



CESARONI & SON LTD.

EMPLOYEE HEALTH AND SAFETY POLICY HANDBOOK

THIS HANDBOOK IS AN INTRODUCTION TO OUR SAFETY POLICY ALONG WITH SOME IMPORTANT INFORMATION ON COMPONENTS OF OUR PROGRAM THAT AFFECTS YOUR WORK. BY NOT REPRODUCING THE ENTIRE COMPANY SAFETY MANUAL, WE ALSO REDUCE OUR ENVIRONMENTAL IMPACT, WHICH COMPLIES WITH OUR PROGRAM.

YOU ARE REQUIRED TO READ THIS BOOKLET AND SIGN THE LAST 2 PAGES ACKNOWLEDGING RECEIPT AND YOUR COMMITMENT TO OUR HEALTH AND SAFETY PROGRAM. YOU ARE REQUIRED TO KEEP THIS COPY WITH YOU WHILE AT WORK AND IT MUST BE AVAILABLE UPON REQUEST. WE WILL RETAIN ONE SIGNED COPY FOR RECORDS.

COMPANY SAFETY POLICY	DATE OF ISSUE: JULY 27, 2012
APPROVED BY: JOSEPH CESARONI	REVIEW / REVISE DATE: JULY 15, 2013
APPLICABLE LOCATIONS: ALL LOCATIONS AND FOR ALL STAFF MEMBERS	

PURPOSE

The purpose of this policy is to outline the President’s commitment, on behalf of the senior management group and the company in general, to workplace health safety and environmental protection.

SCOPE

This policy applies to all managers, supervisors, employees, agents and subcontractors in our employ or under contract with Company.

STATEMENT: On behalf of our company, I would like to thank those involved with the development and implementation of our health, safety & environmental (HSE) policies and program. Your participation is required and appreciated. Our senior management group and I are committed to eliminating accidents, injuries, illness and incidents. We will provide leadership for these activities and assume overall responsibility for the OHSMS. We will accomplish this by being responsible for the following;

- ✓ Establishing, maintaining, and actively promoting the OHSMS;
- ✓ Providing financial, human, and organizational resources to plan, implement, check, review, and correct any deficiencies identified in the OHSMS;
- ✓ Defining roles, responsibilities, establishing accountability, and delegating authority to implement an effective OHSMS for Company;
- ✓ Establishing and implementing an OHSMS policy and Safe Work Procedure Templates.
- ✓ Reviewing our organization’s OHSMS at planned intervals;
- ✓ Ensuring that workers are consulted about the OHSMS and revisions. In addition worker responsibilities include working safely at all times and to comply with all applicable legislation and employer requirements.
- ✓ Encouraging active worker participation in the OHSMS.
- ✓ Supervisors are responsible for maintaining a safe working environment and ensuring that workers comply with all employer requirements.

The OHSMS Policy shall be reviewed annually by the administrative team and JH&SC / Safety Representative. Any changes or revisions to the Policy shall be communicated to all parties by effective means such as staff meetings, training sessions or open memos to employees. Our company does not expect you to work in an unsafe or unhealthy manner at any time. We ask that you read your employee handbook carefully and completely, raising any questions or concerns with your immediate supervisor. Thank you for your cooperation.

JOSEPH CESARONI – President

Date: JULY 27, 2012

TITLE: WORKPLACE VIOLENCE & HARASSMENT POLICY	DATE OF ISSUE: JULY 27, 2012
APPROVED BY: JOSEPH CESARONI	REVIEW / REVISE DATE: JULY 15, 2013
APPLICABLE LOCATIONS: ALL LOCATIONS AND FOR ALL STAFF MEMBERS	

All workers have the right to work in a safe and respectful environment. Our company is committed to the safety and security of our workers while at work. It is the policy of this company to ensure that all reasonable steps are taken to prevent incidents resulting from acts of workplace violence and harassment.

Our company has implemented standards of care designed at promoting violence and harassment awareness, specifically acknowledging the impact of such behavior in the workplace and the effects to victims of violence and harassment. The purpose of this policy is to ensure that;

- Individuals understand the definitions of Workplace Violence and Harassment;
- Individuals understand the effects of Workplace Violence and Harassment;
- Individuals understand their rights to report any act of Workplace Violence and Harassment;
- Individuals understand the consequences for contravening this policy.

In addition, this policy will provide the provisions for a specific program;

- Assessing the workplace for actual and potential risks associated with Workplace Violence and Harassment;
- Establishing written measures and procedures designed to reduce the risk of Workplace Violence and Harassment.
- Provide information to individuals indicating measures and procedures for reporting and investigating incidents regarding Workplace Violence or Harassment.
- Provide assistance to workers who have been victimized by acts of Violence or Harassment in the Workplace.
- Provide a system for responding to acts of Violence or Harassment in the Workplace.

Our company has implemented procedures that are to be followed in the event an incident involving workplace violence or harassment is reported or discovered. These procedures will ensure that the circumstances are promptly investigated and resolved in a timely manner. Workplace violence or harassment will not be tolerated by any persons employed in our workplace(s). This policy also applies to sub-contractors, visitors, agents or other persons otherwise performing services for our company. Managers, supervisors, workers, subcontractors and/or other agents are accountable to the company owner for compliance of this policy.

JOSEPH CESARONI – President

Date: JULY 27, 2012

General Company Rules and Expectations / Orientation

All work must be performed in accordance with the ***Occupational Health & Safety Act***, related ***Regulations***, (including *Regulations for Construction Projects* or in some cases *Regulations for Industrial Establishments*) and our ***Health and Safety Policy***.

Zero Tolerance Rule - If the worker violates a Zero Tolerance Rule he/she will be removed from the workplace at that time, and will meet with his/her manager to discuss any further actions.

1. All workers must have the required training in WHMIS, fall protection, and any other specific training required by the Act & Regulation(s).
2. Persons performing open flame work must be trained in fire extinguisher use.
3. Workers shall carry copies of their training cards with them at all times.
4. Workers shall follow all safety rules and personal protective equipment (PPE) rules.
5. CSA approved eye protection must be worn when required, used as per manufacturer's instructions and must be maintained in good condition.
6. CSA approved head protection with a Class E ratchet headband adjuster, (Type II preferred) and CSA foot protection (Green Patch) must be worn at all times on projects, worn as per manufacturer's instructions, and maintained in good condition.
7. Retro-reflective vests / shirts or their equivalent must be worn when required, be worn as per manufacturer's instructions and maintained in good condition.
8. CSA or other like approved hand protection, appropriate for the circumstances present, must be worn when required, be worn as per manufacturer's instructions and be maintained in good condition.
9. CSA or other like approved hearing protection, appropriate for the circumstances present, must be worn where there is a danger of injury to your hearing, be worn as per manufacturer's instructions and be maintained in good condition.
10. CSA or NIOSH approved respiratory protection must be used in circumstances where atmospheric conditions dictate. Respiratory protection must never be shared with another worker and the worker must understand the use and limitation factors associated with this PPE. It must be worn as per manufacturer's instructions and be maintained in good condition.
11. Fall Protection must be used and worn as per the Construction Regulations. All components of a fall protection system must be inspected prior to every use, used as per manufacturer's instructions and be maintained in good condition.
12. Ladders are to be used as per regulation and manufacturer's instructions and for short duration work only. If three-point contact cannot be maintained, a work platform must be used.
13. All work platforms must be secured into place and must be at least 18 inches wide.
14. Anyone using an Elevating Work Platform (EWP) shall at all times use the equipment in accordance with the manufacturer's instructions. Workers must provide proof of EWP training upon request.
15. Any (Client) Permits for Hot Work, Live Electrical Work and Guardrail/Floor Cover removals must be completed as required and prior to the work being started.
16. Unauthorized open flame operations or open fires are prohibited.

17. All motorized and power tool and non-powered equipment must be used in accordance with the manufacturer's instructions and be maintained in good condition at all times.
18. All onsite safety and warning signs shall be obeyed. "Yellow Tape" means use caution. "Red Tape" means no entry permitted.
19. Vehicles "backing up" (operating in reverse) must use a competent traffic control person and drivers must always be aware of their surroundings and persons in the vicinity of their vehicle.
20. Housekeeping must be performed on a daily and ongoing basis by all trades.
21. Reporting for work, the consumption of, trafficking in, possession of, or working while under the influence of alcohol or other intoxicants is strictly forbidden.
22. Horseplay, fighting, insubordination or other harassing or threatening behaviour towards another worker or visitor is strictly forbidden.
23. The possession or use of cameras without prior written permission is strictly forbidden.
24. The possession of firearms or other weapons by any worker is strictly forbidden.
25. Any personal injury accident or incident resulting in property damage must be reported to your supervisor immediately after the occurrence and prior to leaving the workplace.
26. First aid and medical attention injuries must be reported to your Supervisor immediately.
27. Spills of oils or other substances must be contained and cleaned up immediately.
28. Employees must be aware that if they have any questions or concerns about safety, they should ask their supervisor, Safety Representative, Joint Health and Safety Committee member or Workers Trades Committee member for assistance.
(Safety Rep. / JH&SC / WTC if applicable)
29. **REMEMBER – if you aren't sure - ASK YOUR SUPERVISOR**
30. Never perform any task that you are not qualified to perform and until you know the required safety precautions necessary to perform the work safely.

KEY FEATURES INSIDE THE COMPANY HSE POLICY MANUAL:

UNDER EACH TAB (SECTION) YOU WILL FIND INFORMATION ON;

- 1. Introduction and Overview**
- 2. Company Policy**
- 3. HSE Policies and Responsibilities**
- 4. Posting Requirements**
- 5. Hazard Analysis**
- 6. HSE Committees**
- 7. HSE Training**
- 8. Emergency Response & Investigations**
- 9. HSE Inspections**
- 10. Prevention & Preventive Maintenance**
- 11. Administration**
- 12. WSIB & ESRTW**

KEY RESPONSIBILITIES

Workers, Agents and Sub-Contractor Responsibilities / Accountabilities

Worker participation is an essential component of the success of our program. We facilitate worker participation by providing opportunities that;

- ✓ Support worker participation, such as identifying and removing barriers to participation;
- ✓ Establish joint health and safety committees or worker representatives where required
- ✓ Ensure that workers are trained in all aspects of OH&S associated with their work.

Workers, Agents and Subcontractor workers shall;

1. Read and agree to comply with OH&S laws and our company HSE policy,
2. Use the prescribed protective devices required for the work,
3. Use and Know the limitations of the PPE required for the hazards present,
4. Be aware of actual or potential safety and health hazards associated with your work,
5. Participate in training related to required health and safety topics,
6. Refer to our HSE policy for information as required, (see your supervisor)
7. Do Not violate health and safety policies or OH&S laws at any time,
8. Be aware of your responsibilities under the OH&SA, (a copy is available / posted)
9. Support your safety representative or JH&SC as required,
10. Cooperate with our program and assist in implementing our company policies,
11. Comply with Early & Safe Return to Work legislation, (we have an ESRTW program)
12. Report any accident or incident to your Supervisor immediately (within 10 minutes),
13. Report unsafe acts and/or conditions to your supervisor,
14. Participate in health and safety meetings and safety talks,
15. Always work in a manner that is safe and do not endanger yourself or other workers,
16. Never engage in horseplay or report for work in an unfit manner.
17. Request assistance if unsure of any job or task. **"ASK YOUR SUPERVISOR"**
18. Never assume or guess on safety issues – be certain – be safe. **"ASK FOR HELP"**
- 19. All serious or potentially serious incidents or occurrences must be reported to the office immediately and without delay.**

HOW SHOULD WORKERS REPORT ACCIDENTS & HAZARDS?

Senior management must be advised of all personal injury accidents immediately by calling our main office. Any employee suffering any of the following occurrences (except critical/fatal injuries where the worker is incapacitated) must **immediately report the circumstances to their Supervisor** as follows;

1. **First Aid** cases must be immediately reported to your supervisor or their designate, who will record the necessary information in the first aid logbook as required.

2. **Medical Aid / Health Care** cases must be immediately reported to your supervisor or their designate. They will ensure prompt medical attention and, if required, transportation to a medical facility and initiate an investigation into the causes of the accident. The WSIB and the JH&SC will be notified by our company, using a report outlined in the Act and regulations, as required. The MOL will be notified if and when required.

3. **Lost Time Injury** cases are very serious, as the injured person will require time off work to recuperate. Immediately report the injury to your supervisor (if able) in order that they can arrange for prompt medical attention, transportation to a medical facility and initiate the investigation into the causes of the accident. The WSIB and JH&SC will be notified by our company using the required report. (Section 52) If you are the injured person, you are required to maintain contact with our company throughout the duration of your recovery.

4. **Critically Injured** 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 a major portion of the body, or
- (g) Causes the loss of sight in an eye. R.R.O. 1990, Reg. 834, s. 1

Contact your immediate Supervisor immediately (or send someone to notify them) and obtain instructions. If you are first on the scene, keep the injured still; provide first aid (if qualified to do so) and get someone to notify the Supervisor. Any time a worker is transported by ambulance we will assume it is a critical injury until information is received to confirm otherwise.

5. HAZARD REPORTING

If you see a hazard or high risk activity, try to fix or resolve the situation – only if it is safe to do so. Immediately report the situation, including an unsafe acts or conditions, to your immediate supervisor. You may also advise your JH&SC member or WTC member. Your supervisor shall investigate and resolve the hazardous condition, as required, and follow-up with you regarding those steps. Hazard reports, including the corrective measures, should be recorded in writing.

EARLY & SAFE RETURN TO WORK PROGRAM (ESRTW)

Our company fully supports the practice of providing light duties, modified duties and alternative work options to employees who sustain minor injuries but are capable of returning to work without lost time. These options are part of the WSIB's ESRTW initiative and part of the legislation. The primary goal of our ESRTW program is to facilitate the recuperation process of any injured worker. Please refer to local Workers' Compensation requirements for information.

Light or Modified duties provide any injured employee with meaningful work while they are recuperating from their injury. For example, if an injured worker sustained an arm injury that prevented them from using their arm for a few days, the modified duties could be designed to ensure they would not use the injured arm in their temporary position, in accordance with their medical restrictions. The injured worker is still active and (may) maintain their full earnings capacity in this temporary position which contributes to the workers recuperation. The company is required to implement these strategies to reduce the overall impact of lost time injuries. Light or Modified duties do not, in any way, jeopardize the injured worker's WSIB claim or benefits or his/her rights to future benefits.

An important component of the ESRTW policy is communication. The WSIB in Ontario requires the employer and worker to contact each other as soon as possible after the injury and maintain open lines of communication throughout the recovery period. We will maintain a logbook containing a record of all communication between our management staff (employer) and the injured worker, including the date of communication, what was said, and who the communicating parties were. We will strive to support any injured worker in his/her rehabilitation efforts and provide the most appropriate modified work to assist in this process.

A competent person within our company or our safety specialists (Tickner & Associates Inc.) who have extensive knowledge and experience in claims management shall be assigned to manage WSIB claim files and to maintain communication with the injured worker.

SUBSTANCE ABUSE AT WORK

The protection of our workers and those working around us is of extreme importance. The use or possession of illegal drugs, alcohol or the misuse of any prescription drugs seriously diminishes our ability to maintain a safe and healthy working environment. Any person involved in such conduct jeopardizes not only their own health and safety, but also those working around them. It is for this reason that our policy is based on a ZERO tolerance position.

The possession or use of illegal drugs, alcohol, or misuse of any prescription drugs in the workplace is strictly forbidden and is grounds for immediate discipline up to and including discharge.

REFUSING UNSAFE WORK

If any worker has ***reason to believe*** that their safety is in jeopardy they should advise their supervisor immediately of these concerns. The supervisor must notify a member of senior management and the JH&SC immediately of the work refusal and provide a description of the circumstances involved. An investigation into the refusal shall be conducted with the worker, JH&SC member(s), union representative (if applicable), and supervisor to establish the facts involved.

If, after consulting with the above noted participants, the supervisor feels the work is not unsafe and asks you to return to work and you feel that you have ***reasonable grounds*** to believe that your safety is **still in jeopardy**, you should again advise the supervisor of your refusal to work.

At this point the company will make the necessary calls to the MOL. The worker who refused the work will be given alternative work until the MOL inspector arrives. No disciplinary action or other actions will be taken against any employee who has a legitimate concern over their health and safety and exercises their right to refuse unsafe work.

VIOLENCE & HARASSMENT PREVENTION

We will not tolerate any violence, threats, harassment, intimidation and other disruptive behavior whether by workers, associates, other persons or visitors. Such behavior may include any unwanted physical contact, oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm or intimidation. Individuals who commit such acts will be subject to sanctions including, but not limited to, removal from the premises or workplace; exclusion from the premises or workplace; criminal prosecution; corrective and/or disciplinary action; suspension or termination. We have a **Zero Tolerance** policy for violations of these standards of care.

Procedure - In order to effectively implement this policy and maintain a safe environment, we urge individuals who experience or witness violent behavior to report it immediately to our head office. Never delay calling for emergency assistance if you have reason to believe that violations of this policy are imminent, or where a violation has been committed or if your personal safety is under threat.

All reports of incidents / violations will be taken very seriously and will be dealt with immediately. Law Enforcement will be notified as required by the President or senior management team member after careful consideration of the facts. Information regarding incidents of violent conduct and/or threats of violence will be fully investigated, documented, and, if warranted, forwarded to the authorities for their investigation. Any disciplinary action will be taken in accordance with applicable procedures. Criminal prosecutions are decided by the Police.

If the continued presence of an individual threatens or disrupts the general well being of our employees or the ability of our company to conduct its business, the individual may be terminated for violation of a Zero Tolerance Policy.

Individual employees who receive threats of bodily harm or who are the targets of harassing or stalking behaviors are urged to contact our head office or police department or both.

Every effort will be made to respect the privacy of all individuals involved in these matters. However, the necessity to protect worker and public safety may require the disclosure of confidential information. All such decisions will be reviewed, approved and authorized by the President and local authorities. **This is a ZERO TOLERANCE policy.**

DISCIPLINARY ACTIONS

The primary purpose of disciplinary action is to demonstrate that violations of our health and safety policy, safe work procedures and/or provincial regulations are unacceptable and must be corrected. We cannot, and will not, tolerate violations of this nature, as it weakens and diminishes our entire OHSMS program and places personal safety at risk.

Disciplinary & Corrective action will be administered in the following manner.

1. For a first violation – Supervisor issues a verbal warning.
2. For a second similar or other violation – Manager issues a written warning.
3. For a third similar or other violation – Senior management issues a suspension.
4. For a fourth violation of any kind – Senior management issues termination notice

Violations of major health and safety policy or Zero Tolerance policies, which are threatening to life or health, shall result in immediate suspension and/or termination. Examples of these circumstances could be (but are not limited to) failing to wear fall-arrest when required, violence or horseplay on the job, the possession, use or sale of illegal substances on the job, failure to report accidents immediately, etc.

Initially, disciplinary action allows the worker to understand and hopefully realize that health and safety compliance is mandatory and a vital part of our company's operations. Corrective actions provide a clear signal to the majority of our employees who comply with our program that safety is important. Repeated violations usually indicate the person has little or no regard for our program, and as such they will be dealt with in a swift and just manner.

The Supervisor shall meet with the worker that was observed violating the procedure and the worker member of the JH&SC or the Safety Representative. The circumstances of the violation and findings shall be reviewed and the worker shall be subject to discipline as outlined above.

All disciplinary action shall be recorded, in writing, by the supervisor/manager itemizing the violation(s), the name of the worker involved, date of violation, circumstances of violation, site location, and corrective actions required. A copy of this shall be provided to the worker, a copy placed on the worker's file, and a copy placed in the disciplinary action file. All disciplinary action involving suspension or termination must be reviewed and authorized by senior management prior to the action and be fully documented. The Senior Management Committee and JH&SC will review all disciplinary actions related to OH&S violations on an annual basis.

PLEASE REMEMBER THAT IF YOU WANT TO SEE THE FULL HEALTH AND SAFETY MANUAL - IT IS AVAILABLE FROM YOUR SUPERVISOR. PRIOR TO GIVING YOU THE MANUAL, YOU WILL NEED TO SIGN THE REQUEST FORM AT THE FRONT OF THE BINDER SO THAT WE CAN TRACK ALL SUCH REQUESTS. (WORKER INITIAL HERE _____)

PARTNERSHIP / ACKNOWLEDGEMENT – WORKER’S COPY

Worker’s Name: _____

(Please Print Name Clearly)

This will confirm that I have received training on my employer’s Health, Safety and Environmental Policy, Safe Work Procedures and our Early & Safe Return to Work Program. I hereby agree to work in compliance with the policies and standards of care outlined. I also understand that if I want more information on these topics I can ask my supervisor for this information. My Supervisor has a copy of the HSE Policy, Safe Work Procedures Manual and the Early and Safe Return to Work program with them at all times.

I understand that working in a safe manner at all times is a requirement of my employment. I also understand that violating any HSE policy or health and safety law may result in disciplinary action up to and including my termination. I further agree to report unsafe conditions to my supervisor and report any accidents immediately (within 10 minutes) and prior to leaving the workplace. I understand that my employer has a modified duties (ESRTW) program to assist me if I am injured at work. I agree to be fit for work at all times.

Worker Signature: _____

Supervisor’s Signature: _____

Today’s Date: _____ **Date of Hire:** _____

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Today's Date: _____ **Date of Hire:** _____

IMPORTANT CONTACTS

PLEASE CALL 911 FOR EMERGENCIES

HEAD OFFICE: 416-297-8112

SITE OFFICE PHONE: _____ (PLEASE FILL IN)

NAMES & #'S OF OTHER EMERGENCY CONTACTS:

TICKNER (SAFETY) 416-891-7120