials shall have a spring loaded cap and flame arrestor. Drums, barrels and dispensing equipment shall be adequately grounded before use.
6. Workers shall be familiar with all designated substances and controlled products being used at the workplace and the safety precautions required.
7. Fire extinguishers shall be available for all open flame operations, in or fixed on all gas powered vehicles, at flammable/combustible storage areas and on every floor where a fire hose is not yet available.
8. Power elevated work platforms are to be maintained and operated in accordance with the manufacturer's specifications.
9. Operator's manuals must be at the workplace and the operator familiar with its contents for safe operation.
10. Operators must be trained and competent in the safe use of any powered equipment/vehicle and safety precautions necessary.
11. A maintenance log must be kept at the workplace showing repairs and dates and identifying the machine repaired.
12. Refueling operations on vehicles/equipment are to be done outdoors.
13. Machines shall be shut down and locked out prior to any repairs or maintenance.
14. Exposed moving parts shall be guarded accordingly,
15. Operators shall be trained in the safe operation of their machine, tool or equipment.
16. All equipment and tools should meet the standards established by CSA, the manufacturer and be maintained in good condition.
17. No worker shall remove any protective device or guard from a machine or tool for any reason.
18. GFCI's shall be used where electrical shock is a hazard or for work outdoors or in any damp/wet conditions.
19. Grinding discs/wheels must be compatible with the speed of the machine or tool. They must also be free from cracks, cuts or chips.
20. Always disconnect tools or equipment prior to making any adjustments.
21. Extension cords and electrical equipment must be checked for cracks in the outer casings or outer insulation on a daily basis. Any cords or equipment with cracks or cuts in the casing or outer insulation should be repaired.

22. All cord connected electrical equipment should be equipped with a ground pin and/or a GFCI system.
23. Cord connected tools/equipment should not be moved or carried by their cords.
24. All hand tools shall be used for their intended purpose. They shall be maintained in good condition at all times and repaired or replaced as required.
25. All site motor vehicle traffic shall exercise caution and slow speeds (10km/hour) at all times. A signal person shall be used for all backing up activities.

There may be some specific machines, tools, equipment or conditions that we have not addressed here. Please refer to the OH&SA, regulations and manufacturers specification for safe use for any questions.

SIGNS, LIGHTING AND VENTILATION

SIGNS

Signs are a means of making workers aware of dangers and hazards in and around the workplace. Signs must be posted for the following conditions:

1. work overhead
2. adjacent to a hoisting area
3. under a suspended scaffold, boatswain chair or suspended platform
4. at an outlet from a chute
5. at a location or access to a place where there may be noxious gas, vapour, dusts, fumes, substances or where a lack of oxygen is possible
6. where electrical shock or contact with overhead wires is possible
7. areas that are very slippery
8. at the entrances to the workplace
9. any operation or work which can present the possibility of serious injury to a worker

LIGHTING

Work areas and access and egress routes must be adequately lit at all times during the work. Temporary lighting shall have mechanical protection devices placed over each light bulb. Light bulbs should be replaced as required. Do not attempt to adjust or alter temporary lighting unless you are qualified to do so.

VENTILATION

Ventilation allows air quality to be maintained at the highest possible acceptable levels and is accomplished either mechanically or by natural means. If a worker can inhale a noxious gas, vapour, dust fume or there is a concern over the lack of oxygen or any of the above present an explosion hazard, ventilation must be provided. If ventilation is not possible, approved and appropriate PPE shall be used. Motor vehicles should not be inside a building with the motor running unless there is adequate ventilation or means of removing the exhaust. The mixing or use of chemicals or solvent based materials should be done in approved, designated areas with adequate ventilation.

TEMPORARY HEAT

Temporary heating devices must be located and used in a way that prevents the igniting of materials, equipment or the work area around it. There must always be adequate ventilation when heaters are used in a confined area or enclosed space. The heater should be protected from damage and not be located in an aisle or access/egress area. Any noxious product of the heating device shall be discharged outside of the building or structure.

TOOLS & EQUIPMENT LOGS

Any tools or equipment requiring repair should be noted in the appropriate log book. This allows us to monitor equipment and tool repair costs and also allows us to track when they should be replaced. Power elevated work platforms, cranes and hoists, zoom booms, etc require that operator manuals be on the machine and that maintenance records be available for review. We will keep these logs on site and it is the supervisor's responsibility to ensure that they are up to date and accurate.

GUARDRAILS & PROTECTIVE COVERINGS

Guardrails shall have a top and mid rail and a toe board and be capable of supporting any load applied. Guardrails, regardless of the material used (usually wood or wire cable) shall be maintained in good condition and free from splinters, protruding nails, frays etc. Guardrails are required around an opening in a floor, roof or other surface where workers have access unless the opening is covered by securely fastened planks (protective coverings) that are capable of supporting any load that it is subject to. Guardrails are also required at the edges of open floors, the surface of a bridge, the edge of a roof to which workers have access, scaffolds, runways, ramps and where a danger of falling into water or other liquids exist or when falling into or onto hazardous materials is possible.

CONFINED SPACES

Procedure for confined spaces will be addressed on a job-by-job basis.

PAINTING OPERATIONS

Most painting operations involve either spray or brush and roller applications. Some of the paints used can be flammable and/or toxic depending on their intended use. The following measures and protocols should be observed;

1. Material safety and data sheets (MSDS) must be available for all paints, thinners and cleaning solvents used and be understood by those used these products.
2. Containers should have either supplier or workplace labels attached to the containers.
3. Storage of paints, thinners or cleaning solvents must be in approved containers and cabinets or outdoors.
4. Workers must be trained in the products they are using and the associated hazards and potential hazards involved.
5. Workers must use, wear and maintain the required PPE, be trained in the above and know the limitations of the PPE.
6. Eating, drinking and smoking is strictly forbidden.
7. Use only approved personal clean up soaps and conditioners. Do not use cleaning solvents to clean skin and hands.
8. Clean up rags and ensure that garbage and debris is stored in the appropriate containers.

ACCESS & EGRESS

Access to and egress from work areas located above or below ground shall be by stairs, runway, ramp or ladder. Access and egress routes must be kept free of obstructions at all times. This not only provides an increased level of safety but also is required for emergency rescue.

In addition, access and egress routes must be free from:

1. all obstructions including equipment, materials and debris.
2. snow, ice or other slippery materials or conditions.

These routes must also be treated with sand or other similar material when necessary to ensure a firm footing.

EMERGENCY PROCEDURES

The emergency procedures and response actions will provide order during a normally confusing emergency situation.

Prior to a project starting, the emergency contact numbers and directions to the nearest hospital shall be posted. The employees trained in First Aid/CPR shall have their names posted along side the emergency numbers and hospital routes. Prior to any employee and/or visitor entering a project, the supervisor shall train and familiarize his/her workers in the site emergency procedures. The supervisor shall review the locations of the projects evacuation routes and emergency alarms. Once the individuals are familiar with the routes of access/egress for the site, the supervisor will designate a "Gathering Point". During an evacuation alarm, this is the point where ALL our employees and/or visitors will be head counted by the supervisor and receive any information or instructions regarding the emergency. The supervisor shall have all employees and/or visitors sign a training roster to acknowledge the emergency procedures. It's the employee's responsibility to review and become aware of the nearest emergency evacuation routes prior to starting work.

To ensure the accurate disclosure of appropriate information, all encounters with, or inquiries by, outside services shall be coordinated by the site supervisor under guidance of senior management. An outside service may represent the police, fire, ambulance, government inspectors/officials and the media (newspapers, television).

FIRE & EXPLOSION HAZARDS

Fires and explosions are extreme situations which must be planned for as in any other emergency case. The previous information on Emergency Procedures applies to the response required here.

In addition, the following points need to be instituted:

1. training for the response team in fire safety and evacuation methods
2. training for all employees in the location and use of fire fighting equipment and the limitations of the equipment
3. a fire/explosion watch during, and 30 minutes after, all hot work
4. a program to maintain all fire fighting equipment on site
5. an evacuation procedure and map showing routes
6. a program to ensure exit doors remain clear of obstructions
7. an approved storage system for all flammable or explosive products
8. an up-to-date sprinkler system to assist in fire fighting
9. an explosion proof room for all products in this category
10. information on acceptable/approved clothing and tool substrates that should be worn and/or used by workers.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

WHMIS is a Canada-wide system used to provide information about all controlled products (chemicals and compressed gases as an example) used by workers on the job. There are three essential elements to WHMIS:

1. Labels;
2. material safety data sheets (MSDS); and
3. education and training.

WHMIS is for your protection. WHMIS describes the danger of materials you may use on the job and tells how to protect yourself from their hazards. You should know if material has hazardous labels and safety data sheets.

LADDERS

Ladders and scaffolds are perhaps the most commonly used pieces of equipment. Ladders are not considered to be working platforms and are primarily for short duration jobs/tasks. The following considerations and protocols are required:

1. Always use grade 1 ladders approved for the intended use.
2. Aluminum ladders must never be used in close proximity to energized power lines or apparatus.
3. Never use the top 2 rungs of a ladder for a work station.
4. do not bounce or walk while on the ladder.
5. Always spread step ladders fully with the spreader bar fully extended.
6. Do not paint wooden ladders.
7. Ladders must be tied off at the top and be on a firm and secure footing.
8. Ladders shall be free of defective rungs and side rails.
9. Situate the base of the ladder so the angle is not less than $\frac{1}{4}$ or more than $\frac{1}{3}$ of the length of the ladder from the point directly below the top of the ladder.
10. When used as an access/egress way, the ladder shall extend 3 feet above the landing area.
11. Landing areas at the top and bottom of ladders shall be kept free and clear of all obstruction.
12. No ladder shall be lashed to another ladder to increase its length.

SCAFFOLDS

The following safety protocols must be observed:

1. erection and dismantling of scaffolds must be done in accordance with the manufacturer's specifications and by a competent person.
2. shall have all diagonal and horizontal bracing in place along with all required fittings and gear
3. have footings, sills or supports capable of supporting 2 times the maximum load without settlement or deflection
4. safety catches are required for all hooks
5. be secured at vertical intervals not to exceed 3 times the least lateral dimension measured at the base
6. all lumber must be construction grade or number 1 grade spruce
7. scaffolds mounted on wheels or castors must have locking devices for each wheel or castor and be in the locked position when in use
8. if a wheel or castor mounted scaffold exceeds 3 times the least lateral dimension measured at the base, it must be equipped with outriggers or guy wires
9. scaffolds must not be moved while workers are on the platform
10. fall arrest must be worn where a danger exists of falling 10feet or more from any work platform
11. a professional engineer must design all scaffolds that will exceed 30 feet in height
12. a guard-rail system is to be used on all scaffolds

CRANES, HOISTS AND RIGGING

All cranes, hoists and other lifting devices must meet all required OH&SA legal requirements and manufacturers specifications for safe use.

The following safe work protocols must also be considered:

1. all operators must be trained and fully competent in the use of their equipment and have proof of their training
2. operators of equipment with a load capacity of more than 7, 260 kg must be licensed under the Trades Qualification and Apprenticeship Act and carry proof of their licence with them at work
3. operators manuals and maintenance log books must be kept with the machine at all times for inspection
4. no other person other than the operator is allowed to operate the machine at any time
5. signs restricting access to the machine should be posted or affixed to the machine
6. lift or staging areas should be roped off with access restricted
7. no load shall pass over a worker at any time
8. the crane shall never be loaded in excess of its load capacity
9. a load capacity shall be clearly visible on the machine and be stamped on components used for the lift
10. tag lines should be used to assist in guiding and landing loads
11. never unhook any load until it has been fully landed and slack in the hoisting cable or sling is visible
12. a competent signal person who has constant communication with the operator must be used if the operators sight line is obstructed
13. all rigging of loads must be done by a competent person who has been trained in safe rigging operations
14. signs must be posted advising ground workers of danger due to overhead work
15. all ground workers must be kept out of the intended path of the lift
16. written procedures for the lifts should be established
17. special attention and procedures are required when working in close proximity to power lines, other cranes, hoists or other lifting devices.

ELECTRICAL HAZARDS

Electrocutions are one of the leading causes of work related deaths. Electrical hazards are associated with both high and low voltage operations.

The following protocols are suggested:

1. No person other than a certified electrician or person with equivalent training and experience shall connect, modify or maintain electrical equipment or installations.
2. No Person shall enter a room or other enclosure where there are exposed energized electrical parts.
3. All rooms or other enclosures shall have signs posted forbidding access by unauthorized persons.
4. All electrical equipment, conductors and insulating materials shall be suitable for their intended use and not present a hazard to any worker.
5. no object shall be brought closer to an energized overhead electrical conductor with a nominal phase-to-phase voltage rating than the values below:
750 to 150,000 volts = 3 metres
150,001 to 250,000 volts = 4.5 metres
More than 250,000 volts = 6 metres

Any variance of this protocol must be approved in writing by the supervisor with a written procedure and program in place for the work involved. The minimum distances noted above apply to all objects, including scaffolds, hand tools, ladders, heavy equipment, etc.

CONCLUSION

The primary intent and purpose of this manual is to educate you in CSL's policies and to provide you with an understanding of healthy and safety at the workplace. It does not replace any laws or responsibilities that we have as employers, supervisors and workers under the law. We ask that you review this manual and make yourself aware of the requirements of your job. Your safety and the safety of all workers at the workplace is one of our most important issues.

As stated in several sections of this manual, if you are not aware of a procedure or if you sense danger, please ask for help and direction from your supervisor. We require you to take every precaution possible to protect yourself and others from injury. If we work together, with a sharing of ideas and a goal of preventing accidents, we will reduce and possibly eliminate accidents in the future.

Your suggestions and ideas are encouraged and welcomed.

APPENDIX – W.S.I.B. FORM 7 – EMPLOYER’S REPORT OF INJURY/DISEASE