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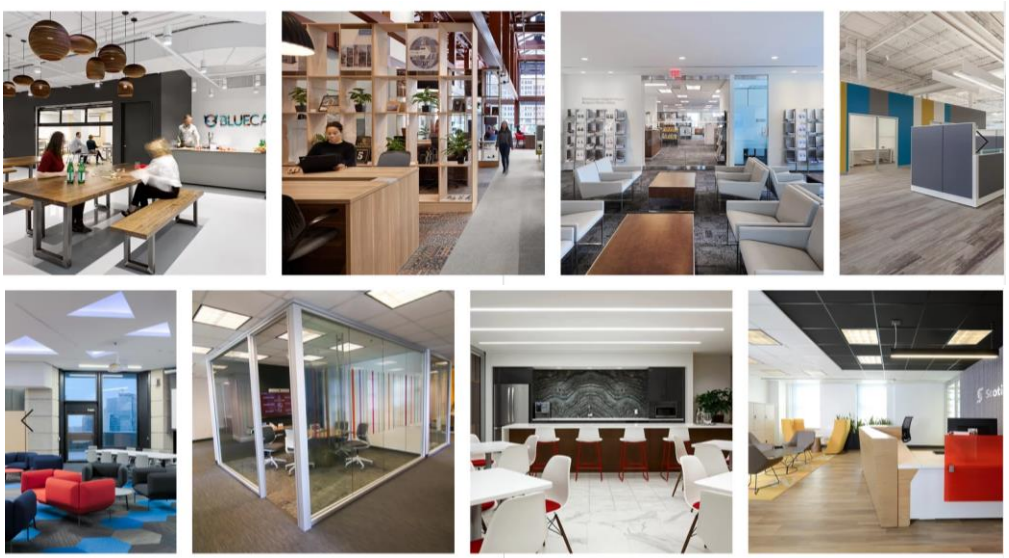
ROSSCLAIR Contractors Inc.

Health and Safety Manual



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Element 1 Occupational Health and Safety Policy

ROSSCLAIR

OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

ROSSCLAIR is vitally interested in the health, safety, and protection of our workers from hazards that could cause injury or occupational illness. We are committed to working collaboratively with workers in the development, implementation, monitoring and continuous improvement of our Health and Safety Program.

As the employer, ROSSCLAIR and our Senior Management team are ultimately responsible for worker health and safety. Commitment to health and safety must remain an important part of our standards and an integral part of this organization, from the President to the workers.

In addition, we will provide competent supervision and take every reasonable precaution in the protection of a worker by:

- Maintaining our properties, worksites, vehicles, and equipment in a safe working condition.
- Conducting work in compliance with regulatory requirements and implementing best industry practices where practical.
- Monitoring the activities of our sub-contractors.
- Ensuring all workers receive the necessary information and training to perform work safely.
- Supporting a joint health and safety committee and health and safety representatives in carrying out their responsibilities and duties.

Supervisors will be held accountable for worker health and safety by ensuring:

- Equipment is maintained and used in a safe manner by trained workers only.
- Established safe work practices and procedures are enforced.
- Adequate training is provided to workers so that they can perform their work safely.

Workers have a right to refuse unsafe work that may endanger them self or another person. It is the best interests of all parties to consider health and safety in every activity and to report any workplace hazards, working conditions, procedures, or anything else that can endanger their ownhealth and safety or that of other workers. In addition, workers must:

- Wear the required personal protective equipment and devices required by the Act and ROSSCLAIR.
- Know and understand the hazards in the workplace and report any potential or known hazard.

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CONTRACTORS & CONSTRUCTION MANAGERS
Since 1975

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- Work in compliance with the law and established safe work practices and procedures, and report any non-compliance's observed.
- Not engage in any rough or boisterous activity.

ROSSCLAIR understand that workers have a right to work in a healthy and safe work environment. All workplace parties must be dedicated to the continuing objective of reducing the risk of injury. Unsafe workers may be terminated.

As **President of ROSSCLAIR** I give you my personal promise that I am committed to promoting occupational health and providing workers with a safe work environment.

John E. Richardson
President
ROSSCLAIR Contractors Inc.

August 02,2021
Date:

Element 2 Hazard Recognition

2.1 Hazard Recognition, Assessment, Analysis & Control

Purpose
ROSSCLAIR understands the integral role hazard recognition plays in proactively controlling occupational health and safety hazards to mitigate any possible injury and or illness in the workplace. The procedure is intended to provide direction, orientation, and guidance on the ongoing assessing, evaluating, and analysis of controls implemented to control the hazards.
The methodology outlined in this document is applicable to main tasks performed by or on behalf of ROSSCLAIR. All personnel performing work on behalf of ROSSCLAIR are required to comply with any/all subsequent standards.
ROSSCLAIR believes that the proper identification, assessing, controlling and continued evaluation hazards in the form of risk assessments can be used to focus and streamline an employers' health and safety activities to focus their attention on eliminating or controlling hazards that pose the greatest risk to workers. In addition, this document meets the requirements of the Act, and regulations by:
Ensuring that the health and safety of every person employed by the ROSSCLAIR is protected,
Acquainting workers with the hazards associated with their work, and
Providing workers with the appropriate knowledge, training, assistance, or supervision to perform work in a safe manner.

Responsibilities
Senior Management are responsible for:

- Ensuring that this procedure is implemented and enforced.

Project Managers and or designate are required to:

- Obtain a construction hazard assessment for critical tasks from Subcontractors/Contractors. If the Subcontractor/Contractor does not have a method for determining hazards and analyzing risks, the Project Manager shall provide a copy of this document to the Subcontractor/Contractor as reference.
- Provide a copy of the received Subcontractor/Contractor hazard and risk assessments to the site supervisor.
- Periodically verify that the Subcontractor/Contractor are completing Daily Job Hazard Assessments to verify that the hazard assessments are accurate.

Site Supervisors are responsible for verifying that:

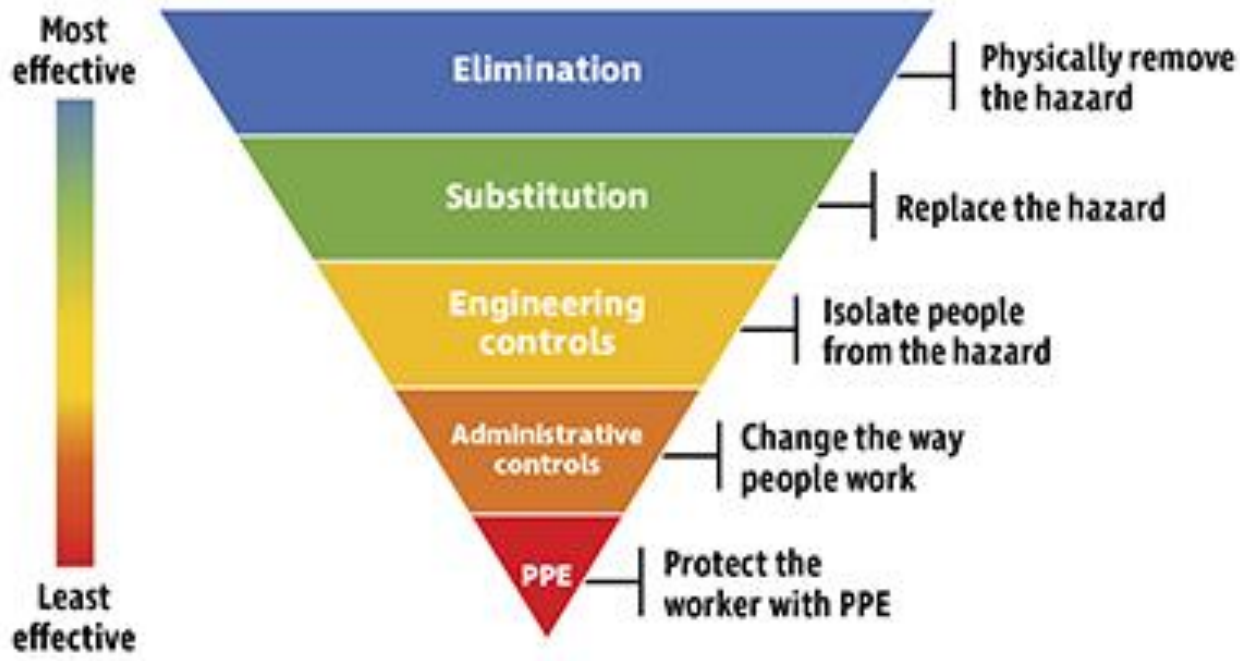
- Subcontractors/Contractors are performing the critical tasks with controls outlined in the site Construction Hazard Assessment and the Daily Job Hazard Assessment (JHA).
- Daily JHAs are conducted by the Subcontractor/Contractor for all critical tasks.
- All subcontractors performing work on behalf of ROSSCLAIR are required to:
- Submit a copy of the site Construction Hazard Assessment for each of the critical tasks to be performed at the job project.
- Provide copies of their Daily Job Hazard Assessment, safety talks and workplace inspections upon request of a ROSSCLAIR Project Manager, Site Supervisor or Health and Safety Coordinator.
- Ensure all their workers are aware of the hazards associated with the work performed and the controls implemented for their protection.

Definitions
Hazard is any practice, behavior, condition, or combination that can cause injury or illness to people or damage to property.

Risk is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss. Risk is the combination of the likelihood of the occurrence of a harm and the severity of that harm.

Hazard Risk Assessment: Is a systematic method of identifying workplace hazards and evaluating the risk they pose to workers. The purpose of a risk assessment is to make recommendations to eliminate or reduce the risk that a hazard poses to workers

Hazard Control: refers to corrective actions resulting from the risk assessment that are meant to minimize injury, reduce adverse health effects and property damage. There is a preferred hierarchy to follow when implementing controls:



Procedure
Risk assessments are only conducted on main tasks performed by or on behalf of ROSSCLAIR. This document outlines the general process for performing a hazard and risk assessment.

The **Occupational Health and Safety Risk Registry (OHS)** is a summary of all the hazards associated with the job tasks/activities associated with our work. This document is created by the Health and Safety Coordinator and or designate with the assistance of the JHSC, to aid in creation of the Construction Hazard Assessment.

The company **Construction Hazard Assessment (CHA)** is based on the identified hazards associated with all operations (site, shop, office) and control measures according to the risk factors. This document is created by the Health and Safety Coordinator with input from relevant participants (workers, managers, supervisors). This document in turn will aid in creating Construction Project Hazard Analysis which will identify the project's hazards prior to the start of project. This will help also identify any critical tasks.

A critical task list is created based on the CHA. Critical tasks are assessed to be High Risk tasks and require the creation of a Safe Job Procedure.

The **Construction Project Hazard Analysis** (CPHA) is performed by the Site Supervisor and/or the Health and Safety Coordinator. This looks at the hazards introduced at the project site. This document will be conducted prior to personnel starting at site and will be reviewed with the site workers for their input during site orientations.

Daily job hazard assessments (JHA) are performed by the site supervisor using a team-based by asking the workers for input to ensure hazards are identified and by ensuring proper controls are in place.

The completed site specific CPHAs, Daily JHAs and company CHA are kept on file at both the job sites and head office for record retention and due-diligence purposes.

<u>Hazard Identification and Risk Assessment</u>

There are "**5 fundamental"** steps in Risk Assessment:

Identify hazard associated with the job tasks and the workplace. *(Hazards include physical and other agents such as temperature, vibration, noise, UV, radiation, dust, chemical, ergonomic, biological, and other health, and safety hazards).*

Evaluate the risk (e.g., Injury, incident, illness, property damage, loss of production, etc.) arising from the hazard and its consequence using the **Risk Rating Process** described in this procedure.
When assessing/evaluating hazards consider:

- Laws (Acts, Regulations)
- Codes (Building, Electrical, Fire etc.)
- Standards & Guidelines (MOL, CSA, Industry)
- Safety Data Sheets
- Workplace Inspection Reports
- Work Refusals
- Accident/Incident Investigation
- Workplace Health & Safety Practices, Procedures and Policies
- Manufacturer recommendations
- Duration and frequency of task
- Work environment (location, lay out, etc.)
- Training and education of workers

Determine practicable **control** measures

Implement control measures

Measure effectiveness of controls; monitor periodically to confirm controls continue to function.

RISK RATING PROCESS
Identify each Hazard then rate the risk as follows:
Identify the probability (likelihood) that the exposure to the hazard will result in the identified consequence.
Probability (Likelihood) Rated Score: 4 = Very likely to occur (Maximum) to 1= Remote (Minimum)
Intent is along the **Top** of the Risk Chart ranging as:

Probability of Injury			
4	**3**	**2**	**1**
Expected	**Likely**	**Possible**	**Remote**
Very likely to occur (expected)	Could probably occur (> 50%)	Possibility of occurring (known to have happened, history)	Very unlikely (one in a million, Act of God)

Determine the severity/ consequences of an accident that could occur due to the hazards. This is based on the worst probable result; we need to look at what is the most likely outcome of an accident caused by the hazard.
Severity of Injury Rated Score: 4 = Catastrophic (Maximum) to 1 = Negligible (Minimum)
Intent is along the **Left side** of the Risk Chart ranging as:

Severity of injury	**4**	**Catastrophic**	Death, significant injury, or property damage
	3	**Critical**	Medical aid, lost time incident, property damage
	2	**Marginal**	First aid injury, minor illness, property damage
	1	**Negligible**	Injury/illness/property damage not likely

RISK CHART

Risk Chart			**Probability of Injury**			
			4	**3**	**2**	**1**
			Very likely to occur	Probable	Occasional	Remote
Severity of injury	**4**	Catastrophic	**16**	**12**	**8**	**4**
	3	Critical	**12**	**9**	**6**	**3**
	2	Marginal	**8**	**6**	**4**	**2**
	1	Negligible	**4**	**3**	**2**	**1**

Obtaining the risk rating score
The risk is the Probability (Likelihood) of injury or harm occurring together with an indication of how serious that injury or harm could be (i.e., Severity). It could be evaluated based on simple formula:

Risk Rating Score = **PROBABILITY** (Likelihood) of injury score X **SEVERITY** of Injury score

EXAMPLE OF RISK RATING SCORE CALCULATION: Using the above Risk chart multiply the Probability of injury value by Severity of Injury value to obtain the total risk rating score /number. E.g., Probability of injury / loss assessed as Occasional = 2 and Severity of injury / loss assessed as Marginal = 2

There are 3 main groups of final risk rating score:

High = A

RISK RATING (PROBABILITY X SEVERITY) Total risk score	RISK CATEGORY	
	Letter / Number /Colour pattern	
9-16	**HIGH**	**A**
4-8	**MEDIUM**	**B**
1-3	**LOW**	**C**

(Red); Medium= (Yellow); Low = (Green)

NOTES:

When the Risk Factor is High "A" or "Red Colour Area", a Safe Job Procedure is required.
When the Risk Factor is Medium "B" or "Orange Colour, a Safe Work Practice is required.

HAZARD RATING SYSTEM

The Hazard Rating System "HRS" is a tool that identifies the substandard practice or condition and immediately establishes its priority for correction according to its level of Probability and Severity.

High Risk or Class A:	
Definition	A condition or practice likely to cause permanent disability, loss of life or extensive loss to property equipment/material
Example	Missing: barriers, guards, Fall arrest. Inadequate: lock-out, respiratory protection
Action	Immediate action required to eliminate the hazardous condition or practice.
Medium Risk or Class B:	
Definition	Condition or practice likely to cause a serious injury resulting in temporary disability or property damage that is disruptive but not extensive.
Example	Poor housekeeping, slippery work surface, missing fire extinguisher, inadequate brakes on scaffold, missing Traffic Control Plan etc.
Action	Correct hazardous condition as soon as possible, and immediately corrects the unsafe practice.
Low Risk or Class C:	
Definition	Condition or practice likely to cause a minor, non-disabling injury or non-disruptive property damage.
Example	Bad smell from Form Oil, workers handling sharp equipment/tools without gloves.
Action	Dependant on the degree of irritancy, and the levels of frequency and probability.

Follow the above risk rating process for post-control risk rating to evaluate if the controls implemented has eliminated or lowered the risk as low as reasonably practical.

Critical Task List (risk rated "High" or "A")
Certain jobs may be considered Critical Tasks for which are defined as tasks where significant risk of injury, illness or property damage exists based on the hazard present and the likelihood of occurrence. These tasks are pre-rated in the Construction Hazard Association as an "A" or high-risk task/activity and requires a Safe Job Procedure.

Hazard Control
Refers to corrective actions resulting from the risk assessment that are meant to minimize injury, reduce adverse health effects and property damage.
Hazards with "**High Risk or Class A**" score should be addressed **first** as the risk is more serious.
There is a preferred hierarchy to follow when implementing controls:

- Elimination or Substitution
- Engineering Controls
- Administrative Controls
- Work Practices and Procedures
- Personal Protective Equipment

Controls must be implemented before work begins and communicated to all relevant personnel.
Conduct observations to ensure control measures are effective and employees are following safe work practices and procedures.

Communication
This procedure will be communicated to all new hires via the new hire orientation and through periodic safety meetings.

The procedure will be communicated to all existing employees through the safety system manual orientation, via the HSR, and periodic safety meetings and via periodic safety training.

Finalized hazard and risk assessments (HRA) are reviewed with existing employees to ensure that all workers are aware of the hazards associated with their work and the controls that were implemented to eliminate or reduce their exposure to these hazards. In addition, these HRAs will be utilized in New Employee Orientations as a means of communicating and acquainting the new worker with the hazards of the workplace.

Training
All new employees will receive awareness training as part of their orientation on their specific health and safety roles and responsibilities through the new hire orientation process.

All existing employees will receive training on their health and safety roles and responsibilities through the safety manual training, periodic safety meeting and formal safety training sessions.

Verification of training will be confirmed via sign off and may include knowledge verification testing.

Any revisions to existing procedures, instructions or training requirements, or the introduction of any new procedures or instructions that are the result of the Job Hazard Assessment will be communicated to all affected employees in a determined training format.

Review
This procedure will be reviewed on annual basis during the annual H&S internal audit to ensure it continues to meet OH&S regulation standards and to ensure it is relevant with current operations, any changes will be tracked in the Master List of Documents and Change Control Table

After the year-end audit a thorough analysis of the gaps identified will be conducted by the Internal Auditor & Senior Management will develop an action plan that addresses the deficiencies with an overall goal of continual improvement.

Evaluation
The initial and continued effectiveness of the implemented controls will be evaluated by:

- JHSC during workplace inspections,
- Supervisor site inspections
- Worker feedback

The risk registry and construction hazard assessments will be reviewed on an annual basis, at minimum, or when there is a:

- Change in the process or machinery,
- Trend of accidents,
- Serious accident, incident, or near miss

Forms

- Construction Hazard Assessment (CHA)
- Site-specific CHA (CPHA)
- Daily Job Hazard Assessment Form
- Inventory of Job Hazard Assessment (Critical Task List)
- Occupational Health and Safety Risk Registry

References

- Occupational Health and Safety Act R.S.O. 1990
- Health and Safety Management System
- Subcontractor Safety Agreement

2.2 Reporting Hazards

Purpose
Every employee of ROSSCLAIR is encouraged to report hazards and will not be subject to disciplinary action or any reprisal for reporting hazards.

As per the ROSSCLAIR Health and Safety Policy and the Ontario Occupational Health & Safety Act every employee is responsible for reporting to their Supervisor/Manager any existing or potential hazards that they identify or become aware of during their day-to-day job duties.

To ensure that all managers/supervisors, Joint Health and Safety Committee (JHSC) members, Health and Safety Representatives (HSR) and workers are trained on the Hazard Recognition, Assessment, Analysis and Control process.

Responsibilities
Senior Management are to:

- Ensure that the supervisor, JHSC/HSR have the time and appropriate resources to perform the hazard risk assessments (HRA).
- Ensure managers, supervisors and the JHSC/HSR are provided training on and understand the Hazard Recognition, Assessment, Analysis and Control process.
- Review the completed HRA, associated job descriptions and physical demands analysis and provide feedback or input to the HSR/JHSC and supervisor.
- The completed reviews are signed off as confirmation of the review.
- Work with the manager to identify effective controls to mitigate any potential injury, illness, or incident from high or medium risks. Ensure that the action plan developed is implemented and followed up to review suitability.
- Review any reported hazards and verify that immediate action was taken to control the hazard. Review the updated HRA to verify implemented control effectively mitigated the risk of incident, injury, or illness.
- Project Managers and Site Supervisors are required to:
- Ensure workers under their direct supervision are trained on and understand the importance of hazard reporting.
- Review each existing job description and physical demands analysis with the JHSC/HSR and Supervisor.
- Afford assistance to the JHSC/HSR and supervisors when conducting the hazard risk assessment for each job duty and encourage worker participation.
- Review each hazard risk assessment with the site supervisor and immediately implement any necessary controls to mitigate risk and follow up on implementation.
- Educate all workers under your supervision on the hazards associated with the workplace and job duties and to confirm their understanding and awareness.
- Review all hazard reports forwarded by employees with Senior Management. Immediately implement corrective action or develop an action plan to implement corrective actions to eliminate or reduce the identified hazard(s).

Joint Health and Safety Committee Member/Health and Safety Representative shall:

- Review each existing job description and physical demands analysis with the manager and or supervisor.
- Conduct the hazard risk assessment for each job duty with the supervisor and with worker participation in a timely manner.
- Review each completed hazard risk assessment with the supervisor/manager.
- Make recommendations for control of identified hazards to Senior Management, Manager or Supervisor and assist in the implementation of the action plan.
- Verify the effectiveness of control via the monthly inspection and observations.
- Immediately notify management on any known hazard reports

- All employees are to:
- Immediately report hazards using the Hazard Report Form and provide the completed form to their supervisor immediately.

Note: **Hazards can be reported immediately to the Supervisor verbally with the form being completed afterwards. Never leave a hazard unattended.**

- Cooperate and actively participate in the hazard risk assessment process by reviewing each hazard risk assessment and providing feedback when necessary.
- Comply with all implemented safe job procedures and safe work practices implemented to mitigate any identified hazards of the workplace and immediately notify your supervisor if the hazard persists, or if any new hazard results.

Procedure

All new managers, Supervisors, and Workers will receive training on Hazard Reporting and The Hazard Recognition and Control Process during their on-boarding training upon hire.

All existing personnel will receive periodic refresher training on the hazard risk assessment Control activities training during safety training, general safety meetings and safety talks

Each worker trained on the Hazard and Risk Assessment procedures will sign off confirming their attendance and understanding.

Hazard Recognition, Assessment, Analysis and Control procedure will be evaluated by reviewing submitted work site hazard reports, risk assessment reports, accident reports, accident trends, orientation files, JHSC minutes and safety audits.

The procedure will be evaluated through the analysis and feedback from all workers involved in the Hazard Risk Assessment process and form completion.

Compliance and efficiency of policy will be measured by looking at the following:

- Has legislation changed? Are there new best practices in the industry?
- Is the health and safety standard being implemented?
- Are the health and safety goals being met?
- Is communication about the standard, both to and from employees, clear and understood?
- Is training to the standards being completed and are employees benefiting from it?
- Are employees following safe work procedures?

This standard will be reviewed every year and maybe changed due to business needs, any legal requirements and based on the results of the evaluation

During the internal audit process all inspection reports, worksite surveys, hazard reports, and corrective action are reviewed to identify any possible gaps in the hazard recognition process. Corrective actions will be implemented as necessary to ensure the success of this process.

Following the results of the evaluation, any identified deficiencies and gaps in the program will be recorded in an action plan by Senior Management.

Senior Management will review areas identified as needing improvement and make recommendations.
(*) The recommendations are captured in an action plan by and communicated to senior management and are reviewed monthly to ensure progress is being made. **(*)** The action plan might be modified during the year due to priorities changes, operational and budget issues.

An email or communication (report) will be sent to all ROSSCLAIR employees to acknowledge results of the past year and to determine Health and safety objectives for the next year.

Distribution

A copy of the Hazard Recognition, Assessment, Analysis and Control Policy is kept in the ROSSCLAIR manual binder.

The Hazard Recognition, Assessment, Analysis and Control Policy is communicated to all new ROSSCLAIR workers, supervisors, and managers via the new hire orientation.
All existing workers will receive orientation through safety meetings, JHSC, onsite safety talks, internal safety emails.

Reference Documents

Job Hazard Assessment Form - Sample
Inventory of Job Hazard Assessments (Critical Task List)

Work Area to be Analyzed:	**Date Developed:**
JSA Developed By:	**JSA Last Review Date:**
JSA Approved by: John E. Richardson	**By:**

Assessment: Occurrence- rate the likelihood of the hazard occurring; **Severity**- rate how severe an injury would be if it happened; **Risk Rating**- calculate exposure + occurrence + severity to obtain a total risk rating. Job Steps that have a Risk Rating of 9 or higher should have comprehensive hazard controls in place.

Recognize		Control							
					1-3 (Low)=C	4-8 (Medium)=B	9-16 (High)=A		
Job/Task	**Potential Hazard/Accident Description**	**Severity**	**Probability of Occurrence**	**Risk Rating**	**Current Controls**	**Recommended Controls**	**Severity**	**Probability of Occurrence**	**Risk Rating**
					•				
					•				
					•				
					•				
					•				
					•				

Health & Safety Manual Attachments

2.1 INVENTORY OF JOB HAZARD ASSESSMENTS (CRITICAL TASK LIST)

Job to be Analyzed	Main Hazard associated with this job	Completion Date	Notes
Forklift Operation	Collision accidents, workers being hit by falling objects.	April 2018	
Driving to job sites	Motor vehicle accidents	Nov 2017	

Element 3 Safe Work Practices

Purpose
Safe Work Practices are intended to aid in the protection from injury or loss by standardizing the performance of work and raising awareness for common hazards and associated controls.

Scope
Safe Work Practices will be established for common tasks where a moderate to high level of risk exists, as identified through the hazard assessment process.

Safe Work Practices will be reviewed with workers, where appropriate, through toolbox talks and other safety meetings.

Safe Work Practices will be stored in a location that is readily accessible to all employees. All employees are required to work in compliance with established Safe Work Practices.

Roles and Responsibilities

Senior Management
- Create Safe Work Practices for all common tasks which, present a moderate to high level of risk of injury, illness, or damage.
- Ensure, through observation and inspection that work is performed in compliance with Safe Work Practices.
- Encourage workers to participate in the developing of Safe Work Practices.
- Review Safe Work Practices annually to ensure they are complete and current with existing industry best practices and all applicable legislation.

Supervisor
- Review and understand all Safe Work Practices applicable to the performance of their work.
- Ensure employees have been trained to all Safe Work Practices applicable to their work.
- Ensure subcontractor provide and adhere to Safe Work Practices requirements based on their own health and safety program.
- Ensure through observation and inspection that work is performed in compliance with Safe Work Practices.
- Provide feedback to management to assist in the development and maintenance of Safe Work Practices.

Worker
- Review and understand all Safe Work Practices applicable to the performance of their work.
- Participate in the development and revisions of Safe Work Practices applicable to their work.
- Communicate any discrepancies, further editing, or any changes to the Safe Work Practices that apply to their work.
- Perform work in compliance with approved Safe Work Practices.

Procedure
- ROSSCLAIR Contractor's Inc. will conduct a hazard assessment.
- Through the hazard assessment process, tasks will be identified, and their hazard level rated. Common tasks which pose a moderate level of risk will require the creation of a Safe Work Practice (SWP).
- Both Management and workers will participate in the development and review of Safe Work Practices with information obtained from recognized safety associations, product manufacturers, legislation, codes, CSA standards, and other industry recognized sources.
- Supervisors will review applicable Safe Work Practices with workers in their charge during toolbox talks and safety meetings.

- Workers shall work in compliance with established safe work Practices.

- Supervisors will observe/inspect the performance of work to ensure its compliance with established Safe Work Practices.
- Where workers are found to be performing work in a manner which is unsafe and inconsistent with established Safe Work Practices, supervisors will retrain and/or take corrective action as appropriate.

Communication
Copies of the Safe Work Practices will be available in the site safety plan and public drive. Safe Work Practices are communicated to all workers, supervisors, and managers via orientation, safety meetings, safety talks, internal safety emails.

Evaluation
The continued effectiveness of Safe Work Practices will be assessed and evaluated by supervisors and workers involved who will forward concerns, feedback, or opportunities for improvement to Senior Management.

All Safe Work Practices will be assessed during the annual review for continued adequacy and compliance with regulatory requirements.

References
- ADDENDUM: SAFE WORK PRACTICES (SWP)

Element 4 Safe Job Procedures

Purpose
Safe Job Procedures are a step-by-step systemic method that itemizes job tasks that are rated as a moderate to high risk and are intended to mitigate risk by minimizing potential exposure to hazards associated with each identified task.

Safe Job Procedures are a training aid, used to provide workers with a written set of instructions for the safe performance of work.

Scope
Are developed by management and workers for all routine tasks which present a moderate to high level of risk to health and safety.

Safe Job Procedures will also be developed as a result of day-to-day safety initiatives including hazard assessments, incident investigation and/or as a supplement to a safe job procedure. All employees will perform work in a manner consistent with the Safe Job Procedure, as appropriate.

Roles and Responsibilities
Senior Management

- Ensure that a Hazard Assessment is conducted to determine hazards and associated level risk for common tasks
- Identify employees qualified to assist in the development of Safe Job Procedures
- Create Safe Job Procedures where appropriate
- Review Safe Job Procedures annually to ensure they remain, accurate, legally compliant, efficient, etc.

Supervisor

- Review and provide input on Safe Job Procedures.
- Train workers to perform work in accordance with documented Safe Job Procedures.
- Observe performance of work to ensure compliance with Safe Job Procedures.
- Recommend changes/improvement to Safe Job Procedures as appropriate.

Worker

- Provide input for the creation of Safe Job Procedures.
- Participate in training for Safe Job Procedures.
- Perform work in compliance with Safe Job Procedures.
- Recommend changes/improvement to Safe Job Procedures as appropriate.

Procedure

- Conduct hazard assessment to identify which routine tasks involve a high level of risk.
- Management and workers jointly participate in developing and reviewing Safe Job Procedures which prescribe the approved method for performing work safely.
- Train workers to perform work in a manner consistent with the Safe Job Procedure.
- Keep Safe Job Procedures readily accessible to workers so they may be used as reference.
- Review Safe Job Procedures annually to ensure they remain accurate, legally compliant, efficient, etc.

Communication
Copies of the Safe Job Procedures will be available in the site safety plan and public drive. Safe Job Procedures are communicated to all workers, supervisors, and managers via orientation, safety meetings, safety talks, internal safety emails.

Evaluation
The continued effectiveness of Safe Job Procedures will be assessed and evaluated by supervisors and workers involved who will forward concerns, feedback, or opportunities for improvement to Senior Management.

All Safe Job Procedures will be assessed during the annual review for continued adequacy and compliance with regulatory requirements.

References

- ADDENDUM: SAFE JOB PROCEDURES (SJP)

Element 5 Company Health & Safety Rules

5.1 Company Health and Safety Rules

Purpose
It is the policy of ROSSCLAIR that every employee is entitled to a safe and healthy place in which to work. Our Safety Program expresses the will of management and employees to eliminate occupational injuries.

Documented health and safety rules are intended to establish and communicate expectations around personal conduct and are designed to protect the health and safety of all individuals.

These documented rules apply to all workers while on company property, job sites and while conducting business on behalf of ROSSCLAIR.

The following Rules and Regulations are designed for the protection of all employees to prevent accidents and injuries. These rules are by no means complete nor intended to cover all situations. Common sense and safe working habits are the best accident prevention measures.

Responsibilities
Senior Management will:

- Establish and maintain clear and concise rules to help protect the health and safety of any individual who may be impacted by ROSSCLAIR or the performance of their work.
- Develop a progressive disciplinary program to correct inappropriate behaviour.
- Communicate current health and safety rules by posting in conspicuous locations and making readily available to all subcontractors and suppliers upon request.
- Ensure all workers are trained on these rules and that new hires are made aware of and trained during their orientation.
- Hold all managers and supervisors accountable for enforcing the rules consistently.
- Review the rules annually for adequacy.

Project Managers and Supervisors shall:

- Train all workers to perform work in a manner which is safe and compliant with the established health and safety rules.
- Follow and ensure all workers under their direction are aware of and adhere to all established health and safety rules.

Workers will:

- Have an awareness, understanding, and acknowledge the ROSSCLAIR's Health and Safety Rules.
- Comply with the ROSSCLAIR's health and safety rules and encourage the safe behaviour of fellow workers.

Procedure

- Health and safety rules are established based upon the risk assessment, legislated requirements, safe work practices, manufacturer's guidelines and industry standards and company policy.
- An employee may be disciplined for breaking any of, but not limited to, the ROSSCLAIR Health and Safety Rules and Regulations. This disciplinary action may range from reprimand to termination depending upon the nature of the offense, circumstances surrounding the case, and overall record of the employee. Please refer to section 1.4 Performance Evaluation and Progressive Discipline Process for more information.
- A Site Supervisor or Project Manager must notify Senior Management when they are going to utilize progressive discipline when a worker or Subcontractor/Contractor is in violation of these rules and the taken corrective action to stop the inappropriate behaviour and prevent a dangerous situation from occurring.

Distribution

- The health and safety rules will be stored in a location that is readily accessible to all employees.
- A copy of the Company Health and Safety Rules will be posted on the H&S bulletin board(s).
- The health and safety rules will be made available to subcontractors and suppliers upon request.

Reference Documents

- ROSSCLAIR Health and Safety Rules

5.2 Employee Code of Conduct

Purpose

All employees have certain responsibilities both to ROSSCLAIR and fellow workers. These relate to personal behavior, appearance, leaving company premises during working hours, using company mail service, telephones and other equipment, processing or consuming illegal drugs or alcoholic beverages, and carrying weapons.

Responsibilities

Senior Management shall ensure that:

- This procedure is implemented and adhered to at all ROSSCLAIR workplaces.
- The resources and training have been provided to personnel to do the work safely.
- This document is periodically reviewed for adequacy.

All ROSSCLAIR personnel shall

- conduct all company transactions in an ethical and lawful manner.

Procedure

1. ROSSCLAIR employees must conduct all company transactions in an ethical and lawful manner while recognizing their responsibility to represent the best interests of ROSSCLAIR.
2. The conditions listed here are only examples of the kind of misconduct warranting corrective action, up to and including termination.
3. In most situations, use of common sense and good judgment will ensure satisfactory conduct. If you are ever in doubt, speak with your Manager or Supervisor.
4. Employees are expected to behave in ways that positively reflect ROSSCLAIR's core values. For example, fighting, horseplay or disorderly activities including threatening or abuse, destruction, neglect, defacing, damaging or theft of property of ROSSCLAIR or its employees are not acceptable.
5. More specific codes of conduct regarding employee expectations and performance will be detailed in the Employee Handbook and Trainer's Manual.

Distribution

This procedure will be communicated and distributed to all our subcontractors/contractors and employees upon request and as part of: "***Employee Orientation, SC/Contractor Safety Package, Posted at H&S boards, offices, and projects sites and during Safety talks.***

5.3a Subcontractors/Contractors

Purpose

ROSSCLAIR recognizes that it makes good business sense to direct and promote the safety of contractors, subcontractors, and their workers. By assuming a leadership role, our company will minimize unnecessary risk and costs associated with preventable injuries/accidents and litigation proceedings.

ROSSCLAIR is committed to preventing occupational injuries and illnesses and providing a safe work environment and part of this commitment includes:

Working only with companies with a proven health and safety record.
Taking every reasonable precaution to protect the safety of our contractors/ subcontractors for the duration of their contract.

Establishing minimum guidelines for Subcontractors/Contractors to help provide and maintain a safe work environment for all employees.

Responsibilities
Senior Management shall ensure that:

- This procedure is implemented and adhered to at all ROSSCLAIR workplaces.
- The resources and training have been provided to personnel to do the work safely.
- This document is periodically reviewed for adequacy

The Project Manager and Site Supervisor are responsible for:
Communicating and obtaining documentation from Subcontractor/Contractor

- Monitoring the Subcontractor/Contractor while they are performing work on behalf of ROSSCLAIR and where necessary, issuing infraction notices when the Subcontractor/Contractor is not complying with company policy or regulatory requirements.
- Maintaining completed Subcontractor/Contractor Safety Agreements, Safety Infraction notices, provided records of training for Subcontractor/Contractor personnel at the jobsite and forwarding a copy to Health and Safety Program Coordinator.

The Subcontractor/Contractor is responsible for

- complying with all applicable ROSSCLAIR policies and procedures for the duration of time they are providing services or work either for or on behalf of ROSSCLAIR.

Procedure

1. The Project Manager is responsible for providing initially approved Subcontractors/Contractors with a copy of the Subcontractor/Contractor Safety Agreement.
2. The Subcontractors/Contractors reviews the form, signs, and returns to the Project Coordinator/Site Supervisor along with copies of:
3. Liability insurance
4. WSIB clearance certificate
5. A copy of the job hazard and risk assessment (JHRA) associated with the proposed work.
6. All the training records for their workers to be onsite at the ROSSCLAIR project.
7. The Subcontractor/Contractor Safety Agreement must be resigned annually.

***Note*: Delivery persons are excluded from this requirement provided they perform no other service outside of delivery activities.**

8. The Project Manager and or the Site Supervisor will conduct a pre-meeting and provide the Subcontractors/Contractors workers with an orientation prior to the commencement of work. The orientation will cover, at minimum:
9. Authorized areas
10. ROSSCLAIR Company Health and Safety Rules, Safe Work Practices and Procedures.
11. ROSSCLAIR Emergency Response Plan and the importance of the Sign-in/Out sheet
12. JHRA introduced by other Contractors/Subcontractors during the project, if applicable
13. Contractor/Subcontractor Monitoring and Discipline
14. Hazard and Incident Reporting
15. All employees, including contractors/subcontractors are equally responsible for complying with the requirements of the OHSA and its Regulations.
16. The completed Subcontractor/Contractor Safety Agreement, WSIB clearance, proof of insurance, training records, JHRA and orientation sign off are kept in the Subcontractor/Contractor file at the project site.
17. Records of Subcontractors/Contractors Safety Infractions are kept in the Subcontractors/Contractors file. These infractions will be reviewed and taken into consideration when qualifying the Subcontractors/Contractors for any subsequent projects

Distribution
A copy of this document will be available in the Site Health and Safety Plan.

Reference Material
- Subcontractor/Contractor Safety Agreement

5.3b Subcontractor/Contractor Disciplinary Measures

Purpose
ROSSCLAIR is aware that it may be necessary from time to time to have Subcontractors/Contractors perform work on the premises. To ensure that the standards are being met, the Management has a responsibility to communicate performance expectations with the Subcontractors/Contractors, and to ensure that the consequences of non-compliance are understood.

Responsibilities
Senior Management shall ensure that:
- This procedure is implemented and adhered to at all ROSSCLAIR workplaces.
- The resources and training have been provided to personnel to do the work safely.
- This document is periodically reviewed for adequacy.

The Site Supervisor is responsible for:
- Periodically observing Subcontractors/Contractors performing work at jobsites to ensure work is complying with regulatory and ROSSCLAIR health and safety requirements.
- Correcting unsafe behaviours and or conditions created by the Subcontractors/Contractors and initiate the following discipline process.

Procedure
The ROSSCLAIR Site Super will periodically monitor the activities and behaviours of the Subcontractors/Contractors. If workers are observed to be not following the OHSA, Regulations or ROSSCLAIR Company Health and Safety Rules, the Site Super shall stop and correct the unsafe behaviours and or conditions created by the Subcontractors/Contractors and initiate the following discipline process:

- **Verbal Warning**
  When a Supervisor identifies a Subcontractors/Contractors as not complying with a safe work practice, procedure or safety rule, the Supervisor will initiate a verbal discussion with the Subcontractors/Contractors. It is important to ensure that the Contractor understands ROSSCLAIR's standards and is properly informed of continued substandard performance.

- **Written Warning**
  If the Supervisor observes the Subcontractors/Contractor's continued failure to comply, a written warning will be issued. The written warning will explain the reason for further disciplinary action and will advise the contracting Company that continued failure to comply would result in a more severe action.

Supervisors on Work Site
Following the written warning, continued non-compliance of the Subcontractors/Contractors will result in a letter informing the contracting Company of the requirement for a Supervisor's presence on the work site. After this point, the contracting Supervisor will be held accountable for any substandard performance of the Worker under his / her responsibility.

Discharge from Company premises
If the Subcontractor /Contractor's Supervisor is not performing their duties, ROSSCLAIR's Management will inform the contracting Company of the need to discipline their workers. Payment will be held until the Company provides adequate proof that the rules and regulations of ROSSCLAIR will be followed.

Record Keeping - Accurate records of disciplinary measures taken against Subcontractor/Contractor's Health and Safety infractions will be maintained by Management in the contracting Company's files, with a copy sent to the contracting Company. Written documentation will include the following information:

- Name of Subcontractor/Contractor
- Date and time of infraction
- Type of infraction
- Number of previous warnings issued to Subcontractor/Contractor
- Action taken by Management
- Name of person initiating the action
- General comments

Distribution
This procedure will be communicated and distributed to all our subcontractors and employees upon request and:

- Subcontractor/Contractor Safety Package
- Posted on all project site Health & Safety Communication Boards

Reference Documents

- Subcontractor/Contractor Infraction Form

5.4 Visitor Health and Safety Policy

Purpose
At ROSSCLAIR we are committed to promoting and providing a safe and healthy work environment and the prevention of occupational illness and injury to persons visiting our workplace and job sites.

To establish a guideline for visitors on the measures to be taken to protect their health and safety while on our job sites. The consequences of failing to comply with ROSSCLAIR's safety rules and/or legislative requirements may include immediate removal from the premises or jobsite. We appreciate your cooperation.

Responsibilities
Senior Management shall ensure that:

- This procedure is implemented and adhered to at all ROSSCLAIR workplaces.
- The resources and training have been provided to personnel to do the work safely.
- This document is periodically reviewed for adequacy

The ROSSCLAIR employee contact is responsible for:

- Visitors for the duration of time they are on ROSSCLAIR job sites or workplaces. Visitors may not be left unescorted

Definition
Visitor is defined as any person who is not an employee or approved subcontractor/ contractor of ROSSCLAIR

Procedure

1. Visitors must enter the Head Office through the front doors only and sign the Visitors Log upon arrival.
2. Visitors must not go to project sites without explicit consent and knowledge of the Site Super before hand. Visitors must wait outside the project until they are greeted and escorted by the Site Super or designate.
3. All visitors are required to abide by the safety rules and wear any PPE as directed by ROSSCLAIR, and as dictated by the circumstances and workplace areas.

4. Visitors must follow the instructions of their escort and abide by ROSSCLAIR's safety policies, procedures, and standards, including the Emergency Plan.
5. Visitors must remain only in areas where access is specifically permitted and must immediately report any unusual occurrences or conditions to their escort.
6. Visitors are not allowed to bring any foreign object into the office or to any jobsite without prior authorization from ROSSCLAIR.
7. Visitors must ensure that their presence does not create a hazard for our employees; this includes maintaining a high standard of housekeeping.

Distribution

The ROSSCLAIR contact will provide a copy of this policy to visitors intended to enter a ROSSCLAIR jobsite.

A copy of this policy will be made available at the front desk of ROSSCLIR head office.

Reference Document

- Visitors Log

Visitor & Sub-contractor Sign-in Log

All visitors allowed access to the facility or non-public areas of our business or performing work within ROSSCLAIR's projects must initial the register book to verify that they have read the safety instructions provided by their contact.

Date	Time IN	Name of Visitor / Sub-Contractor	Company / Trade	Number of Workers on Site	Initials	Time OUT

Element 6 Personal Protective Equipment

6.1 Personal Protective Equipment Policy

The purpose of the Personal Protective Equipment (PPE) Program and guidelines is to determine and outline the personal equipment to be utilized to assist in mitigating risk as a result of the Hazard Assessment Process. The program will provide direction for the need, selection, care, and use of personal protective equipment. Personal Protective Equipment is an essential component of risk hazard control to mitigate the risk of injury.

This program will apply to all ROSSCLAIR Contractors Inc. employees and contractors in the performance of work, where appropriate. The additional and specific Personal Protective Equipment requirements will be identified through the Hazard Assessment Process in addition to the mandatory PPE. The minimum ROSSCLAIR Contractors Inc. PPE requirements on projects are: Safety boots, Hardhat and Reflective vest. General guidelines are also provided in the company PPE chart.

6.2 Personal Protective Equipment

Purpose
To determine and outline the personal equipment to be utilized to assist in mitigating risk because of the Hazard Assessment Process.

The program will provide direction for the need, selection, care, and use of personal protective equipment. Personal Protective Equipment is an essential component of risk hazard control to mitigate the risk of injury.

Responsibilities
Senior Management are responsible for:

- Ensuring this procedure is implemented and adhered to.
- Periodically reviewing this procedure for adequacy.
- Providing guidelines based on project site requirements as determined by hazard recognition
- Purchasing and maintain equipment as required.
- Ensuring workers have an area for storage for PPE, direction on how to use equipment
- Ensuring contractors/subcontractors are provided with information on PPE expectations
- Arranging for training related to specialized PPE for worker's and maintain training records

Project Manager and Site Supervisor are responsible for:

- Using information from hazard recognition process and/or job hazard assessments to review and assign PPE for specific job tasks based
- Monitoring and enforcing the use of PPE in their areas/jobsites
- Ensuring adequate training is provided to the workers on the safe usage, selection and care of PPE.

Workers are responsible for:

- Being aware of, understanding and acknowledging the ROSSCLAIR PPE requirements, storage, and use.
- Maintaining applicable Records of Training for specialized PPE (i.e., half-mask)
- Performing required inspection of PPE, record where and when required on equipment.

Procedure
This program will apply to all ROSSCLAIR employees and contractors in the performance of work, where appropriate.

Program Components

- Selection - which protective equipment to use and when.

- Use - the correct use of the equipment.
- Maintenance - the proper maintenance of the equipment.
- Storage - the safe way to store protective equipment.
- Replacement - how and when to replace the protective equipment.
- Types of Personal Protective Equipment:

There are generally **3 main PPE types** in our health & safety program:

Mandatory – Project Sites- This includes: Hard Hat (CSA Class E, Type 1); Safety Footwear CSA Grade 1 with Green triangle and High-Visibility Vest
Shop - Safety Footwear CSA Grade 1 with Green triangle

Additional - Covers additional PPE which is used only for specific jobs and activity where additional hazards are recognized and additional controls recommended through Hazard Risk Assessment process as well as based on legislated or other additional requirements (i.e., Safety Data Sheets (SDS), Original Equipment Manufacturer (OEM) instructions, CSA standard). This includes: Hand,
skin, eye, face protection, hearing protection; and adequate clothing appropriate for climate/weather conditions.

Specialized – Covers PPE which is used only for specific jobs or for protection from specific hazard or combination of the hazards. This includes: Respiratory protective equipment, Fall protection equipment (full body safety harness, snap hooks, lanyards, lifelines, rope grabs).

HEAT PROTECTION

Head injuries can occur under various circumstances including as the result of a slip or fall, where there are low ceilings or passage heights, or where there may be falling objects.
The risk of falling or flying objects, impact against a fixed object, or contact to exposed energized electrical conductors create a potential for head injury. Although the human skull offers a good degree of natural protection, such hazards must be considered potentially life-threatening.

Whenever practicable, these hazards shall be eliminated or reduced using **engineering and/or administrative controls**. To protect against those hazards which continue to exist after all such control measures have been implemented, appropriate protective hard hats must be used. These guidelines are based on the Canadian Standards Association (CSA) CSA Z94.1-15, "Industrial Protective Hard Hat – Performance, Selection, Care, and Use."

All ROSSCLAIR Contractor Inc. employees shall wear a CSA approved Class E Hard Hat
Hats must be maintained, inspected, and stored as per manufacturers requirements.

Selection

- Must be CSA approved Type 1
- Must be CSA approved Class E
- Headwear consists of a shell and the suspension. These work together as a system and both need regular inspection and maintenance. Ensure headwear fit properly

Use

- Hard hats consist of a shell and the suspension. These work together as a system and both need regular inspection and maintenance. To properly fit a hard hat, the worker should place the Hard Hat on his or her head and pushdown on the top of the Hard Hat until the headband and shell are at a comfortable height. Care should be taken to leave an air gap between the top of the head and the crown of the Hard Hat. The harness should not be in contact with the crown of the hard hat at any point. The air gap is a vital part of the shock absorption system for protecting the head against an impact to the shell.
- The user should then gradually tighten or adjust the nape strap onto the nape of the neck until the headband fits securely and comfortably. If properly tightened, herd hat will be unlikely to fall from

the head when the user leans forward and unlikely to shift position when the user's head is turned from side to side.

- Do not transport hard hats in rear windows of vehicles exposed to heat and UV light.
- Inspect hard hat before each use.
- Always check with the manufacturer when adding or using accessories.
- Ensure that the suspension is in good condition. The main purpose of the suspension is to absorb energy.
- Winter liners should be inspected to ensure they do not interfere with fit of Hard Hat.
- Do not draw the chin strap over the brim or peak of the Hard Hat.
- Do not wear baseball style hats under the Hard Hat as it interferes with the suspension.
- Unless permitted in the manufacturer's written instructions for use, protective Hard Hat must not be worn backwards.
- Do not drill holes, alter, or modify the shell. Alterations may reduce the protection provided by the Hard Hat.
- Do not paint the plastic shell. Paint solvents can make plastic hard hat brittle and more susceptible to cracks. Paint can also hide cracks that may develop.
- Do not use winter liners that contain metal or electrically conductive material under Class E or G Hard hats
- Do not use metal labels on Class E or G hard hats

Maintenance

- Inspect and replace a shell that shows signs of wear, scratches, or gouges. Shells exposed to heat, sunlight and chemicals can become stiff or brittle. A visible pattern of tiny cracks may develop. Over time, weathered hats can become dull in color or have a chalky appearance. Replace hard hat when any of the above signs of wear start to appear or if hard hat has been struck, even if no damage is visible.

- The suspension system is as important as the shell. It holds the shell away from the head and acts as a shock-absorber. It also holds the shell in place on the head and allows air to flow freely. Inspect suspension system before each use and look closely for cracked or torn adjustment slots, frayed material, or other signs of wear. Check the suspension lugs carefully. Long periods of normal use can damage the suspension. Perspiration and hair oils can speed up the deterioration of suspension materials. Replace the suspension if it has torn or broken threads. Do not put anything between the suspension and the shell. There must be a clearance inside the hard hat. In case of a blow to the head, that space helps absorb shock. Do not use a suspension made by one manufacturer with products made by another manufacturer. Do not change or alter any of the suspension, liner, or shell.

Storage

- The manufacturer's instructions should be consulted for product-specific cleaning procedures. One way to help lengthen the service life of protective headwear is by regularly cleaning the shell, suspension, and liner. This not only improves appearance but removes dirt and stains that can hide small cracks.

- For cleaning the shell of protective headwear, an appropriate cleaning agent or a mild soap in warm water should be used with a sponge or soft brush. This will wash away most stains, dirt, and grime. The same procedure can be used to remove dirt, perspiration, and hair oils from the suspension and liner. If materials such as tar or grease are found, they should not be cleaned with an abrasive, a petroleum-based cleaning agent, or a solvent, which will weaken the material. Instead, the affected part of the headwear should be replaced. After washing, the shell, suspension, and liner should be thoroughly rinsed and then air dried. Drying by application of direct heat should not be attempted, because this can age the shell, suspension, and liner and shorten the service life of headwear.

- Headwear should not be stored in direct UV sunlight (e.g., the rear window deck of a vehicle). This

tends to make the shell brittle and ages it faster on account of deterioration from solar ultraviolet radiation.

Replacement

- Replace a shell that shows signs of wear, scratches, or gouges.
- Replace a shell that shows a visible pattern of tiny cracks or if weathered hats became dull in
- color or have a chalky appearance.
- Replace headwear that has been struck, even if no damage is visible.
- Remove and destroy any headwear if its protective abilities are in doubt.

FOOT PROTECTION

The risk for slipping, uneven terrain, abrasion, ankle protection and foot support, the potential for crushing injuries, extreme temperature and exposure to corrosive substances, puncture hazards, electrical shock and any other recognizable hazards create the potential for foot injury.

Whenever practicable, these hazards shall be eliminated or reduced using engineering and/or administrative controls. To protect against those hazards which continue to exist after all such control measures have been implemented, appropriate protective footwear (usually safety boots) must be used. These guidelines are based on the Canadian Standards Association (CSA) CSA Z195, "Protective footwear" and CSA Z195.1 "Guideline for selection, care, and use of protective footwear".

All ROSSCLAIR Contractors INC. employees, subcontractors, and visitors shall always wear a CSA approved Grade 1 protective footwear (signified by the green patch) while at shop/ project sites.

All employees, subcontractors, and visitors shall supply their own protective footwear. Protective footwear shall be fully laced and tied in compliance with manufacturer's specifications.

Employees, subcontractors, and visitors shall clean, store, and maintain their footwear in compliance with manufacturer's specification.

Employees, subcontractors, and visitors shall inspect their protective footwear each day, prior to first use, to ensure it will provide the intended level of protection.

Selection

- Must be CSA Z195 approved protective Grade 1 Footwear.
- The footwear containing the green triangle is intended for heavy industrial work environments, especially that of construction where sharp objects, such as nails, are present.
- The footwear containing orange omega letter protects against inadvertent electrical contact and provides additional shock protection for the worker.
- Ensure they fit properly (Should fit snug when laced up with ample toe room)
- Users should also consult with the protective footwear manufacturer or supplier for additional requirements, such as:
- resistance to heat/cold.
    - water resistance.
    - flame resistance.
    - chemical resistance.
    - arc flash protection.
    - abrasion resistance.
    - ankle protection (other than chainsaw protection).
    - compression; and
    - dielectric (step potential) protection.

Use

- Recommendations to ensure proper fit include the following:
- Normally feet swell during the daily work shift. Choose footwear to accommodate this slightly larger size. The best time for fitting shoes is midday.

- Be sure to walk in and flex the footwear to ensure a proper fit.
- Shoe sizing varies with each manufacturer. Have your feet measured prior to selecting footwear, especially if you suffer from chronic foot problems such as bunions, corns, or hammertoes.
- Right and left foot sizes are often different. Footwear should be fitted to the larger foot.
- Check to ensure that your heel fits with minimum slippage.
- Make sure that the ball of your foot (i.e., the area of protrusion at the base of the big toe) fits well at the widest part of the shoe. Note: If the ball of the foot does not fit well, the footwear size needs to be changed, or a different style needs to be selected.
- Do not expect footwear to stretch to fit your foot. If it does not fit initially, it will not fit later.
- Protective toe caps do not stretch.
- Select footwear by the fit, not the size marked inside. Sizes can vary among brands and styles.
- Footwear can even vary slightly within the same style.
- Select footwear that conforms to the shape of your foot. Try on various styles to compare the differences in fit and determine the most comfortable fit for your feet.

Maintenance

- Check protective footwear before and after each use. If there are any cracks in the soles, breaks in the leather, exposed toecaps, or similar damage that reduces the protective qualities of the footwear, the footwear should be replaced.
- The tread of the footwear should be kept clean to maximize slip resistance.
- Refer to the manufacturer's instructions for proper storage, cleaning, and care of the footwear.
- Deterioration of the footwear occurs over time, even if the footwear is not worn. This deterioration can compromise the safety of the wearer. This deterioration varies based on materials and construction method. This should be considered and discussed with your protective footwear supplier or manufacturer.
- For specific maintenance follow manufacturers' specifications.
- Inspect footwear after every shift for damage.
- Ensure laces are kept clean and in good condition.

Storage

- Keep in a clean and dry area.
- Do not share safety footwear if specifically fitted for personal use.
- Refer to the manufacturer's instructions for proper storage, cleaning, and care of the footwear.

Replacement

- Replace footwear If there are any cracks in the soles, breaks in the leather, exposed toecaps, or similar damage that reduces the protective qualities of the footwear
- All used protective footwear which is deemed unsafe should be destroyed. Do not recycle it for
- home use in situations where a danger to feet is present.
- If footwear has been exposed to sole penetration or severe impact, foot protection can be compromised without any outward signs of damage. It is advisable to replace footwear after sole penetration or severe impact to ensure protection in the event of another accident, even if there are no outward signs of damage.
- Replace if worn out and/or damaged in any way irreparable.
- Replace footwear if the sole becomes detached.

EYE/FACE PROTECTION

The risk and danger of flying objects, particles, liquids, sprays, other matter entering the eyes or impact/direct contact creates the potential for eye injury.

Whenever practicable, these hazards shall be eliminated or reduced by engineering and/or administrative controls. To protect against those hazards which continue to exist after all such control measures have been implemented; appropriate eye / face protection must be used. These guidelines are based on the Canadian Standards Association (CSA) Z94.3-15 "Eye and Face Protectors".

Requirements for specific protective eyewear and face protection shall be identified through Hazard Risk

Assessment Process as well as based on legislated or other specific requirements i.e. Safety Data Sheet (SDS); Original Equipment Manufacturer (OEM) requirements, CSA standards, Occupational Health & Safety Risk Registry (OHS RR); Construction Hazard Assessment (CHA); Job Hazard Assessment(JHA); Safe Work Practices (SWP) & Safe Job Procedures (SJP); First Aid & Emergency Response preparedness etc.
Employees shall supply and wear their own appropriate protective eyewear and face shields. Protective eyewear and face shields shall be worn in compliance with manufacturer's specifications.
Employees, subcontractors, and visitors shall clean, store, and maintain their eyewear and face shields in compliance with manufacturer's specification.
Employees, subcontractors, and visitors shall inspect their protective eyewear and face shields each day, prior to first use, to ensure it will provide the intended level of protection.

Selection

- Lenses: CSA-certified eye and face protectors must meet the criteria for impact resistance as outlined in the standard. Only devices made of approved materials are permitted.
- Markings: The manufacturer or supplier certification mark must be present on all approved safety lenses, frames (front and temple), removable side shields, and other parts of the glasses, goggles, or helmets.
- Frames: Safety frames are stronger than streetwear frames and are often heat resistant. They are also designed to prevent lenses from being pushed into the eyes.
- Ensure your safety glasses and face shields fit properly
- Eye size, bridge size and temple length may vary.
- Temples should be comfortable over the ears. The frame should be as close to the face as possible and the bridge should rest on your nose. It should not be or feel too tight.
- Choose an appropriate eye protector that fits firmly, but not tightly, and that sits as close to the eyes as possible without the eyelashes hitting the lenses.
- Choose an appropriate face protector that fits securely and provides proper coverage for the application.
- Eye and face protectors should never interfere with body movement.
- Do not wear someone else's equipment.

Use

- Ensure your safety eye wear fits properly. Shall be worn by employee at all time there is the potential risk of eye injury.
- Eye wear should cover from the eyebrow to the cheekbone, and across from the nose to the boney area on the outside of the face and eyes. Eye size, bridge size and temple length all vary.
- Eye wear should be individually assigned and fitted so that gaps between the edges of the device and the face are kept to a minimum.
- Eye wear should fit over the temples comfortably and over the ears. The frame should be as close to the face as possible and adequately supported by the bridge of the nose.
- Users should be able to see in all directions without any major obstructions in their field of view.
- Shall be worn by employees while welding, cutting, grinding, while working under vehicles and/or where flying particles are commonly encountered.
- Use of prescription protective eyewear is a recommended for workers who require corrective lenses.
- Properly fitted "over-the-glasses" protectors are to be used of non-CSA eyewear /prescription eyewear.
- Users should be able to see in all directions without any major obstructions in their field of view.
- Eye /face protection should never interfere with body movement.

Maintenance

- Clean your devices daily. Follow the manufacturer's instructions.
- Avoid rough handling that can scratch lenses. Scratches impair vision and can weaken lenses.
- Clean dirty lenses and frames; repair frames or replace lenses that are scratched, cracked, pitted, faded, etc. at once.

- Always use water or lens cleaning fluid specific to the lens type as wet method of cleaning will “float” the dirt away, rather than scratching it into the lens.
- Do not alter or modify equipment. Replace worn parts. Lenses and filters that are pitted or scratched should be replaced immediately.

Storage

- Store eye/face protection equipment in manner to prevent breakage, unnecessary damage, and exposure to harsh environment.
- Clean eye/face protection equipment frequently following the OEM's instructions Store eye/face protection equipment in a clean, dry place between periods of use where it cannot fall and break.
- Store in a safe place where lenses are protected from scratching. Scratches may impair vision and can weaken the lenses, do not use if scratched.
- Do not store in direct sunlight.

Replacement

- Replace if there are any cracks or scratches on the lenses, arms, or frame.
- Do not alter or modify equipment.
- If you are replacing a part, replace only with identical parts from the same manufacturer.
- Non-repairable safety equipment should be appropriately destroyed or rendered un-wearable.

HAND / SKIN PROTECTION

The risk and danger of exposure to corrosive or toxic materials, materials of unknown toxicity, sharp objects and materials of extreme hot and cold temperatures creates the potential for hand injury.

Whenever practicable, these hazards shall be eliminated or reduced using engineering and/or administrative controls. To protect against those hazards which continue to exist after all such control measures have been implemented; appropriate hand protection must be used. These guidelines are based on the Canadian Centre for Occupational Health and Safety guidelines and documentation.

Requirements for specific protective hand protection shall be identified through Hazard Risk Assessment Process as well as based on legislated or other specific requirements i.e., Safety Data Sheet (SDS); Original Equipment Manufacturer (OEM) requirements, CSA standards, Occupational Health & Safety Risk Registry (OHS RR); Construction Hazard Assessment (CHA); Job Hazard Assessment (JHA); Safe Work Practices (SWP) & Safe Job Procedures (SJP); First Aid & Emergency Response preparedness etc.

All ROSSCLAIR Contractors Inc. employees, subcontractors, and visitors shall wear suitable approved protective gloves where risk of injury to hands exists.

Employees shall supply and wear their own appropriate protective gloves.
Employees, subcontractors, and visitors shall wear, clean, store, and maintain their protective gloves in compliance with manufacturer’s specification.

Employees, subcontractors, and visitors shall inspect their protective gloves each day, prior to first use, to ensure it will provide the intended level of protection.

Selection

- When selecting gloves, always refer to the product safety data sheet (SDS) for the specific glove type. No single glove material will protect against all chemicals. Different glove materials interact differently with different types of chemicals. It is therefore important to match the right glove material to the type of chemical(s) being used. Natural rubber latex gloves may be suitable for dilute aqueous solutions; however, oils, greases and many organic solvents will easily permeate the latex material. Nitrile gloves may be used against oils and greases but are generally unsatisfactory for use against aromatic or halogenated solvents.
- No glove material is totally impermeable. Glove materials only temporarily resist chemical breakthrough, and the chemical will permeate through the glove material over time. Even the best

chemically resistant glove will break down after repeated chemical exposures.

- Glove performance can vary with product and manufacturer. Chemical resistance of a particular type of glove material (e.g., nitrile) can vary significantly from product to product, and from manufacturer to manufacturer.
- The degree of protection will depend on factors related to the specific glove itself, including its chemical make-up, thickness, design, and method of construction. It is important to compare performance data from individual manufacturers.

GLOVE SELECTION GUIDELINES BASED ON SPECIFIC TYPE OF HAZARDS:

HAZARD	DEGREE OF HAZARD	PROTECTIVE MATERIAL
Abrasion	Severe	Reinforced heavy rubber, staple-reinforced heavy leather
	Less Severe	Rubber, plastic, leather, polyester, nylon, cotton
Sharp Edges	Severe	Metal mesh, staple-reinforced heavy leather, Kevlar®
	Less Severe	Leather, terry cloth (aramid fiber)
	Mild with delicate work	Lightweight leather, polyester, nylon, cotton
Chemicals and fluids	Risk varies according to the chemical, its concentration, and time of contact among other factors. Refer to the manufacturer, or product SDS.	Dependent on chemical. Examples include: Natural rubber, neoprene, nitrile rubber, butyl rubber, polyvinyl chloride, polyvinyl alcohol, Saranex™, Tychem®, Trellchem®
Cold		Leather, insulated plastic or rubber, wool, cotton
Heat	High temperatures (over 350 deg C)	Asbestos
	Medium high (up to 350 deg C)	Nomex®, Kevlar®, neoprene-coated asbestos, heat-resistant leather with linings
	Warm (up to 200 deg C)	Nomex®, Kevlar®, heat-resistant leather, terry cloth (aramid fiber)
	Less warm (up to 100 deg C)	Chrome-tanned leather, terry cloth
Electricity		Rubber-insulating gloves and mitts tested to appropriate voltage (CSA Standard Z259.4-M1979) with leather outer glove
General Duty		Cotton, terry cloth, leather
Product Contamination		Thin-film plastic, lightweight leather, cotton, polyester, nylon
Radiation		Lead-lined rubber, plastic, or leather

Note: The mention of trade name products in the above table is not intended as a recommendation or endorsement of any product.

CHEMICAL RESISTANCE AND PHYSICAL PROPERTIES OF COMMON GLOVE MATERIALS

The following table is intended to be used only as a general guideline during glove selection. Always consult the glove manufacturer's chemical resistance and physical properties test data on specific glove

products.

GLOVE MATERIAL	CHEMICAL RESISTANCE PROPERTIES		PHYSICAL PROPERTIES **E:** Excellent **G:** Good **F:** Fair **P:** Poor						
	Recommended For use with	Not recommended for use with	Abrasion resistance	Cut resistance	Flexibility	Heat resistance	Ozone resistance	Puncture resistance	Tear resistance
Natural rubber latex	Acids, bases, alcohols, aqueous solutions.	Oils, greases, organics.	E	E	E	F	P	E	E
Butyl rubber	Aldehydes, ketones, esters, glycol ethers, polar organic solvents.	Hydrocarbons, chlorinated solvents.	F	G	G	E	E	G	G
Neoprene	Oxidizing acids, caustics, alcohols, oils, fats, aniline, phenol, glycol ethers.	Chlorinated hydrocarbons.	E	E	G	G	E	G	G
Nitrile	Oils, greases, acids, caustics, aliphatic chemicals.	Aromatics, many ketones, esters, many chlorinated solvents.	E	E	E	G	F	E	G
Polyvinyl alcohol (PVA)	Aliphatics, aromatics, chlorinated solvents, ketones (except acetone), esters, ethers.	Acids, alcohols, bases.	F	F	P	G	E	F	G
Polyvinyl chloride (PVC)	Strong acids and bases, salts, other aqueous solutions, alcohols, glycol ethers.	Aromatics, hydrocarbons, chlorinated solvents, aldehydes, ketones, nitrocompounds.	G	P	F	P	E	G	G
Fluoroelastomer (Viton®)	Aromatic and chlorinated solvents, aliphatics and alcohols.	Some ketones, esters, amines.	G	G	G	G	E	G	G
Silver Shield™ (Norfoil™, 4H™)	Wide range of solvents, acids, and bases.		F	P	E	F	E	F	E

(Adapted from the ACGIH Guidelines for the Selection of Chemical Protective Clothing)

Use

- Inspect gloves for discoloration, holes, stiffness, and tears before each use.
- If the glove is not at an acceptable level of quality to provide adequate safety protection, it should

be discarded and replaced.

- Inflate rubber gloves in order to test for leaks.
- Ensure that the glove is properly fitted to allow for as much dexterity and mobility.
- The duration of which a glove may be used depends on the specific glove characteristics such as thickness and permeation rate.
- Always remove gloves before eating or drinking.
- If transporting chemicals, be mindful not to touch any body parts, doorknobs, elevator buttons, etc. with gloves on to avoid chemical contamination.
- Gloves should be used only for the task it is required for (i.e., do not perform miscellaneous tasks such as eating, answering the phone with a glove on)
- Remove gloves using a glove-to-glove/skin-to-skin technique:
- First, grasp the outside of one glove at the palm.
- Peel glove away from the palm toward the fingers, rolling the glove inside-out. Be careful not to touch your skin with your gloved hand. The contamination is now on the inside. Ball the glove up and hold in your other gloved hand.
- Carefully slide the un-gloved index finger inside the wrist band of the gloved hand. Try and avoid touching the outside of the glove because that is the contaminated region.
- Gently pull outwards and down toward the fingers, removing the glove inside out.
- Pull the glove down so that the first glove ends up inside the second glove and no part of the outside is exposed. Throw away both gloves in an appropriate container. Perform hand hygiene.
- Wash hands directly after each use of gloves.
- Disposable gloves should be replaced frequently and should never be reused.
- Hand washing and other personal hygiene practices are important measures for preventing or reducing contact with chemical contaminants.

Maintenance

- It will vary based on glove type. Follow manufacturer's specifications and recommendations.
- Some gloves will be disposed of after use further direction will be provided based on specific tasks.
- Inspection and care of chemical resistant gloves should be routinely conducted.
- Chemical resistant gloves will break down after repeated chemical exposures and should be inspected each time they are reused.
- Reusable gloves should be thoroughly rinsed and allowed to air dry.
- Gloves should be replaced on a regular and frequent basis. They should be replaced immediately upon signs of degradation, and particularly after contact with toxic chemicals.

Storage

- Keep stored in a safe place (welding gloves)
- Other gloves specific to identified task and direction
- Store gloves in manner to prevent breakage, unnecessary damage, and exposure to harsh environment.
- Clean gloves as instructed by the supplier between periods of use.
- Know how to remove, and either clean or dispose of used gloves, as appropriate.
- Store reusable gloves in a way that prevents external exposure (i.e., sealed Ziploc bag) and follow the manufacturer's instructions.

Replacement

- Know how to remove, and either clean or dispose of used gloves, as appropriate.
- If the glove is not at an acceptable level of quality to provide adequate safety protection, it should be discarded and replaced.
- Replace if there are any rips, tears in the glove.

HEARING PROTECTION

Requirement for specific hearing protection shall be identified through Hazard Risk Assessment Process as well as based on legislated or other specific requirements i.e., Safety Data Sheet (SDS); Original

Equipment Manufacturer (OEM) requirements, CSA standards, Occupational Health & Safety Risk Registry (OHS RR); Construction Hazard Assessment (CHA); Job Hazard Assessment (JHA); Safe Work Practices (SWP) & Safe Job Procedures (SJP); First Aid & Emergency Response preparedness etc.
Hearing protection must be used in areas noise levels **meet or exceed 85dbA** according to O. Reg. 381/15.

Double hearing protection is required in areas where noise levels **meet or exceed 100dbA**.
Hearing protection shall consist of ear plugs or earmuffs with and Noise Reduction Rating (NRR) of 25 or more. Double hearing protection shall consist of both ear plugs and earmuffs with an NRR rating of 25 or more.

ROSSCLAIR Contractors Inc. will provide appropriate hearing protection. Hearing protection shall be worn in compliance with manufacturer's specifications. Ensure that the use of the protector does not interfere or interferes minimally with the use of other PPE or devices.

Employees, subcontractors, and visitors shall clean, store, and maintain their hearing protection in compliance with manufacturer's specification.
Employees, subcontractors, and visitors shall inspect their hearing protection each day, prior to first use, to ensure it will provide the intended level of protection.

Selection

- Appropriate hearing protection must be worn by workers in all areas whenever there is a hazard of hearing injury. There are three basic types of ear protection:
- **Earplugs** - inserted to block the ear canal; may be pre-molded or moldable (foam ear plugs). Ear plugs are sold as disposable products or reusable plugs.
- **Semi-insert ear plugs** - consist of two ear plugs held over the ends of the ear canal by a rigid headband
- **Earmuffs** - consist of sound-attenuating material and soft ear cushions that fit around the ear and hard outer cups. They are held together by a headband.
- Hearing protection devices (HPD) shall be assembled, fitted, and used in accordance with.
- Original Equipment Manufacturer (OEM) instructions.
- Legislative requirement.
- Company H&S Program Manual PPE Policy & Procedures.
- Choose HPD that adequately protect from the noise/sound hazard(s) of a specific job and with adequate Noise Reduction Rating (NRR).

Types of Hearing Protection Devices

	FOAM EARPLUGS	PREMOULDED EARPLUGS	EARMUFFS	FORMABLE EARPLUGS	CUSTOM- MOULDED EARPLUGS	SEMI-INSERT EARPLUGS
STYLE AND COMFORT	Made of compressible plastic foam. Comes in many shapes. Often described as "disposable plugs." Elasticity lets them adapt easily to changes in ear canal.	Usually made of plastic or silicone rubber attached to a flexible stem for handling and insertion. Comes in many shapes and sizes to suit different ear canals.	Consists of two insulated plastic cups attached to metal or plastic band. Cups are equipped with soft cushions for seal and comfort. Headband tension ensures good seal.	Made from pliable material such as cotton/wax mixture, silicone putty, and mineral wool.	Custom made to fit a particular ear by taking an impression of the ear, making a mould, and casting a plug.	Commonly known as banded earplugs or canal caps. They consist of small caps or pods that are held in place over the ear canal by spring-loaded bands.
INTENDED USE	Most brands can be reused a few times before being discarded.	To be used more than once.	To be used regularly. Can be worn with or without plugs. Easily attached to hard hats.	Single-use for mineral wool products. Multi-use for cotton/wax products. Semi- permanent for silicone putty products.	Permanent use	To be used more than once.
HYGIENE PRACTICES	Clean hands required each time fresh plugs are inserted.	Plugs should be cleaned regularly with warm soapy water, preferably after each removal from ear.	General maintenance required. Headband must be maintained. Cushions must be replaced when soiled or brittle.	Clean hands required for shaping and insertion.	Wash with hot water and soap, preferably after removal.	Wash with hot water and soap, preferably after removal.
ADVANTAGES	Low risk of irritation. One size fits most workers.	Reusable.	Less likely to cause irritation. Always available for use when attached to hard hat.	Relatively cheap	Good fit only if a proper impression of the ear is taken.	Good for when frequent removal is required.
DISADVANTAGES	Use requires clean hands. Large supply required for frequent removals and usage.	Plugs must be kept clean to prevent irritation. May produce some discomfort with pressure. Reusable, but may degrade over time. Inspect and replace as necessary.	Bands may wear out and tension decrease. Eyewear and hair may interfere with fit and reduce protection.	Not recommended for the noise levels found on construction projects.	If the wearer's weight changes drastically, new plugs should be made. Plugs can be lost, shrink, harden, or crack over time, and must be replaced.	Proper seal is necessary for good attenuation.

Use

- HPD shall be worn at project site, shop /yard task specific when the noise or sound level at the workplace exceeds 85 decibels (A-weighted) or dBA and in cases where users are operating heavy machinery or devices that produce loud noises that exceed 85 dBA as determined on:
- Original Equipment Manufacturer (OEM) and Legislative requirement.
- Occupational Health & Safety Risk Registry (OHS RR) / Construction Hazard Assessment (CHA)/ Job Hazard Assessment (JHA).
- Safe Work Practice (SWP) / Safe Job Procedure (SJP).
- Inspect and test equipment for defects before using.
- Ensure earplugs are placed in or against the entrance of the ear canal to form a seal and block sound (insert or semi-insert).
- Earplugs shall be fitted snugly (but not so tightly as to cause discomfort) in the ear canal.
- Earmuffs are rigid molded plastic earcups that seal around the ear using foam (fluid) or gel filled
- cushions composed of a bladder combined with a layer of foam.
- Earmuffs should provide an airtight seal between the cushion and the head; therefore, hair, jewelry, or clothing shall not be worn in such a manner as to be caught between the cushion and the head.
- Double hearing protection must be used where 8-hr equivalent noise exposure levels exceed 105 dBA.

Maintenance

- Will vary based on HPD type. Follow manufacturer's specifications and recommendations.
- No HPD alteration allowed i.e., drilling holes in earcups, reducing headband tension of earmuffs, or trimming or removing flanges on pre-molded earplugs since this seriously compromises effectiveness.
- Reusable devices shall be cleaned regularly; Users of both disposable and reusable earplugs shall be aware that hands need to be clean when inserting and removing earplugs. Contaminated earplugs can cause ear irritation or infection.

Storage

- Store HPD in manner to prevent breakage, unnecessary damage, and exposure to harsh environment.
- In order to function properly, the HPD shall be cleaned and stored as recommended by the manufacturer. Clean equipment as instructed by the supplier between periods of use.
- Inspect and test equipment for defects before using.

- Know how to remove, and either clean or dispose of used equipment, as appropriate.
- Store reusable equipment in a way that prevents external exposure (i.e., sealed Ziploc bag) and follow the manufacturer's instructions.

Replacement

- Inspect equipment for discoloration, holes, stiffness, and tears during the Job Hazard Assessment (JHA) prior the task.
- Earmuff cushions shall be replaced in accordance with the manufacturer's instructions as soon as they lose their shape, become hard or brittle, show evidence of cracks, or otherwise lose their performance qualities.
- Some earplugs degrade or harden when exposed continuously to ear canal wax, perspiration, or chemical contaminants.

HIGH-VISIBILITY SAFETY APPAREL

High-visibility Safety Apparel (HVSA) is needed when work in low light and poor visibility, especially if working around moving vehicles (cars, trucks or other machinery traveling under their own power - e.g., forklifts, backhoes, etc.).

High-visibility items allow person to be seen by the drivers of those vehicles sooner and more readily. This fact increases worker safety at work. The human eye responds best to large, contrasting, bright or moving objects. Worker visibility is enhanced by high color contrast between clothing and the work environment against which it is seen.

High-visibility apparel must be worn when outdoor work activity performed around / in proximity of moving heavy equipment /vehicle as well as in low light /poor visibility conditions and when coordinating traffic control of heavy equipment or vehicular traffic maneuvering.

Requirement for high visibility clothing shall be identified through Hazard Risk Assessment Process and documented on Safe Job Procedures, and/or Job Hazard Assessments. The CSA standard Z96-15 (High-Visibility Safety Apparel) should be referred to when determining the appropriate level of high-visibility safety apparel.

Employees, subcontractors, and visitors shall wear, clean, store, and maintain their high visibility clothing in compliance with manufacturer's specification.

Employees, subcontractors, and visitors shall inspect their high visibility clothing each day, prior to first use, to ensure it will provide the intended level of protection.

Selection

- Large, bright garments are more visible than small ones. Coverage all around the body (360° full body coverage) provides better visibility in all viewing directions.
- Stripes of colours that contrast (have a distinct color difference) with the background material to provide good visibility. Stripes on the arms and legs can provide visual clues about the motion of the person wearing the garment.
- When background material is bright-colored or fluorescent material, it is intended to be highly visible, but is not intended to provide retroreflective performance.
- Other requirements such as flame resistance, thermal performance, water resistance, durability, comfort, tear-away features, material breathability and flexibility that are applicable to the job.
- The two basic elements of any CSA Z96- 15 HVSA garment are the class of apparel and the level of retroreflection, defined as follows:
    - **Class of apparel** — the class of high-visibility safety apparel as determined by body coverage. The three classes of apparel are as follows:
    - Class 3 provides the greatest body coverage and visibility under poor light conditions and at great distance.
    - Class 2 provides moderate body coverage and superior visibility.

- Class 1 provides the lowest recognized coverage and good visibility.

Note: *Each high-visibility apparel class is required to cover the torso or limbs, or both.*

- **Retroreflective level** — Retroreflective material reflects light produced by the headlights of oncoming traffic back to the vehicle operator. This retroreflected light is focused back on the vehicle operator and is much greater than the light that reflects off other objects, making this material highly visible at night.
- The three retroreflective levels are as follows:
- Level 2 — highest retroreflective performance, visible under dark conditions from a great distance.
- Level 1 — high retroreflective performance, visible under dark conditions from a moderate distance.
- Level FR — special low-level retroreflective performance appropriate only for apparel designed to provide protection against brief exposure to flames and electrical arc flash.
- To comply with the CSA Standard, the HVSA should also meet the following criteria for the stripes/bands:
- A waist-level horizontal stripe/band that goes completely around the HVSA.
- Two vertical stripes on the front passing over the shoulders and down to the waist.
- A symmetric "X" on the back extending from the shoulders to the waist.
- For Class 3 apparel, stripes/bands encircling both arms and both legs are added.

Use

- For safety and best performance, high-visibility safety apparel (HVSA) should be worn as intended, i.e., done up properly around the body with no loose or dangling components. If an entanglement hazard exists, then in the case of harnesses and vests, HVSA with tear-away capability should be worn.
- All closures should be fastened to ensure conformity to CSA Standard.
- The use of equipment or some personal protective equipment (PPE), such as communication radios, fall protection harnesses and high-top safety boots, might obscure, or reduce the effectiveness of the high-visibility safety apparel. If users must use such equipment, the high-visibility elements should either be incorporated into the PPE or the HVSA designed to ensure that these elements remain visible.
- When other PPE is required, it should be worn during the fit evaluation of the high-visibility safety apparel to ensure that there is no interference with the function of either.
- For safety and best performance, garments should be fitted to the person. Don't forget to consider the bulk of clothing that might be worn underneath the garments, and how the garment should be worn (i.e., done up properly around the body with no loose or dangling components). The garments should sit correctly on your body and stay in place during your work.
- The apparel should be comfortable to wear - the parts of the apparel that come into direct contact with the worker should not be rough, have sharp edges, or projections that could cause excessive irritation or injuries. The apparel should also be lightweight.
- Garments should be selected and worn so that no other clothing or equipment covers the high-visibility materials (e.g., glove gauntlets, equipment belts, and high-cut boots).

Maintenance

- High-visibility safety apparel used in high- and low-temperature environments might undergo adverse functional changes that affect protective performance. Adherence to good maintenance and repair procedures should be maintained.
- High-visibility safety apparel should be inspected, cleaned, maintained, repaired, stored and “removed from service”, in accordance with manufacturer’s instructions (if provided).
- Keep your high-visibility apparel clean and well-maintained. Contaminated or dirty retroreflective materials provide lower visibility.
- Users should inspect their high-visibility safety apparel before and after each use to ensure it is clean and in good condition.
- Inspection should include the following where applicable:
- condition of component parts, closures, pockets, high-visibility trim including retroreflective trim.
- background material, e.g., contaminants, fraying, holes, cuts, fading, seam deterioration.

Storage

- For optimal performance, high-visibility safety apparel should be kept clean and laundered in accordance with its label care instructions.
- High-visibility safety apparel should be stored and "removed from service", in accordance with manufacturer's instructions (if provided).

Replacement

- Replace garments that show signs of wear and tear, soiling, or contamination as it will no longer be able to provide acceptable levels of visibility.

SPECIALIZED PERSONAL PROTECTIVE EQUIPMENT (PPE)

Whenever practicable, workplace hazards shall be eliminated or reduced using engineering, substitution and/or administrative controls. To protect against workplace hazards which continue to exist after all such control measures have been implemented, appropriate mandatory or additional PPE shall be used.

When the hazard(s) cannot be removed or controlled adequately the specialized personal protective equipment (PPE) might be used in addition. Sspecialized PPE does not remove or reduce workplace hazards and does not replace effective engineering or administrative control methods such as substitution or ventilation. PPE is the last line of defence when the hazard cannot be removed or controlled adequately. Specialized Personal Protective Equipment is protective equipment that is above the mandatory and additional PPE requirements when specific hazard is identified. Proper selection use and care of the equipment are vital to provide the proper level of protection.

Requirements for specialized PPE shall be identified through Hazard Risk Assessment Process as well as based on legislated or other specific requirements i.e., Safety Data Sheet (SDS); Original Equipment Manufacturer (OEM) requirements, CSA standards, Occupational Health & Safety Risk Registry (OHS RR); Construction Hazard Assessment (CHA); Job Hazard Assessment (JHA); Safe Work Practices (SWP) & Safe Job Procedures (SJP); First Aid & Emergency Response preparedness etc.

Responsibilities

- Supervisors are responsible to ensure specialized personal protective equipment for the task being performed is supplied to the worker and that worker wears the specialized personal protective equipment properly when working.
- Prior to conducting work or being in a PPE prescribed area requiring the use of specialized PPE, workers shall be trained in the following:
    - When specialized PPE is necessary?
    - What type of specialized PPE is necessary?
    - How specialized PPE is to be tested/ inspected and worn?
    - What specialized PPE limitations are?

Proper care, maintenance, life expectancy and disposal of specialized PPE
Particular attention will be paid to job requirements as some types of hazards require more than one piece of PPE.
Specialised PPE should only be used:

- As an interim (short term) measure before controls are implemented.
- where other controls are not available or adequate.
- during activities such as maintenance, clean up, and repair where pre-contact controls are not feasible or effective
- during emergency situations.

Guidelines for users:

- Specialized Personal Protective Equipment must be identified in Safe Job Procedures and Safe Work Practices, formal training programs, best industry practices, provincial standards, and regulations.

- User must demonstrate training prior to use.
- Documented inspection of Specialized Personal Protective Equipment at least once per year.
- Disposed of and replaced Specialized Personal Protective Equipment when found to be defective or not properly functioning
- Care, maintain and store Specialized Personal Protective Equipment as required by Original Equipment Manufacturer (OEM)
- Inspect specialized PPE before and after each use.
- Always take care of specialized PPE.
- Clean all specialized PPE after use.
- Repair or replace damaged or broken specialized PPE.
- Store specialized PPE in clean dry air - free from exposure to sunlight or contaminants.

Selection of Specialized PPE:

- Requirements for specialized PPE shall be identified through Hazard Risk Assessment Process as well as based on legislated or other specific requirements i.e., Safety Data Sheet (SDS); Original Equipment Manufacturer (OEM) requirements, CSA standards, Occupational Health & Safety Risk Registry (OHS RR); Construction Hazard Assessment (CHA); Job Hazard Assessment (JHA); Safe Work Practices (SWP) & Safe Job Procedures (SJP); First Aid & Emergency Response preparedness etc.
- According regulatory requirements. Must meet minimum protective standards to ensure that the risk to workers is controlled and to prevent injury and illness.

RESPIRATORY PROTECTION

Construction personnel are often exposed to respiratory hazards in the form of dangerous dusts, gases, fumes, mists, and vapors (e.g., mist from spray-painting; fumes from welding; vapors from adhesives; dust from concrete cutting).

Although elimination or reduction of respiratory hazards through substitution or engineering controls is preferred, there may be instances in which workers require the use of appropriate respiratory protection for work, which involves exposure to potentially hazardous environments, such as oxygen- deficiency or airborne contaminants (dusts, fumes, mists, gases, vapors, aerosols). These guidelines are based on the Canadian Standards Association (CSA) Standard Z94.4-02 (Selection, Use and Care of Respirators).

Requirement for specific respiratory protection equipment shall be identified through Hazard Risk Assessment Process and documented. Specific requirements could be also identified in legislation, equipment manufacturer recommendations and CSA standards.
Respiratory protective devices vary and are used to protect a worker from contact with airborne contaminants such as dusts, fumes, fogs, mists, gases, vapors, and aerosols or an oxygen-deficient environment. Respirators may be air-purifying or air-supplying devices. It is essential the wearer be properly instructed for safe use and fit. Respiratory Protection Equipment is selected based on nature of risk and equipment should meet appropriate CSA Standard.

The two main types are air-purifying respirators (APRs) and supplied-air respirators (SARs).
a). Air-purifying respirators (APRs):

- particulate respirators (also called dust, fume, and mist respirators or masks)
- chemical cartridge respirators that can have a combination of chemical cartridges, along with a dust pre-filter. This combination provides protection against different kinds of contaminants in the air.
- Gas masks (contain more adsorbent than cartridge-type respirators and can provide a higher level of protection than chemical cartridge respirators)
- powered air-purifying respirators (PAPRs)
- Supplied-air respirators (SARs):
- self-contained breathing apparatus (SCBA)
- airline supplied-air respirators
- protective suits that totally encapsulate the wearer's body and incorporate a life-support system

- Air-purifying respirators (APRs) can remove contaminants in the air that you breathe by filtering out particulates (e.g., dusts, metal fumes, mists, etc.). Other APRs purify air by adsorbing gases or vapors on a sorbent (adsorbing material) in a cartridge or canister. They are tight-fitting and are available in several forms:
    - mouth bit respirator (fits in the mouth and comes with a nose clip to hold nostrils closed for escape purposes only)
    - quarter-mask (covering the nose and mouth),
    - half-face mask (covering the face from the nose to below the chin), or
    - full face piece (covering the face from above the eyes to below the chin). Respirators with a full-face piece also protects the eyes from exposure to irritating chemicals.

Air-purifying respirators shall not be used where the oxygen content of the air is less than the equivalent of 19.5%.

There are different classes of particulate filters, depending on the particulate material. They are also classified based on levels of oil resistance and filter efficiency. Oil can break down certain types of filters which means it is important to know the materials you are working with all time, and always select the right cartridge for your respirator.

The main categories are:

- **N series** (Not resistant to oil) - May be used in any atmosphere where there is no oil particulate.
- **R series** (Resistant to oil) - May be used in any atmosphere where there is no oil particulate, or up to one shift where there is oil particulate present. "One shift" means eight hours of continuous or intermittent use.
- **P series** (Oil-Proof) - May be used in any atmosphere, including those with oil particulates, for more than one shift. If the filter is used in atmospheres with oil particulates, contact the manufacturer to find out the service life of the filter.

There are many different types and sizes of disposable respirators or dust masks available so be sure to find one that is comfortable for you. Also ensure you only select a product with **NIOSH or CSA Group certification.** These respirators should be discarded after one use.

Prior to using any respirator on site, employees will be adequately trained on the selection, use and care of respiratory protective equipment and fit test must be completed by competent personnel.

Particulate filters shall be replaced if they become damaged or unhygienic or based on the OEM's change-out schedule.

b). Supplied-air respirators (SARs)

- Supply the wearer with breathable air from a compressor, cylinder, or tank.
- Offer the BEST protection against many airborne hazards.
- Have limitations (for instance, air tanks are bulky and air lines can get tangled).
- They are the only respirators that can be used for **confined space rescue** or in **dangerous atmosphere.**
- Supplied-air respirators (SARs), supply clean air from a compressed air tank or through an airline. This air is not from the work room area.
- The air supplied in tanks or from compressors must meet certain standards for purity and moisture content (e.g., CSA Standard Z180.1-00 (R2010): Compressed Breathing Air and Systems).
- Supplied-air respirators may have either tight-fitting or loose-fitting respiratory inlets.
- Respirators with tight-fitting respiratory inlets have half or full-face pieces.
- Types with loose-fitting respiratory inlets can be hoods or helmets that cover the head and neck, or loose-fitting face pieces with rubber or fabric side shields. These are supplied with air through airlines.

Selection

- To select the proper respirator for a particular job, it is necessary to know and understand:
    - the characteristics of the contaminant(s),
    - the anticipated exposure conditions,
    - the performance limitations of the equipment,
    - any legislation that applies.

- Refer to the Safety Data Sheet (SDS) or Sheets if more than one product is being used. The SDS will identify any respiratory protection required and should specify the type of respirator to be worn. It is also important to realize.

- If there is any doubt about the correct type of protection for a specific material and operation, consult the manufacturer of the product, a supplier or manufacturer of respirators, or the MOL guidelines
- The fit test shall be used to verify the selection of the specific make, model, and size of a tight-fitting respirator for individual users.

- Respirators requiring a tight fit shall not be worn when an effective seal to the face or neck of the person cannot be achieved and maintained.
- The respirator user shall check the seal of the facepiece immediately after donning the respirator, by OEM recommended procedures (negative pressure check & positive pressure check).

Use

- Inspect equipment and condition of component parts (e.g., facepiece, helmet, hood, suit, head harness, valves, connecting tubes, harness assemblies, filters, cartridges, canisters, cylinders), tightness of connections, end-of-service-life indicator, shelf-life dates and proper functioning of regulators, alarms, and other warning systems during the Job Hazard Assessment (JHA) prior the task.
- If respirator does not pass the inspection, the respirator shall be tagged and removed from service.
- Destroy dust masks when discarded. Break straps or tear the respirators to make them unusable.
- Temples on eyeglasses or any other materials such as hair, cloth, tissue, straps, or jewelry shall not come between the skin and the sealing surface of the facepiece or interfere with the operation of the respirator.
- Air-purifying respirators shall not be used where the oxygen content of the air is less than the equivalent of 19.5%.
- Respirator users shall not remove their facepieces at any time while working in Immediately Dangerous to Life or Health (IDLH) atmosphere.
- Particulate filters shall be replaced if they become damaged or unhygienic or based on the OEM's change-out schedule.
- Respirators shall be cleaned and sanitized according to the respirator OEM's instructions; Respirators designed not to be cleaned shall be disposed of after use as directed by the OEM.
- Never reuse disposable respirators or masks; Decontaminate used respirators and masks before disposal.
- Respirator must be worn when sanding, spraying, grinding and when using certain aerosols, glues, cleaners, or painting in paint shop and/or in the wash bay as well as in dusty environments.
- Must refer to SDS for all chemicals which will identify applicable PPE and respiratory requirements.
- Record of training to be provided for **fit test.** Completion of equipment checklist in terms of a circle checks methods by worker daily per use for the half-mask.

Fit of Respirators

- With respirators, one size doesn't fit all. Even with three different sizes of face pieces, for instance, no one size from one manufacturer may fit you. A different brand may be necessary.
- If a respirator doesn't fit right, it can't protect you. Even when a respirator fits properly, it may get nudged or bumped out of position while you're working, causing leaks that can be dangerous.
- Respirators can also leak if you're not clean shaven. Respirators and cartridges must be appropriate for the hazardous substances in the air.

- Particulate respirators, for example, don't work for acids, solvents, ammonia, or other gaseous mixtures
- You should be clean-shaven to get the best possible seal with your respirator.
- Test for fit every time you put the respirator on and throughout your shift
- Two easy tests can show whether most reusable respirators fit right and don't leak:
    - Negative-pressure seal check
    - Positive-pressure seal check.

NOTE: If the required protection is a filtering half face piece (dust mask) then follow manufacturer's instructions.
Fit Testing: Before each use, you must perform a Positive and Negative pressure test. This applies to respirators **ONLY.**

a). Negative-pressure seal check

- Put on the face piece and adjust it to fit comfortably snug, not overly tight.
- Block the air inlets. These are usually the filter openings on the sides of the face piece.
- Try to breathe in.
- If there are no leaks, the face piece should collapse slightly and stay like that while you hold your breath for 10 seconds.
- If leakage is detected, the mask should be readjusted, and the test repeated until the fit is satisfactory.

b). Positive-pressure seal check

− Put on the face piece and adjust it to fit comfortably snug, not overly tight.
− Block the exhalation valve. This is usually on the bottom of the respirator.
− Try to breathe out.
− The face piece should puff slightly away from your face and stay like that while you hold your breath for 10 seconds, but no leakage should occur
− If you find a leak, adjust the face piece or straps, and repeat the test until you get a good fit.
− Perform seal checks periodically while you wear the respirator.

Maintenance

- General Maintenance guidelines:
- To provide protection, respirators must be maintained.
- Dirty, missing, or damaged parts can prevent your respirator from working properly. For instance, valves that are damaged, missing, or poorly seated can drastically reduce the protection provided by your respirator.
- There's also a danger in sharing respirators—it's not hygienic.
- Filters should be changed as follows:
- Dust/mist/fume filters should be changed when there is noticeable resistance to normal breathing.
- Chemical cartridge respirators should be changed when the gas or vapour can be tasted or smelled.
- Any filter should be changed at the interval specified by the manufacturer or when damaged in any way.
- Inhalation and exhalation valves should be checked before use it.
- Check the inhalation valves for damage, dust and dirt, and proper seating.
- Remove the cover at the bottom of the respirator to inspect the exhalation valve. Check the valve for damage, dirt, and proper seating
- Remove filters and make sure the flapper valve (usually a flexible disk) isn't missing or damaged.
- Make sure the flapper valve is seated properly in the valve assembly.
- Make sure that straps and buckles are free of damage and working properly.
- Damaged face piece, straps, filters, valves, or other parts should be replaced with "original equipment" parts.
- Face pieces should be washed with mild soapy water as often as necessary to keep them clean and wearable.
- Respirators should be assigned to the exclusive use of individual workers.
- Where a respirator must be assigned to more than one worker, it should be disinfected after each

use. (Check with the manufacturer regarding acceptable sanitizers/disinfectants.)
- Check all supply hoses, valves, and regulators on supplied-air respirators as specified by the manufacturer.
- Check the face piece for holes, cracks, and splits.

Storage
- Respirators shall be stored in a manner that will protect them against dust, ozone, sunlight, heat, extreme cold, excessive moisture, vermin, damaging chemicals, oils, greases, or any other potential hazard that can have a detrimental effect on the respirator.
- Also ensure the rubber facepiece is not deformed.

Replacement
- Inspect equipment for discoloration, holes, stiffness, and tears during the Job Hazard Assessment (JHA) prior the task. All pieces must fit snug without being rippled or distorted.
- If you are replacing a part, replace only with identical parts from the same manufacturer.
- If respirator does not pass the inspection, the respirator shall be tagged and removed from service.
- Destroy dust masks when discarded. Break straps or tear the respirators to make them unusable.
- Inform your supervisor if need replacement.

FALL PROTECTION AND EMERGENCY RESPONSE & RESCUE

Requirement for specific fall protection equipment and emergency response & fall arrest rescue / confined space entry equipment shall be identified through Hazard Risk Assessment Process as well as based on legislated or other specific requirements i.e. Safety Data Sheet (SDS); Original Equipment Manufacturer (OEM) requirements, CSA standards, Occupational Health & Safety Risk Registry (OHS RR); Construction Hazard Assessment (CHA); Job Hazard Assessment (JHA); Safe Work Practices (SWP) & Safe Job Procedures (SJP); First Aid & Emergency Response preparedness etc.

Fall protection equipment and emergency response & fall arrest rescue / confined space entry equipment shall be worn in compliance with manufacturer's specifications and local regulations O.Reg. 213/91 sections 26.1-26.9.

Employees, subcontractors, and visitors shall clean, store, and maintain their fall protection equipment and emergency response & fall arrest rescue / confined space entry equipment in compliance with manufacturer's specification.

Employees, subcontractors, and visitors shall inspect their fall protection equipment and emergency response & fall arrest rescue / confined space entry equipment each day, prior to first use, to ensure it will provide the intended level of protection.

Selection
- Fall protection equipment and emergency response & fall arrest rescue / confined space entry equipment are to be selected based on nature of risk and equipment should meet appropriate CSA Standard.
- CAN/CSA-Z259.2.5-12: Fall Arresters and Vertical Lifelines
- CAN/CSA-Z259.2.2-98 (R2004): Self-Retracting Devices for Personal Fall-Arrest Systems
- CAN/CSA-Z259.10-06: Full Body Harnesses
- CAN/CSA-Z259.11-05: Energy Absorbers and Lanyards
- CAN/CSA-Z259.12-01 (R2006): Connecting Components for Personal Fall Arrest Systems
- Ensure adequate conditions are maintained and equipment properly fits
- Fall protection equipment and emergency response & fall arrest rescue / confined space entry equipment shall be assembled, fitted, and used in accordance with Original Equipment Manufacturer (OEM) instructions and Legislative requirement.
- Choose fall protection equipment and emergency response & fall arrest rescue that adequately protects from the hazard(s) of a specific job or allocated for emergency response and adequately meets the specific tasks requirements.

Fit

- Proper fit of the harness is important, especially when it is being used for fall arrest. Always refer to manufacturer's instructions for proper use and fit of a full-body harness. Here are some general recommendations for proper fit:
- Chest strap should be adjusted so that it's snug and located near the middle of the chest. In a headfirst fall a properly adjusted chest strap will prevent the worker from coming out of the harness. A general rule is above the sternum, just below the armpits. If you fall, a properly adjusted chest strap will prevent you from coming out of the harness.
- Leg straps should be adjusted so the user's fist can fit snugly between strap and leg
- Adjust the shoulder straps so that the back D-ring rests between the shoulder blades. A properly positioned D-ring will keep a worker upright after fall arrest.

Use

- Competent workers only with adequate training must select the components, materials, anchorage, and anchorage connectors to match the system application, the work, workplace hazards.
- Only components that are fully compatible with one another should be used as fall arrest systems are designed and tested as complete systems and should be used in this way.
- Surfaces that can meet tearable materials or that might cause injury to the user shall be free of burrs, pits, sharp edges, and rough surfaces.
- Determine the necessary locations of anchorages to assure that the user will be continuously connected when exposed to hazards of falling. Select anchorages that are stable and have the strength required. Carefully select the locations of the anchorages to:
- Reduce possible free fall distance.
- Prevent swing fall hazards.
- Provide clear space in the potential fall paths to avoid striking an object.
- Capable for emergency rescue / confined space entry
- Do not select anchorage locations that will require the user to work above the anchor as this will increase the potential free fall and total fall distances.

- (*) <u>Travel restraint arrangements (fall not possible):</u>
- A combination of anchorage location and lanyard/lifeline length, which does not physically permit the user to reach an unprotected opening, edge, or other fall hazard. The system shall be arranged to prevent the torso from going over the open edge.

- (*) <u>Fall restrict:</u>
- A combination of a work-positioning system, full body harness and fall restricting equipment.

- (*) <u>Fall arrest (Free fall possible):</u>
- A combination of anchorage location, full body harness, lanyard/ lifeline or fall arrester assembly from where a free fall may occur. Lanyard assembly or fall arrester will limit fall forces in situation in which a free fall is possible.

(*) <u>Emergency fall arrest recue</u>

- A combination of anchorage location, full body harness, lanyard/ lifeline or fall arrester assembly as well as self-retracting devices/ equipment for specific application
- Equipment and systems that have arrested a fall, show a defect, or do not function correctly shall be tagged and removed from service immediately.

Maintenance

- Follow manufacturer's specifications and recommendations.
- Personal equipment (including harnesses, lanyards, and connectors) and fall-protection systems (including common use devices, self-retracting devices, and emergency rescue devices) shall be inspected by the competent user before each use during the Job Hazard Assessment (JHA) prior the task

- In addition, equipment to be inspected by competent person/certified 3rd party at least annually when equipment used infrequently / moderately with fair storage conditions, used indoor and extended outdoor; used in all temperatures, clean or dusty environments
- Equipment might be inspected more frequently in case it is used under harsh conditions or higher frequency and Original Equipment Manufacturers (OEM) instructions on inspection type and frequency shall take precedence over the above recommended frequencies
- Annual inspections by a competent person/certified 3rd party to be documented in Annual Fall protection inspection form or in other forms provided by certified 3rd party/ supplier
- Service is performed by the OEM or its approved service agent and is based on usage and environment
- All users shall be trained in carrying out a pre-use inspection
- If any defects are found, a competent person shall inspect the device and determine if it is suitable for service, repaired, removed, or otherwise as specified by the OEM
- A written record of such inspection and approval for continued use should be retained

Storage

- Fall prevention/fall protection/emergency rescue equipment and its components shall be stored in accordance with Original Equipment Manufacturer (OEM) instructions
- Follow the OEM's instructions for proper cleaning, inspecting, maintenance, repair and storage of Fall prevention/fall protection/emergency rescue equipment and its components
- Equipment shall be air-dried at ambient temperature prior to storage.
- Items made from synthetic materials shall be stored in a cool, dry place and away from direct sunlight.
- Storage practices shall ensure that equipment is protected from deterioration due to:
    - excessive heat.
    - humidity.
    - ultraviolet light (UV) exposure.
    - moisture.
    - contact with sharp edges.
    - corrosive substances; and
    - other possible causes of damage.

Replacement

- Replacement in accordance with the manufacturer guidelines.
- Inspect equipment for discoloration, holes, stiffness, and tears during Job Hazard Assessment (JHA) prior the task.
- If you are replacing a part, replace only with identical parts from the same manufacturer.
- If equipment does not pass the inspection, the equipment shall be tagged and removed from service.
- Inform supervisor if need replacement

Element 7 Preventative Maintenance

Purpose

This document provides a guideline for the preventative maintenance for equipment as required by legislation and/ or the manufacturer.

Responsibilities

Senior Management

- Purchases and maintains equipment as required based at minimum of manufactures guidelines.
- Ensures operators have area for storage for equipment, awareness of operation and completion of equipment circle checks when required
- Ensures annual inspection of equipment over 10-HP with records
- Where rental equipment is provided, ensures awareness of maintenance or service agreement
- Ensures credentials of technician or mechanic performing maintenance are available and maintained on file
- Ensures that any record of service to be maintained as required

Supervisor

- Materials including tools, equipment, or company vehicles that require regular inspections are being inspected by a competent person.
- Notify the Project Manager and coordinate pick-up of defective item.

Workers

- Ensures awareness, understanding and acknowledgement of ROSSCLAIR Contractors Inc. preventative maintenance requirements
- Obtain instruction on new or unfamiliar operation for equipment by Supervisor
- Performs daily and/or pre-use inspections using inspection checklists
- Notify Supervisor of defective equipment/tool which is to be tagged and removed from service.

Procedure

- All company owned vehicles, machinery, tools, and equipment shall be maintained in a condition that does not endanger a worker.
- All equipment greater than 10-HP will require an Operator Equipment Inspection Checklist or similar checklist that identifies at least the following:
- Date of Inspection
- Operator and Equipment Information
- Area(s) Inspected
- Noted any defects during inspection
- All equipment not in operational condition will be tagged out, and reported to the Supervisor for alerting and arrangements for corrective action
- Site Supervisors are responsible for periodically verifying that any subcontractor owned/leased equipment utilized on their jobsite is being maintained as required by regulatory requirements. This includes pre-use inspections, scheduled maintenance and defective equipment is not utilized. This is to be documented via the Weekly Focused Observation Form.

Maintenance

All tools, equipment, and vehicles shall be maintained according to company policies, manufacturer instructions, and legislated requirements.

All records of maintenance or corrective action performed on all tools, equipment, and vehicles shall be kept at head office.

All maintenance will be performed by competent/qualified (3rd party) person and be completed in

accordance with manufacturer's & legislated maintenance requirements.

Removing Overdue or Defective Equipment, Tools, and Vehicles

- All overdue and/or defective tools, equipment, and vehicles will be tagged out and removed from service to be repaired or replaced.
- Any person attaching a tag for safety reasons must stop operating the equipment, note defects or required repairs on the tag, and notify their supervisor immediately.
- Tools/equipment/vehicles that cannot be repaired to perform on site in the intended manner will be removed from the project.
- Any corrective action taken to repair or maintain any tool, equipment, or vehicle is documented, and records of all maintenance kept on file at head office.
- Ensure that all repairs and maintenance that has been contracted to third parties provide a copy of the work completed. This copy will be kept on file at head office.

Communication

The Preventive Maintenance program will be communicated to all employees through the safety system manual orientation, via the JHSC, and periodic safety meetings and via periodic safety training.

Training

All new employees on the specific inspections involved in their work will be trained during their new hire onboarding or through periodic safety meetings.

All existing employees will receive training on their responsibilities associated with the Preventive Maintenance Program through the safety manual training, periodic safety meeting and safety training sessions.

Evaluation

This document and the overall preventive maintenance program will be reviewed on annual basis during the annual H&S audit to ensure it meets current OH&S regulation standards and to ensure it is relevant with current operations.

VIV. Distribution

- This procedure is available on the ROSSCLAIR intranet.
- A copy of this procedure is available in the Site Safety Plan.

Reference Document

- Operator Equipment/Vehicle Inspection Checklist
- Occupational Health and Safety Act.
- Construction Projects (Ontario Regulation 213/91)
- Health and Safety Management System

Element 8 Training & Communication

8.1 Communication and Training Policy

Our Health & Safety Program emphasizes three main components that can have a big impact on the overall Safety Culture and greatly decrease accidents in the workplace. These components are:

- **Training:** Training and periodic retraining of employees in the safe performance of their duties.
- **Competent Supervision:** To lead by example and to coach and direct, monitor and enforce workers in the performing work safely.

Management Commitment: The recognition by management of the importance of a safe workplace and their support in maintaining it.

8.2 Communication & Training

Purpose

To create and maintain a safe workplace to minimize and/or prevent occupational injuries and illnesses. Consistent and continuous efforts by all employees shall be directed to preventing workplace accidents and maintaining the workplace and equipment in a safe condition.

To establish minimum guidelines for providing and maintaining a safe work environment for all employees
To ensure supervisors are competent and able to organize work in safe manner and provide adequate supervision.

To create a Training Matrix that identifies the required competencies for workers based upon job descriptions.

To outline the methods commonly utilized to communicate elements of our Health and Safety Program.

Responsibilities

Senior Management is responsible for:

- Educating and periodically retraining workers on the safe performance of their job
- Ensuring supervisors receive adequate training and direction Holding Supervisors accountable
- Reviewing and appointing appropriate resources for safety training needs.
- Annually review this document for adequacy in meeting compliance with applicable regulatory requirements.
- Developing, implementing, and maintaining a comprehensive Health and Safety Manual, in consultation with the Joint Health and Safety Committee and Health and Safety Representatives as appropriate.

The Director of Finance & Administration is responsible for:

- providing employees with written proof of their completion of employee and/or supervisor basic occupational health and safety awareness training, upon request.
- Every person who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from the work or task. In addition, every supervisor is responsible for:
- Applying the ROSSCLAIR training and communication requirements when educating and training workers on the skills required to perform the job and protect the workers from reasonably foreseeable hazards.
- Completing the supervisor basic occupational health and safety awareness training within one [1] week of becoming or acting as a supervisor, if not exempt under the Regulation.
- Evaluating the:
    - Skill requirements of the job.
    - Potential hazards associated with the job.
    - Qualifications of the worker
- Ensuring that:

- All workers receive the orientation and the necessary training to perform their work safely.
- Workers are aware of, understand, and follow the safe procedures, practices and rules associated with job.
- Training records are maintained and readily available.
- Safe and healthy work conditions are maintained in their areas of responsibility.
- Employees perform their work in compliance with accepted safe work practices and procedures.
- Adequate additional training is provided to employees so that tasks assigned to employees can be performed safely.
- employees are notified of any potential hazards which may exist in and around the employee's work location

Joint Health and Safety Committee shall:

- Annually verify that the orientation procedures are current and suitable to meeting ROSSCLAIR's needs.
- Annually analyze records to identify trends and make recommendations for correction as required.
- Quarterly verify that the orientation activity and record keeping is being completed.
- Ensure training programs are identified and implemented as required

Contractors and their workers are responsible for:

- meeting or exceeding the requirements of the Site Health and Safety Manual.

All workers are responsible for:

- Participating in all required training provided.
- Learning about safety in all aspects of the job. Familiarizing themselves with the health and safety management system, applicable operator's manuals and site policies and procedures.
- Reporting any new hazard to their immediate Supervisor immediately so that the hazard can be corrected, and any operating controls can be reviewed / revised.
- Participate in the orientation activity as required
- Working in compliance with the Occupational Health & Safety Act and follow safe work practices and procedures; report any unsafe conditions, always wear applicable PPE.
- Providing continuous improvement suggestions on training and communication items.
- Immediately informing supervisor if they cannot comprehend any training materials provided or if they are unsure how to find or perform safe practices and procedures.
- Keeping copies of all completed training records. Request to be provided with a copy of the training certificate/record upon completion of training.

Methodology

The employee orientation program consists of two components:

General Orientation:

- Provided on the first day of employment by the Manager/Supervisor.
- Applies to all new employees, both permanent and temporary.

Assignment of a Work Buddy or Mentor:

- The Supervisor will appoint a co-worker to be the new employee's work buddy or mentor during the first week of employment.

Training is an ongoing component of the health & safety program. As there are regular changes in business processes and operations, there is a similar requirement for training programs to be changed in response to new information and new situations. In addition, to help keep health & safety awareness a priority and included as a part of the workplace culture, it is important to have an ongoing improvement training program that continuously educates the workforce on matters of health and safety.

Training is essential for all new employees and those newly assigned to unfamiliar tasks. Without proper training, employees may unknowingly create risks for themselves or for others through their actions. New

workers may also not have the experience to identify work situations that are hazardous and may continue to put themselves at risk.

Employees new to the company or new to a specific job must receive orientation regarding safe practices and procedures relative to the job they will be performing.

There is a distinct difference between certification and competency. Certification shows a level of education or training received. Competency is defined as having the ability, skill, proficiency, and expertise to perform the task(s) required in a safe, reliable, reproducible manner. Receiving training does not always indicate competency, which must be evaluated separately. These differences must be recognized by the company. Effective training has five components

- General Safety Orientation – general and site specific.
- On-the-Job Training.
- Ongoing Training.
- Safety Talks.
- Structured Training sessions

Procedures

- Site Supervisors or Direct Supervisor must:
    a. Develop and implement the orientation activity in consultation with Senior Management and Joint Health and Safety Committee.
    b. Conduct general orientation.
    c. Ensure that the employees affected by the orientation activity are trained as required.
    d. Maintain records of completed orientation.
    e. Will meet with new employees on a weekly basis to discuss any concerns and provide guidance. This activity will occur during the first four (4) weeks of employment.
    f. Arranging for orientation training and entry of employee into company training matrix.
    g. Records are kept of employee basic occupational health and safety awareness training completed by employees, either completed at the workplace or completed prior to employment with ROSSCLAIR, if an employee qualifies for an exemption
    h. Providing continuous improvement suggestions to Senior Management on training and communication items.

- In cooperation with the Joint Health and Safety Committee or the Health and Safety Representative, as appropriate, shall ensure that a Site Health and Safety Plan is provided at each job site, that has the following minimum elements:
    a. Accident reporting.
    b. Accident investigation procedures.
    c. Workplace Hazardous Material Information System (WHMIS).
    d. Safety orientation and training.
    e. Workplace Safety Inspections.
    f. First Aid arrangements and procedures.
    g. Equipment Lockout procedures.
    h. Emergency Spill procedures, if appropriate.
    i. Driver licensing program for CVOR, if appropriate.
    j. Health and Safety monitoring and reporting procedures; and
    k. Other information deemed advisable or necessary by local management and/or the JHSC or HSR, for the protection of employees

- Jobsite Site Supervisors in coordination with the Health & Safety Department, are required to develop and publish an Emergency Plan which outlines procedures to be followed in the event of an emergency arising from fire, theft, break-in, bomb threats, power failure, or other natural disasters. Employee emergency response training, including fire training and drills, shall be conducted on a regular basis.
- At all times, ROSSCLAIR and its employees are required to observe and comply with the

requirements of the Ontario *Occupational Health and Safety Act*, the *Workplace Safety and Insurance Act* and their regulations.

- Every employee and every supervisor are required to complete the appropriate basic occupational health and safety awareness training program as specified in Ontario Regulation 297/13.

- Work Buddy / Mentor will:
    a. work closely with the new employee during the first week of employment.
    b. Ensure that the new employee is comfortable and familiar with the requirements of the job.
    c. Facilitate communication of any task related difficulties between the new hire and the supervisor.
    d. Ensure the new employee understands and uses safe work practices.
    e. Safety Orientation
    f. The General Safety Orientation will be provided for all new ROSSCLAIR hires prior to starting the job.
- The Site Supervisor or designate will provide the Site Safety Orientation to all Subcontractors/Contractors.
    a. The General Safety Orientation will consist of the formal documentation of general safety requirements and verification of worker competency.
- General Safety orientation is an overview of the essential regulatory and organizational requirements. It would include:
    a. Legislated Health and Safety Responsibilities.
    b. ROSSCLAIR Health and Safety rules and safe work practices.
    c. Role of the Health & Safety Representative and JHSC.
    d. Use of applicable PPE (personal protective equipment).
    e. Reporting of injuries and occupational illnesses.
    f. Reporting and correcting of hazards.
    g. Refusing unsafe work.
    h. Emergency procedures.
    i. WHMIS**.**
    j. Workplace Violence and Harassment.
    k. Code of Conduct
    l. Mandatory training includes orientation and MOL H&S Awareness (worker/supervisor).
    m. Mandatory WHMIS training for those who work with or who may be exposed in the course of their work with a hazardous product.
    n. Job Specific Training
    o. The Job Specific Training covers the essential, job specific health & safety requirements not discussed in the general safety orientation.

- The Job Specific Orientation must be completed prior to the worker commencing duties for both field operations and administration. The job specific should include a walking tour of the site. Items to be addressed include:
    - Job specific safe work procedures
    - PPE use, care, and maintenance
    - Workplace inspections and the worker(s) role
    - Emergency preparedness procedures
    - Mobile equipment
    - MSD Prevention
    - Slips, trips, falls
    - Driver Safety
    - Lockout and Tag Out
    - Return to Work
    - Safe job procedures, and job hazard analysis

Supervisor/Manager Training

Managers and Supervisors are responsible and accountable for the day-to-day management and promotion of safe work procedures. Supervisors also train employees, therefore ensuring they are competent is crucial.

Supervisor basic occupation health and safety awareness training" means, at a minimum, instruction in

the following:

- The duties and rights of workers under the Act.
- The duties of employers and supervisors under the Act.
- The roles of health and safety representatives and joint health and safety committees under the Act.
- The roles of the Ministry, the Workplace Safety and Insurance Board and entities designated under section 22.5 of the Act with respect to occupational health and safety.
- How to recognize, assess and control workplace hazards, and evaluate those controls.
- Sources of information on occupational health and safety.
- Additional competencies required for Supervisors includes:
    - Ensuring each employee is fully trained and has adequate, safe equipment to use
    - Conducting formal and informal inspections
    - Recognition of hazards and advising workers of any hazards
    - Participating in safety meetings
    - Giving complete, specific job instructions
    - Ensuring that employees wear personal protective equipment
    - Enforcing the use of safety operating procedures and adherence to company policies
    - Conducting accident investigations
    - Setting a good example
- Key elements to effective competent supervision include:
    - Assessing the workplace, equipment, and employees
    - Emphasize safe behaviour
    - Model safe behaviour
    - Conduct ongoing training
    - Consistently correct unsafe behaviour
    - Correct unsafe conditions without undue delay
    - Promote safe culture
    - Be a Safety Ambassador
- Verification of Training
- Records of training are mandatory, this is vital due diligence to show compliance and assists in tracking worker training, identifying training needs, eliminating unnecessary repeat of training.
- Here are some important guidelines:
    - Keep records of all on the job training and forward applicable copies to the Health and Safety Program Coordinator
    - Obtain copies and verify any trade qualifications. This includes qualifications such as trade certification, first aid tickets, etc.
    - Keep records of specialized education (e.g., defensive driving, WHMIS, Propane handling, Working at Heights)
    - Keep records of all training in emergency procedures
- Record situations in which the employee had to be corrected on the job for a serious safety infraction and the resulting retraining that was done.
- Ongoing Training
- Training should be a continuous process for all workers. There are several ways Supervisors can deliver ongoing training.
- Continuous Monitoring and Evaluation
- Always watch for health and safety concerns and commenting regularly on what you see.
- Comment every single time you see an unsafe condition or an unsafe act. If you see something and let it go, you might as well tell the person: “Don’t believe what I said earlier about that safety practice; it’s not really important.”
- Job Coaching
- Job performance coaching is the day-to-day actions taken to help employees perform as well as possible. There are two kinds of job coaching:
    - Corrective coaching to get people back on track; to resolve performance problems
    - Developmental coaching to keep people on the right track and to help them learn, grow, and make progress. This can be accomplished utilizing a safety observation form to be

completed daily by the supervisor.

Coaching Tips

- Emphasize performance, not personality
- Use facts and examples
- Avoid “ancient history”
- Show both the improvements and problems
- Don’t hide things
- Keep confidences

Key Points Tips

Give employees helpful hints, suggestions, reminders, or tips about key quality, efficiency, and safety points. The best tips are short reminders offered informally and constantly.
Safety talks show your company’s commitment to health and safety and are important contributors to worker safety. Safety talks may cover a wide range of topics. Safety talks are also called toolbox talks and tailgate talks.

Spend about two-thirds of your time presenting information on that day's topic and leave one-third for questions or discussion. Encourage discussion, but keep it focused.

Safety meetings provide an opportunity for two-way dialogue where everyone has an equal chance to raise and discuss safety issues. Safety meetings should be held with approximately the same frequency as safety talks (i.e., weekly), so that combining the two safety activities will seem to be a natural fit. In some cases, it may be better to have weekly safety talks and monthly safety meetings.

Structured training sessions work well for some training requirements. This type of training is most effective when the learner applies the newly learned skills, knowledge, and abilities right away. You may want to develop your own training or arrange to have a workshop done by a professional trainer.

The length and the content of the sessions will depend on what you expect the trainees to learn.

Completed health and safety training, both external and internal, for each worker will be inputted into the Health & Safety Training Matrix by the Health and Safety Program Coordinator or designate.
Training Needs Review

The Health and Safety Program Coordinator or designate will perform a review of the Health and Safety Program annually.

Any deficiencies in the program will be identified in an Action Plan to implement any corrective actions required.

The training needs review will cover the following elements:

- Any legislative changes that impact our business operations.
- All job documents.
- Current and upcoming projects (if known)
- Previous year’s training records to verify all required safety training was completed.
- Employee certifications and recertification dates.
- Proposed budget for next year for health and safety training programs.
- Established schedules for training requirements for upcoming year.
- Evaluation of training provided by reviewing results of any testing or quizzes performed.

Based on the annual review, any program changes, communication, or training requirements will be identified, assigned, and tracked in our Safety Action Plan as part of the continuous improvement program.

The Health and Safety Program Coordinator or designate will develop a Training Matrix to track and schedule training needs.

Evaluation
As orientation and training are completed, each individual supervisor will review training verification documents and periodically observe worker(s) to measure ongoing effectiveness of orientation policy and procedures.

Communication
- All workers will receive communication about the orientation policy through the new hire orientation within 24 hours of the hire date via formal general hire safety documentation.
- Job specific orientation will be communicated through a formalized training session prior to commencing duties for both field and administrative workers.
- The Orientation policy will also be communicated to all workers through ongoing training processes, safety meetings, toolbox meetings, bulletins and through the safety binder.
- Elements of the Health and Safety Program will be communicated and distributed to all our subcontractors and employees upon request and as part of:
    - Employee Orientation
    - Subcontractor Safety Package
    - Posted on all Health & Safety Communication Boards, office and at projects sites
    - Safety Talks or Toolbox Talks
    - Payrolls mail out

Distribution
All workers will receive a formal general hire orientation 24 hours from the hire date consisting of a formal training and verification confirming the worker's competence with content.

All workers will receive a formal job specific training session with a content verification ensuring worker(s) competency in writing.

Ongoing training will be provided to all workers periodically through various methods such as formalized training sessions, health & safety meetings, safety toolbox meetings and bulletins.

Reference Documents
Record of Training (Internal)

8.3 Job Induction

Purpose
- To train new or transferred employees in a new job or workplace, as well as Contractors.
- Create a standard to equate workers with actual or potential hazards associated with the work and the existing safe work practices, procedures and safety rules that are in place, and
- To promote an attitude of general health and safety awareness.

Responsibilities
Senior Management shall ensure that:
- This procedure is implemented and adhered to at all ROSSCLAIR workplaces.
- The resources and training have been provided to personnel to do the work safely.
- This document is periodically reviewed for adequacy and redistributed.

The Project Manager and Site Supervisor are responsible for:
- Identifying the required competencies needed to perform tasks safely.
- Monitoring new workers, including providing a mentor or buddy when warranted.
- New workers must understand the information provided. If the job induction process is moving at a pace faster than the worker can retain the information, the worker must notify their supervisor.

Procedure

1. The hiring Manager shall ensure that the:
    a. New or transferred employee or Contractor knows, understands, and follows the rules and regulations of ROSSCLAIR and the ***Occupational Health and Safety Act***
    b. The employee is trained in all aspects of the new job, including the safety requirements
    c. The importance of reporting all injuries no matter how minor is clearly explained
    d. The worker is aware of their responsibility to report any unsafe conditions and encourage the worker to do so by reinforcing that management is interested in correcting unsafe conditions and that their cooperation is important
2. The **Personal Protective Equipment** (PPE) required on the job is reviewed, it's use demonstrated and discuss when and why it is required, how it is to be used to provide the intended protection and how it should be maintained and stored
3. The worker is shown the location of the nearest **Fire Extinguisher** and given a basic demonstration on its use. They will also ensure that the worker is knowledgeable of evacuation procedures and **Exit Routes** in an emergency
4. Emphasis on good housekeeping practices is given and explain individual worker responsibilities
5. Safe lifting practices are demonstrated, and good body mechanics are displayed that will assist in maintaining a healthy back
6. The new hire will:
    a. Be shown how to perform the new tasks either by the supervisor or by a knowledgeable employee.
    b. Spend as much time as reasonably needed to learn the new tasks involved in the new job
    c. Attempt to perform the job alone, but under the supervision of the supervisor or the employee who performed the training, once the worker is confident in the training received to perform the job safely.
7. The supervisor will appraise the performance of the employee using a Check List to evaluate the knowledge of the employee on the new job. This Check List will be documented and kept in the employee's file.
8. Once the training has been conducted and the employee is performing the job without any assistance, they will comply with the new job description along with the rules of safety and health established by ROSSCLAIR

Distribution

- This procedure is available on the ROSSCLAIR intranet.
- A copy of this procedure is available in the Site Safety Plan.

Reference Document

- Employee Step by Step Procedure.
- Employee Safety Orientation and Training.
- Sub-trade Site Orientation & Training Sign-off

8.4 Safety Talks

Purpose

To create a method for communicating continual updates on Health and Safety concerns and industry standards.

Responsibilities

The Senior Management shall ensure that:

- This procedure is implemented and adhered to at all ROSSCLAIR workplaces.
- The resources and training have been provided to personnel to do the work safely.
- This document is periodically reviewed for adequacy

The Health and Safety Program Coordinator or designate is responsible for:

- pulling paperwork together at the end of each month for the next set of talks. They will distribute

and create copies as required.

- Within the first week of the month supervisors are required to conduct safety talks. These Safety Talks are listed in the Trainer's Manual and templates.

Procedure

- The Supervisor is required, by month end, to randomly interview and verify training took place.
- Check off where applicable
- Paperwork pulled and copied as required
- Safety Talk conducted and signed off
- ROT entry into training records completed
- Manager made aware of completion of this month's talk and subject matter
- Manager to randomly interview a participant and verify training
- Sign off by Manager to be entered into the ROT
    a. The safety talks supplied within the program are to be reviewed annually. They are not all inclusive. See templates in Site Safety Manual.
    b. Modifications, additions and or substitution can be made dependent on factors like accidents/incidents, new processes or directives occurring in the workplace.

Distribution

- Specific Safety Talks have been developed and are in the Site Safety Plan.
- A copy of this procedure will be available in the Site Safety Plan.
- Completed Safety talks are submitted by the Supervisor to the main Office weekly.
- Original copies of signed safety talks are to remain at the project site until the job is completed. Upon completion of the project, the originals documents are submitted along with the Site Safety Plan.

Reference Documents

- Safety Talks

Element 9 Workplace Inspection

9.1 Workplace Inspections

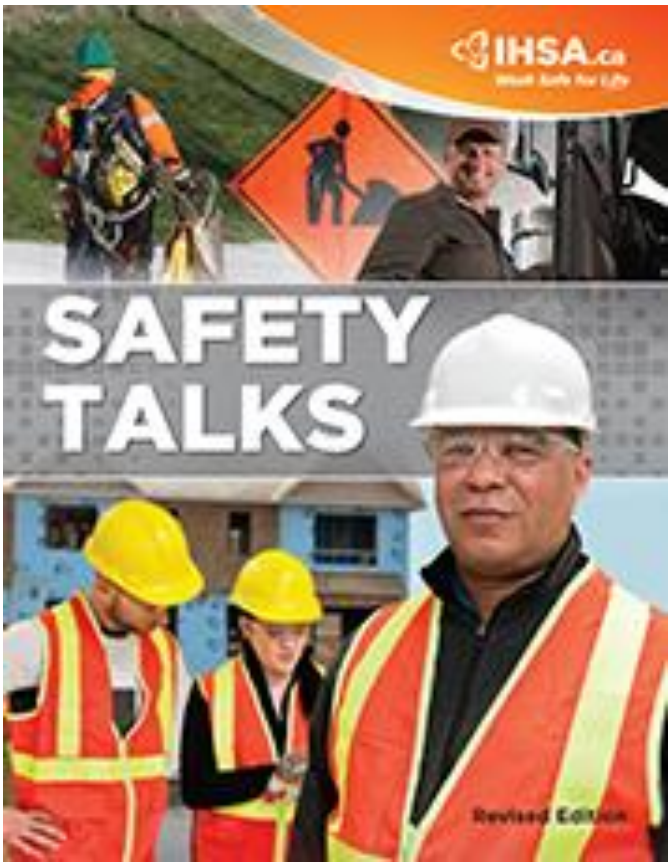
Purpose
To identify hazards and prevent injuries and illnesses through critical examination of the workplace and work practices.
To verify compliance of Subcontractors/Contractors performing work on our behalf.

Responsibilities
Senior Management shall:

- Inspect the critical areas of the workplace once a year.
- Involve the participation of Supervisors and the Joint Health and Safety Committee/Health and Safety Representative in scheduled inspections.
- Engage employees in discussing health and safety issues that arise during the inspection.
- Document the workplace inspection findings and assign responsibility for corrective actions and follow-up to ensure these actions have been completed.

Site Supervisor shall:

- Perform daily inspections using the Daily Hazard Assessment checklist provided.
- Perform weekly observations of Subcontractors and job site inspections.
- Participate in **monthly** inspections at the jobsite with the worker Health and Safety Representative.
- Take corrective action on hazards or conditions identified and bring to Senior Managements attention the conditions they are unable to address.
- Inform workers of any conditions or hazards they are aware of and ensure controls are in place to protect workers.



- Follow up on concerns submitted to Senior Management for corrective action and ensure completion.
- Engage employees in discussing health and safety issues that arise during the inspection
- Ensure training is provided for those responsible for performing workplace inspections

Health and Safety Representatives shall:

- Perform monthly workplace inspections as described in detail in the Joint Health and Safety Committee (element 16).
- Identify hazards and make recommendations for controls as appropriate.
- Participate in development/review of checklists
- Health and Safety Program Coordinator shall:
- Maintain records required by this procedure.
- Review all inspection reports and identify trends.
- Verify workplace inspections are being performed as required.
- Subcontractor/Contractor Supervisor shall:
- Perform daily job hazard assessments. If the Subcontractor/Contractor does not have a procedure for completing this, then the Daily Hazard Assessment checklist may be utilized.
- Participate in monthly inspections at the jobsite with the worker Health and Safety Representative.
- Take corrective action on hazards or conditions identified and bring to Site Supervisor's attention the conditions they are unable to address.
- Inform the Site Supervisor of any conditions or hazards they are aware of and ensure controls are in place to protect workers.

Procedure

Planned Inspections

- Senior Management will perform one inspection a year covering critical areas of the workplace.
- Site Supervisors will perform weekly observations of Subcontractors and project site inspections and participate in monthly inspections with worker representatives.
- Health and Safety Representatives will conduct a monthly inspection of the project site and the worker member from the JHSC will perform a monthly inspection of the head office. During these inspections every effort will be made to communicate with workers in the respective workplaces to ensure identification of safety concerns. These concerns will be documented on the workplace inspection forms.

Conducting the Inspection

- Prior to conducting the inspection, the inspector/team will review records pertaining to their workplace which include, but are not limited to:
    - The last three workplace inspection reports,
    - Injury analysis and first aid records
    - The safety follow-up sheet (for items to be completed and still outstanding.
- The inspector/team(s) will complete the inspection using the appropriate checklist and recording substandard conditions or practices on the "Workplace Inspection Record Form".
-

***Note*: Inspections should not take place unless work is being performed and it is desirable that inspections take place during various days and times.**

- The inspector/team(s) will notify the supervisor immediately of any significant health and safety concerns. The worker representative can request a meeting with the Supervisor to discuss an item of significant health and safety concern.
- When the inspection is complete, the inspector/team(s) will complete the form and checklist and provide copies to the Supervisor and Health and Safety Coordinator. The Supervisor will record on the inspection record form what items have been addressed/ will be addressed, how, by whom, and when, and will forward this to the Health and Safety Coordinator within 5 working days.
- The Health and Safety Program Coordinator will record planned items on the safety follow up report

and will make recommendations to the Senior Management on items that the Supervisor could not address, or on patterns/other items of note as appropriate.
- Completed inspections are to be forwarded to the Health and Safety Program Coordinator.
- The workplace inspection reports will be reviewed by the JHSC and the development of recommendations, as needed, to senior management.
- The Health and Safety Coordinator will maintain records of the inspections, and inspection reports will be posted with the minutes of any Health and Safety Representative meetings.

Training
Inspectors will be trained in hazard identification techniques, risk assessment and hazard classification, problem solving and control of hazards, as well as reporting protocols.

Training on workplace inspections will be provided by the employer through an external service provider or internal company trainer.

Evaluation
The JHSC will review all workplace inspection reports and monitor the program to ensure compliance.

Distribution
- Introduced at Orientation, reviewed annually with all employees through Health and Safety Manual and Employee Handbook.

Reference Documents
- Weekly Focused Observation Form
- Daily Job Hazard Assessment
- Workplace Inspection Schedule
- Summary Action Plan

9.2 Pre-Use Inspection Program

Purpose
To provide a procedure to ensure that all company equipment is in safe working order and any deficiencies are identified and corrected to prevent potential breakdowns, accidents, injuries, and illnesses.

Responsibilities
Senior Management shall ensure that:
- A pre-use inspection program is implemented for equipment owned or leased by Company.
- Responsibility is assigned to monitor the pre-use inspection program.
- All company equipment is maintained in a safe operating state by performing all preventive maintenance requirements and inspections.
- Documentation and inspection/maintenance records are maintained for each piece of equipment owned or leased by the company

Project Managers and Site Supervisors is responsible for ensuring:
- Pre-use inspections are performed.
- Repairs, maintenance, and inspections are performed on equipment as identified.
- Only trained and authorized employees are permitted to operate company equipment.
- Training is provided, and worker competency is verified why carrying out workplace inspections.
- Documentation is maintained as identified in Preventive Maintenance Program.

Workers are responsible for:
- Performing documented pre-use inspections as required.
- Reporting any unsafe conditions or work practices to their Supervisor.
- Only operating company equipment that they have been trained and authorized to use by their

Supervisor.

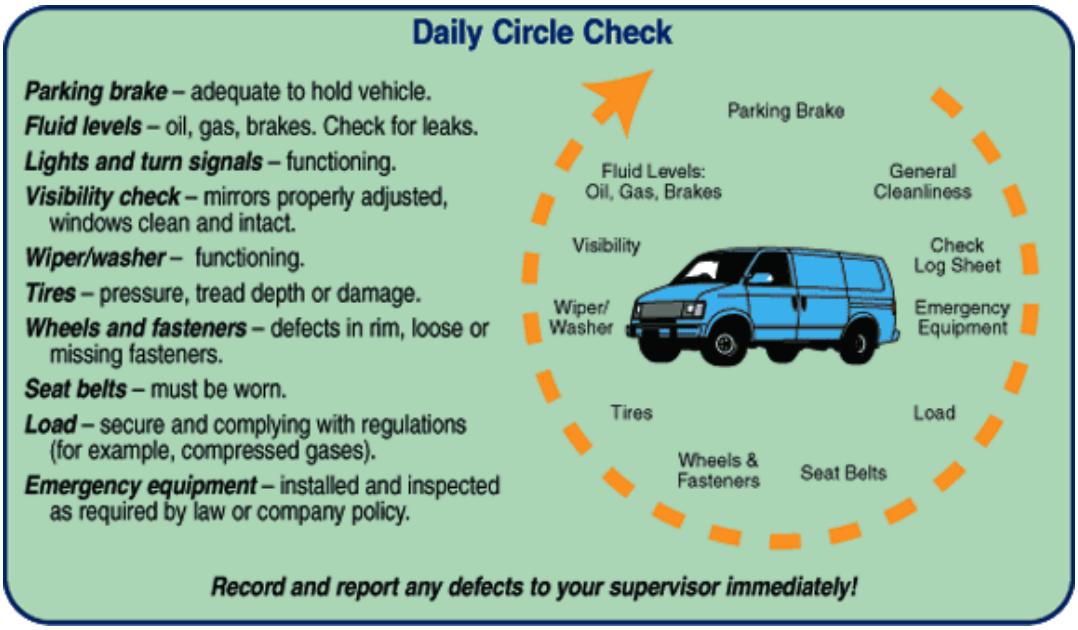
Health and Safety Representative is responsible for

- monitoring the program effectiveness and making recommendations to correct deficiencies.

Procedure

- All vehicles, machines, tools, and equipment shall be used in accordance with any operating manuals issued by the manufacturers.
- All mechanically powered vehicles, machines, tools, and equipment rated at greater than 10 horsepower shall be inspected by a competent worker to determine whether they can handle their rated capacity and to identify any defects or hazardous conditions.
- The inspections shall be performed before the vehicles, machines, tools, or equipment are first used at the project and thereafter at least once a year or more frequently as recommended by the manufacturer.
- Site Supervisors will randomly verify the completion of any pre-use inspections for any Subcontractor/Contractor owned or operated equipment on ROSSCLAIR jobsites. This will be documented on the Weekly Supervisor Inspection.
- All operators of designated commercial vehicles will conduct a pre-trip circle check daily prior to use and will follow Commercial Vehicle Regulations with regards to logbook recording.
- All ROSSCLAIR Employees who operate a vehicle for business purposes will be trained in vehicle circle check procedures during orientation. This will ensure the following:
- Vehicles have been properly maintained and are safe to operate
- All safety precautions will be adhered to while operating a vehicle
- A safe working environment for all vehicle operators exists.
- All vehicle operators will be required to complete a vehicle circle check prior to entering the vehicle at the commencement of each shift.
- When completing a circle check, always start at the front of the vehicle on the driver's side and walk towards the back side, checking all items included on the vehicle check list. Completing the check list before entering the vehicle ensures that the driver has performed a pre-trip inspection and has determined the vehicle to be safe to operate
- The Pre-Trip Vehicle Inspection Form must be kept in the vehicle upon daily completion and then forwarded to the respective supervisor at the end of each week.

***Note**: Immediately report all vehicle defects that may impede you from completing your job safely.*



1. All company owned vehicles will be provided with, a minimum of, a #1 First Aid Kit, a First Aid Treatment Log, a Regulation 1101 guide and a 5lb Fire Extinguisher, to be maintained in the vehicle always.
2. First Aid Kits are to be stocked and maintained as per Regulation 1101 always. Monthly Inspections will be conducted a First Aid Kit Inspection sheet. Employees will immediately notify the Health and Safety Representative if any item requires replenishment.
3. Every vehicle containing a First Aid Kit must also keep a First Aid Log. Every time an item is removed from the First Aid Kit, it shall be recorded on the Treatment Log. The First Aid Treatment Log enables the company to identify accident history and trends to ensure that adequate health and safety controls exist.
4. Vehicle Fire Extinguishers are to be inspected Monthly using the Fire Extinguisher Checklist. Employees are to notify their Supervisor immediately of any item that requires attention. Fire Extinguisher Checklists shall be always maintained in the respective vehicle.
5. Pre-use inspections for mobile equipment such as forklifts must be conducted by a competent person. Any deficiencies must be recorded and immediately reported to the Supervisor.
6. Records of all vehicle inspections will be maintained by the Health and Safety Program Coordinator.

Distribution
Introduced at Orientation, reviewed annually with all employees through Health and Safety Manual and Employee Handbook

Reference Documents

- Pre-Trip Vehicle Inspection
- Daily Pre-Use Checklist - Skid Steer
- Daily Pre-Use Checklist – Forklift
- Daily Pre-Use Checklist - Manlift Knuckle and Zoom Boom platforms
- Daily Pre-Use Checklist - Scissor Lift
- Daily Pre-Use Checklist – Excavator

Element 10 Incident Investigation

10.1 Incident Investigation Policy

The Incident Investigation & Reporting Policy has been developed to provide guidelines to all ROSSCLAIR Contractors Inc. workplace parties with regards to Incident Investigation procedures and applicable Occupational Health & Safety Act and Regulations.

Incident Investigation is a crucial control component of ROSSCLAIR Contractors Inc's Health & Safety System as it enables ROSSCLAIR Contractors Inc. to identify all immediate and basic causes root causes of the incident, analyze the data and make the necessary recommendations to prevent the incident from recurring. The Incident Investigation procedure identifies which incidents need to be investigated and the different protocols depending on the specific incident.

10.2 Accident/Incident Investigation

Purpose
Create a summary of the actions to be taken and documents to be used following a work-related injury. Outline the requirements, methods, and outcomes of reporting all occupational injuries and illnesses.

Responsibilities
Senior Management shall ensure that:

- This procedure is implemented.
- An adequate number of workers are trained in first aid.
- Incident investigation is completed in the case of serious incidents upon notification of injury; and in the case of all other listed incident investigation is submitted within 24 hours of the incident.
- Supervisors and Health & Safety Representatives receive training with regards to the incident investigation procedures.
- Notify family members of injured worker where necessary
- Submitted incident investigation reports are reviewed and corrective actions to prevent reoccurrence are identified, assigned, and verified
- Follow up on the corrective action is documented; and outlines what has been done, who has completed the actions, when they were completed and to identify the effectiveness of the corrective action in prevention of reoccurrence
- Joint Health & Safety Committee members receive training about carrying out and participating incident investigations.

The Project Manager and or Site Supervisor shall:

- Promptly ensure that first aid is administered and recorded
- Ensure the worker is given subsequent medical treatment if necessary and ensuring the worker has a safe mode of transportation (ambulance or taxi) to medical facility.
- Emergency services are notified as may be appropriate, rescue/response teams
- Notify appropriate personnel as soon as possible after an incident.
- Investigate the injury/incident and completing the investigation report within 24 hours of the injury/incident
- In the case of personal injury, the supervisor ensures that the injured employee(s) receives appropriate medical treatment.
- Notify the Health and Safety Representative, so they may assist in the investigation.
- Inform the Health and Safety Program Coordinator as soon as possible.
- Secure and manage the accident scene until completion of investigation or until permission has been given by the MOL Inspector.
-

Joint Health and Safety Committee Worker Representative/Health and Safety Representative is responsible for:

- Participating in the investigation of a fatality or critical injury.
- Working with the supervisor to conduct the investigation and assist in completing the report. Both the supervisor and worker representative sign the injury/incident investigation report.
- Submitting a copy of the injury/incident investigation to the appropriate authority when required.
- Ensuring the checklist and investigation reports are completed and signed by the appropriate worker and management representative of the JHSC

Trained First Aid Responder

- Upon being informed of an injured or ill worker, a qualified first aid provider will administer appropriate first aid treatment.
- Complete a First Aid Report, including a statement of what treatment or advice was given to the injured worker.
- Will assist as necessary, in ensuring that an injured or ill worker receives subsequent medical attention as required.

All workers shall:

- Immediately report any injury or occupational illness to their Supervisor or Manager. If because of the nature of the injury or illness, an employee in unable to report, it is the responsibility of another worker, who happens upon the incapacitated worker, to promptly report the event to a Supervisor or Manager.

Definitions

Critical Injury: Regulation 834 Critical Injury Defined:
A critical injury means an injury of a serious nature that:

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

First Aid: A work-related injury that is defined as “any one treatment of minor scratches, cuts, burns, splinters and so forth, which can be treated by Certified First Aider”.

Lost Time Illness/Injury: A work-related illness/injury where offsite medical attention is required, and work time is lost beyond the day of injury. (Offsite medical attention refers to Walk in Clinic, Emergency Department or Treating Physician)

Medical Aid: A work-related injury where offsite medical attention is required but no time is lost from work other than the day of injury.

Near Miss: An undesired event that could have under different circumstances resulted in an accident with the potential to cause injury, property damage, or loss of productivity

Occupational Illness: A condition that results from exposure in a workplace to a physical, chemical, or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the worker is impaired.

Methodology

The only difference between an incident and an accident is the outcome, the fact is there is an uncontrolled or inadequately controlled hazard in the workplace. Accident and incident investigations are about “fact finding” so that the hazard can be properly identified, and recommendations can be made and implemented to prevent reoccurrence. The process for proper investigation includes:

Scene Assessment

- Make observations, onsite assessment of the scene (site, equipment, material)
- Use photographs, sketches, drawings etc.
- Identify Contributing Factors, such as:
    - People – witnesses, competency, etc.,
    - Equipment – damaged, wrong tool for the job, missing?
    - Materials – heavy, toxic,
    - Environment – fast paced, congested, poor lighting, temperature
    - Process –Safe Job Procedure, New Worker Orientation, preventative maintenance etc.
- Conduct Interviews
    - Interview workers involved
    - Interview witnesses
    - Interview outside experts if necessary
    - Ensure the interviews are conducted as soon as reasonably possible
    - The interviews should be conducted in a quiet place, one on one and must be documented.
    - Conduct in a quiet area
    - Ask open, not leading questions
- Write Report
    - Be clear and concise.
    - Complete all sections of the Injury/Incident Report,
    - Identifying immediate and the underlying root causes. Ask why 5 times!
    - Recommendations for corrective action should address the identified immediate and root causes. All actions should be assigned to individuals and include priority.
    - Follow-up on recommendations
    - Verify corrective actions are effective at controlling hazard.

Procedure

- Transportation of injured worker:
- ROSSCLAIR must ensure that transportation of an injured employee to the nearest medical treatment facility is available when necessary. The first method of transportation is an ambulance. Should this method of transportation not be appropriate then a taxi, or a manager will appoint a competent person to transport the injured worker, accompanied by the first aid attendant.
- First aid responder traveling with the injured worker will:
- Continue to administer first aid as required.
- Provide the medical facility with the medical injury and keep the employer up to date as to the ongoing status of the injured worker
- Should the employee refuse the transportation, the company will attempt to:
- Identify any other acceptable transportation methods the worker would prefer.
- Reiterate the importance of accepting the transportation to the hospital, doctor's office, clinic, or worker's home.
- Call 911 and get the ambulance attendant to administer medical attention onsite.
- Contact the employee's emergency contact person for transportation assistance.
- The worker will not be permitted to continue work until medical clearance is provided.
- In case of AN INCIDENT
- The worker will:
    a. Report any incident to their supervisor.
    b. Explain what happened and how the incident occurred.
- The Supervisor will:
    c. Record the incident and submit the report to Senior Management.
    d. Be specific and include the time, date, the explanation of the worker and the corrective actions taken (if any).
- Senior Management will provide a copy of the report to the JHSC for review at their next scheduled meeting.

In case of AN ACCIDENT
The worker will:

1. Immediately report accident to Supervisor
2. Not disturb the work area where the accident has occurred.
3. The Supervisor will:
4. Assess the injury and have a certified first aid responder attend to the injury and/or arrange transportation of the worker to a designated medical facility.
5. Notify Senior Management of the accident.
6. Perform an investigation of the accident scene. If available, include the injured worker in the investigation process.

In case of A CRITICAL INJURY of a worker
The worker will:

1. Immediately report accident to Supervisor and explain what has occurred.
2. Not disturb the work area where the accident has occurred
3. The Supervisor will:
4. Ensure that the emergency services have been notified—call 911
5. Assess the injury and have a certified first aid responder attend to the injury or attempt to keep the worker conscious or comfortable while awaiting professional services.
6. Secure the accident scene by erecting a barrier or cordoning off an area preventing access.
7. If a piece of evidence must be moved (to relieve human suffering), then a picture or representative drawing willbe taken to record the actual layout of the area
8. Notify Senior Management.

Senior Management will:

1. Immediately notify the Joint Health and Safety Committee and Ministry of Labour and advise of accident.
2. Submit a written report of the occurrence within 48hrs to the Ministry of Labour using the Accident Investigation Report - Critical Injury or Fatality form.
3. Ensure a proper investigation team is created, at minimum the JHSC and Supervisor, to perform an accident investigation. All evidence and information shall be gathered to discover the root cause of the accident. After the information is gathered, the Manager with the JHSC Representatives will analyze it and make known their findings and recommendations to avoid a recurrence or related accidents or incidents.

Investigation Process

1. Control the scene by taping or marking off area to ensure the area and evidence are not disrupted. (“Control the Scene”)
2. The investigator should:
3. Take pictures of the scene
4. Review any related documents and records
5. Inspection of the site/equipment/material that was involved in the injury/incident
6. Use of photographs/sketches/drawings of the incident scene indicating sizes, distances, and weights of objects or appropriate
7. Witnesses should be interviewed (using a “witness statement form”) and people involved also to be interviewed
8. Incident Analysis
9. Identify all contributing factors to control the probability of reoccurrence. Identification of immediate and root causes taking into consideration the following factors that may have acted alone or interacted with one another such as:
    a. People
    b. Equipment
    c. Material
    d. Environment
    e. Process

10. During the investigation, the investigator will ensure the incident investigation report is completed, the employee completes a report of incident and witness statements are documented on the witness statement form.

Motor Vehicle Accident

- The following shall take place when a vehicle accident occurs:
- Control the scene and prevent further injury or damage to anyone involved.
- Notify your Supervisor immediately and they will notify the appropriate personnel.
- Take pictures of the scene, where appropriate.
- Complete a Vehicle Accident Report, attach any other pertinent reports, and hand it in by the end of the shift to your Supervisor who will review and submit to Senior Management.
- The Accident/Incident Investigation Report:
- Remember that this report could be later used in a Court of Law. It should only contain facts, and not opinions! It must document the people involved, the equipment used, the place, time, and type of injury, as well as any other objective observations.
- The investigation report should be as detailed as possible and include all photos, interviews, and diagrams taken in the investigation. The report should include:
- Who was involved, who witnessed when it happened, where it happened?
- State specifics of medical treatment and follow-up
- Description of what happened (sequence of events)
- List of machines/equipment or materials involved
- Record all corrective action taken to improve the workplace for the future and complete a follow-up post-accident to ensure measures are being accepted.
- Information about the work procedures and training provided
- List of corrective actions taken with date and recommendations on how to prevent it from happening again. Indicate the recommendations that need approval of other authorities.
- Contain an authorized signature and title, as well as the date of the report.

Note: Copies to be forwarded to the employer, with copies for the JHSC and other authorities.

- All Senior Management, Supervisors and Joint Health and Safety Committee Representatives will be trained in injury/incident investigation procedures by a recognized company approved training provider. This training will occur within the first month of appointment of a Joint Health and Safety Committee Representative or a management position.

Distribution

- A copy of this procedure is available in the Site Safety Plan.
- This procedure is communicated to all management and employees through:
- Employee Handbook and new employee orientation.
- Job Safety Talks
- Employee performance counseling sessions for non-compliance.

Reference Documents

- Incident/ Near Miss Investigation Report Form
- Accident Investigation Report
- Critical Injury Checklist
- Accident Reporting Table

Element 11 Emergency Preparedness

11.1 Emergency Preparedness

Purpose
To clearly define specific roles and responsibilities to potential emergency scenarios.

Responsibilities
Senior Management will:

- Develop specific plans and procedures to identify response requirements.
- Assign a person as an Emergency Response Coordinator.
- Implement and practice emergency evacuation plans annually

Site Supervisor will:

- Be knowledgeable of emergency plans and implement at jobsite as required.
- Train workers on the emergency response plans at the jobsite, including:
- Location of emergency equipment
- Egress routes and assembly areas
- Employees participate in emergency drills.

Joint Health and Safety Committee and Health and Safety Representatives will:

- monitor the effectiveness of the emergency plans and make recommendations for improvements

Procedure
As part of a detailed emergency preparedness program ROSSCLAIR will include the following elements in our emergency plans, programs, or procedures:

- Emergency Notification
- Evacuation Procedure
- Emergency Equipment
- Emergency Plans:
- Fire or explosion
- Power Failure
- Chemical Spill
- Gas Leak
- Severe Weather

Distribution

- Copies of the emergency response plans will be provided to all Site Supervisors and shall remain onsite for the duration of the project.
- Copies of the emergency numbers will be posted on all health and safety boards.

Reference Documents

- 11.2 Emergency Notification
- 11.3 General Emergency
- 11.4 Fire Safety Plan
- 11.5 Power Failure
- 11.6 Severe Weather
- 11.7 Chemical Spill Response
- 11.8 Emergency Equipment

11.2 Emergency Notification

Purpose
Provide a means of alerting staff or other persons of an emergency that requires evacuation of the facility. ROSSCLAIR has placed air horns throughout our facility to alert others onsite others on site that there is an emergency that requires the immediate evacuation of the facility.

Responsibilities
Senior management will:

- ensure that workers are aware of the location of emergency numbers and the priority for notification.

Project Managers and Site Supervisors shall:
ensure the Emergency Notification is:

- complete and reflective of the emergency numbers for the respective job site Posted on the Health & Safety Communication Board.

All workers will be familiar with:

- the location of emergency notification numbers and the priority for making such notifications.

The Joint Health and Safety Committee/Health and Health and Safety Representatives (JHSC/HSR) will:

- ensure that emergency numbers are posted on the communication board(s).

Procedure

- An emergency notification and phone number list of all emergency services must be posted on the Health & Safety Communication Board.
- An annual review of this list will be performed by the JHSC/HSR to ensure the provided numbers are correct.

Distribution
A copy of the completed Emergency Notification shall be located on each health and safety communication board.
A copy of the completed Emergency Notification will be found at each jobsite in the Site Program Manual.

Reference Documents

- Emergency Notification

11.3 General Emergency Procedures

Purpose
To have a viable plan that shall ensure effective and efficient response to all types of emergencies.
To prevent injuries, reduce property damage and minimize down time.

Responsibilities
Senior Management will be responsible for:

- The coordination of the emergency response and evacuation procedures
- Appointing the Emergency Plan Coordinators.

The *Emergency Plan Coordinator* is responsible for:
Coordinating all emergency response activities.

- Recognizing that the company's highest priority is employee health and safety and that this takes precedence over all other priorities
- Alerting and being the primary liaison with emergency service providers.

- Ensuring the directions of the emergency service providers are communicated and followed.
- Where necessary, providing emergency service providers with access to information as requested.

Workers are responsible for:

- Exiting the work area in a calm manner, without running or shoving,
- Immediately gathering in the designated Assembly Area and remaining in the area until the "All Clear" message has been given by the Emergency Plan Coordinator
- Adhering all time to the instruction given by the Emergency Plan Coordinator.

Procedure

- Detailed duties and responsibilities of individuals cannot always be pre-determined. All personnel must recognize that extra duties may be requested during emergencies and must be acted on for the safety of all personnel and equipment.
- The appointed Emergency Plan Coordinators are:
    - Head office: Identified on Emergency Notification Form
        - Job Site: Site Supervisor
- The *Emergency Plan Coordinator* shall:
    - Alert staff to the situation through a verbal communication or alternate communication identified on the Emergency Notification list, i.e., 3x air horn blasts (jobsite).
    - Remain at the Emergency Control Centre during the incident for personnel safety and effective handling of the incident.
    - Bring to the assembly area:
        - SDS Information binder (if applicable)
        - Visitor/Contractor/Subcontractor Logbook
        - Portable first aid kit
    - Ensure that all personnel have been successfully evacuated.
    - Coordinate an annual practice of the Emergency Procedures (head office only).
- *First Aid* Staff will coordinate with external medical personnel who will provide medical assistance.
    - The notification of relatives and families of any casualties or injuries is the sole responsibility of the *President*. Similarly, all responses to enquiries from family members will be given by the President.

An emergency is defined as a combination of circumstances that calls for immediate action. The types of emergencies the Emergency Procedure shall cover include fire, explosion, gas leak, medical emergency, violence, and evacuation because of any of the above within our facility or any neighbouring businesses.

<u>Priority – Personnel</u> People always come first during an emergency. Every effort shall be made to protect the assets of the company, but at no time shall the protection of such assets compromise the safety of personnel.

<u>Emergency Control Centre</u> Emergency Control Centre is the command post for the Emergency Plan Coordinator and shall be located at:
Head Office: Reception desk
Job Site: Trailer or area previously determined by Site Supervisor in the Site Safety Plan.

<u>Evacuation Alarm</u> Is a verbal announcement by those that find the emergency. An evacuation shall be directed only under the direction of Emergency Plan Coordinator who will alert all other workers via verbal communication.
Evacuation Alarm should only be activated if there is an immediate possibility of danger to personnel or if there is a possibility the incident may worsen to the extent of danger to personnel.

<u>Assembly Area</u> Upon notice of evacuation (evacuation alarm) all personnel shall leave their work area via the nearest egress route and go to the assembly area. The assembly areas are:
Head Office: Back parking lot
Job Site: Area previously determined by Site Supervisor in the Site Safety Plan

Visitors ROSSCLAIR employees are responsible for their visitors and shall ensure the visitor remains escorted and evacuates when required.

Contractors/Subcontractors are made aware of the Assembly Area during their site orientation and are expected to evacuate as required and to adhere to the direction of the ROSSCLAIR Site Supervisor.

"All Clear" Signal Is a verbal communication from the Emergency Plan Coordinator alerting personnel that the area is safe, and personnel can safely return to the affected area.
Please note that in the event of a fire or incident of violence the "all clear" can only be issued to the Emergency Plan Coordinator by the respective authority, i.e., Fire or Police Department.
The Plan Coordinator will conduct a general inspection in conjunction with members of the JHSC before giving the "all clear" for employees.

Communication with Media and Public
Communication with the public and media arising from any emergency is the responsibility of the President. No employees are permitted to communicate with the media.

Search and Rescue Plans ROSSCLAIR is not equipped with the skills or equipment to safely execute search and rescue following an emergency. The assistance of trained professionals such as the fire department and or police, will be requested to perform this task.

Emergency Evacuation Process
Phase 1 – Initial Discovery

- Upon discovery of any incident, remain calm and immediately report the incident and its location to the Emergency Plan Coordinator (EPC).
- The EPC will evaluate the seriousness of the incident, determining if the emergency can be stopped and/or controlled quickly with our existing resources. If the situation requires further action, the EPC shall activate the Standby or Evacuation Alarm.
- The EPC shall take the action(s) and direct all personnel as the evaluation dictates including ensuring emergency services are contacted.

Phase 2 – Response

- Upon being notified of an emergency, the EPC shall attend the Emergency Control Center immediately.
- The President shall be notified next.
- If required, the EPC shall contact outside agencies (fire, ambulance, police, etc.) as required, identifying the Company, location, and type of incident.
- When required, the EPC shall designate competent individual(s) to wait at the main entrance to direct the emergency vehicles to the incident location.
- It is important that the emergency vehicle(s) are met and guided to the incident to ensure that Emergency Personnel do not unknowingly enter a hazardous area, it prevents confusion and saves time, and it ensures someone is available to the Emergency Personnel to explain the incident.

Phase 3 – Evacuation

- The EPC shall active the evacuation alarm if there is an immediate possibility of danger or is a possibility the incident may worsen to the extent of danger to personnel.
- All employees shall stop work immediately, shut down any equipment being used, leave the work area by exiting at the closest, safest exit and go to the Assembly Area using the safest route.
- Workers shall remain in the Assembly Area, in an orderly manner until the head count is complete.
- The Emergency Plan Coordinator, upon direction of emergency services, shall be responsible for determining when the emergency is over and when personnel may safely return to their work areas. At this time, the "*ALL CLEAR*" signal shall be communicated to all staff
- Power Failure If it is safe to do so, please turn off or unplug any/all equipment you are working. This prevents accidental re-energization of equipment when the power has been restored and follow direction of Emergency Plan Coordinator.

Review of Emergency Procedure is conducted to ensure the plan continues to be effective at safely addressing emergency scenarios.

- The Emergency Plan Coordinator shall review the plan, make the necessary changes, and submit for approval from Senior Management. Upon approval new plans will be forwarded to each site and all old versions will be destroyed. This review shall be performed:
- after an incident
- If the physical conditions in the workplace change that might affect the plan
- At least annually

Distribution

Emergency Telephone Numbers shall be posted on Health & Safety Communication Boards and found within Site Safety Plans.

Emergency Procedures shall be posted on Health & Safety Communication Boards and found within the Site Safety Plans and New Employee Orientation booklets.

Reference Documents

- General Emergency Flow Chart
- Key Points to Remember in an Evacuation

11.4 Fire Safety Plan

Purpose

To provide a method to ensure systematic and orderly evacuation of the workplace by the nearest and safest means, in the least possible time in case of emergency.

To provide a method to ensure swift and efficient investigation of a possible fire or emergency to minimize any delay in securing the services of the Fire Department when required, with the priority being the safeguarding of human life and preventing the spread of fire.

Responsibilities

Senior Management shall ensure:

- A Fire Safety Plan has been developed and implemented with the appropriate responsibilities assigned.
- Fire safety equipment is made available, inspected, and maintained in good working order.
- Supervisors and workers are trained in fire safety response.
- *Supervisor* shall be in complete charge of the Fire Safety Plan and shall ensure:
- Specific responsibilities have been assigned
- Workers are educated on their responsibilities and role in the Fire Safety Plan
- All emergency egress routes are maintained free from obstructions and doors operate freely.
- Combustibles are not permitted to accumulate in egress routes
- Fire extinguishers are kept free from obstruction and are inspected monthly.
- Emergency drills are performed as required by Senior Management
- The Emergency Evacuation Process (refer 11.3 General Emergency Procedure) is followed in the event an evacuation is required.

Employees shall:

- Listen to instruction provided by the Emergency Plan Coordinator.
- Only smoke in designated areas.
- Not obstruct or cause a fire extinguisher, or other fire safety equipment to become obstructed.
- Evacuate as per the Emergency Evacuation Process.

Note: If you need to open a door to get to an exit, test the door and doorknob for heat before you open it. If the door is cool to the touch, open it slowly and check for smoke. If no smoke is observed proceed to the exit. If smoke or heat is detected, then find an alternate route.

Procedure
If you discover a fire

- Activate or sound the fire alarm.
- Leave the fire area closing all doors behind you.
- Notify other staff and occupants. Notify your Supervisor immediately of the fire location if the employees in the area have been evacuated and if the fire department has been called.
- Fight the fire only if you are confident that it may be contained with available firefighting equipment.
- Evacuate the building using the closest safe exit.
- If you are the person placing the call to the Fire Department (911), give building name, address, your name, phone number and any other information they may ask for.

Note[1]: All persons are required to leave the worksite during an evacuation; however, some may be unavoidably detained. Ensure that an accurate count of personnel left inside is taken and record their exact location. This is very important as a double count may occur and their exact location will eliminate this problem.
Note[2]: Do not leave injured or persons requiring assistance unattended. Appoint an assistant (employee) to stay with each person and ensure they are escorted to safety.
Note[3]: Never re-enter the workplace until the "All Clear" signal is given by the Emergency Plan Coordinator.

REFERENCE: FIRE SAFETY PLAN SUPPLEMENTARY DOCUMENT
Controlling Fire Hazards

- To reduce fire hazards and unsafe conditions in the building, all employees shall:
- Always keep exits, stairways; landings and hallways clear of obstructions and combustible materials.
- Always keep doors to stairways closed.
- Always maintain clear access to fire protection equipment (fire extinguisher)
- Not permit the accumulation of combustible materials in areas that would constitute a fire hazard.
- Promptly remove all combustible waste material from areas where waste is placed for disposal.
- Only smoke in designated areas.
- Never use unsafe electrical equipment and or frayed wiring.
- Store and use flammable and combustible liquids and gases in small quantities and only in approved containers and locations.

Fire Extinguishment or Confinement
In the event of a fire, immediately follow the Emergency Plan procedures.

- **Extinguish** A small fire may be extinguished using a portable fire extinguisher ONLY if the smoke or fire does not present a danger, and if trained on how to use a fire extinguisher. If the fire cannot be extinguished within three (3) to four (4) minutes, the occupants should leave and communicate their situation.
- **Confine** the fire by closing the door(s) in the area and leaving via the nearest safe exit.

Fire Class	Type of Fire	Extinguishing Material	Type of Extinguisher
A	Ordinary combustibles (Paper, wood, textiles etc.)	Water or multipurpose	**A or ABC**
B	Flammable & combustible liquids and gases	Carbon Dioxide or multipurpose	**BC or ABC**
C	Electrical fires (wiring, fuse boxes)	Carbon Dioxide or multipurpose	**BC or ABC**
D	Combustible metals and metal alloys	Dry Powder	**D**
K	Kitchen (burning fats, grease)	Wet chemical	**K**

General

- Know the location of **Fire Exits**
- Know the correct building address
- Call the **Fire Department** or (Dial 911)
- Report any unsafe conditions to the Supervisor
- Participate in **Fire Drills**

Fire Drill Frequency

- Fire drills are used to ensure that personnel are familiar with the emergency evacuation procedures and can evacuate in an orderly and expedition fashion to a designated area.
- The frequency of performing fire drills at the head office is annually to verify the effectiveness of evacuating personnel.
- The frequency of performing fire drills at job sites is as needed or as requested. Drills on job sites are an excellent means of determining comprehension of emergency procedures with Contractors/Subcontractors as well as ROSSCLAIR workers.

Fire Drill Procedures

- Post advance notices advising of scheduled date and time.
- Notify the Fire Department and Alarm Monitoring Company prior to and after the drill.
- Activate the Fire Alarm.
- Upon completion of the drill, Senior Management will debrief to review overall performance, and post comments and suggestions.
- Keep a record of all fire drills for inspection by the Fire Department.

Distribution

- A copy of the Fire Safety Plan will be available in the Site Health & Safety Plan.
- All workers will be provided a copy of the Fire Safety Plan during orientation.
- The Fire Safety Plan will be available to Visitors and Contractors/Subcontractors upon request.
- The site orientation will address responsibilities under the Fire Safety Plan.

Reference Documents

- Fire Safety Plan Flow Chart

11.5 Power Failure

Purpose

To provide a method to ensure employees' and customer's health and safety are not put at risk due to the integrity of work process or lighting concerns.

To provide swift and efficient response to power emergencies and to minimize any delay in returning services back to normal operations.

Responsibilities

Senior Management shall ensure that:

- A Power Failure Plan is developed, and responsibilities assigned.
- Emergency lighting is tested and demonstrated to be operational.
- Personnel are trained in their response requirements.

Emergency Plan Coordinator shall:

- Oversee the Power Failure Plan
- Educate and train their staff on their responsibilities
- Ensure all work processes have ceased during power failure and all personnel on site are accounted for.
- Inspect the workplace to ensure power failure has not created additional hazards.
- Secure all entrances to prevent anyone from entering the workplace until power is restored.

- If power is out for more than 3 minutes, contact Public Utilities to determine return of service time.

Procedure

1. In the event of a power failure:
2. To prevent accidental start-up of equipment, always switch powered equipment off.
3. Notify Supervisor of the emergency condition.
4. Stay where you are and ensure to see if the power will come back on.
5. Evacuate the work area as instructed by the Emergency Plan Coordinator.
6. Do not return to work area until All Clear signal is given by the Emergency Plan Coordinator.

Distribution

- A copy of the Power Failure Plan will be available in the Site Health & Safety Plan.
- All workers will be provided a copy of the Power Failure Plan during orientation.
- The Power Failure Plan will be available to Visitors and Contractors/Subcontractors upon request.
- The site orientation will address responsibilities under the Power Failure Plan.

Reference Documents

N/A

11.6 Severe Weather Plan

Purpose

To ensure a plan is in place to ensure appropriate action is taken in the event of inclement or severe weather.
To protect those employees who are traveling on the roads.
To minimize any delay in returning services back to normal operations.

Responsibilities

Senior Management shall:

- Ensure Severe Weather Plan has been developed and responsibilities assigned.
- Emergency plan is tested and demonstrated to be effective.
- Supervisors and workers are trained in their response requirements.

Emergency Plan Coordinator shall ensure:

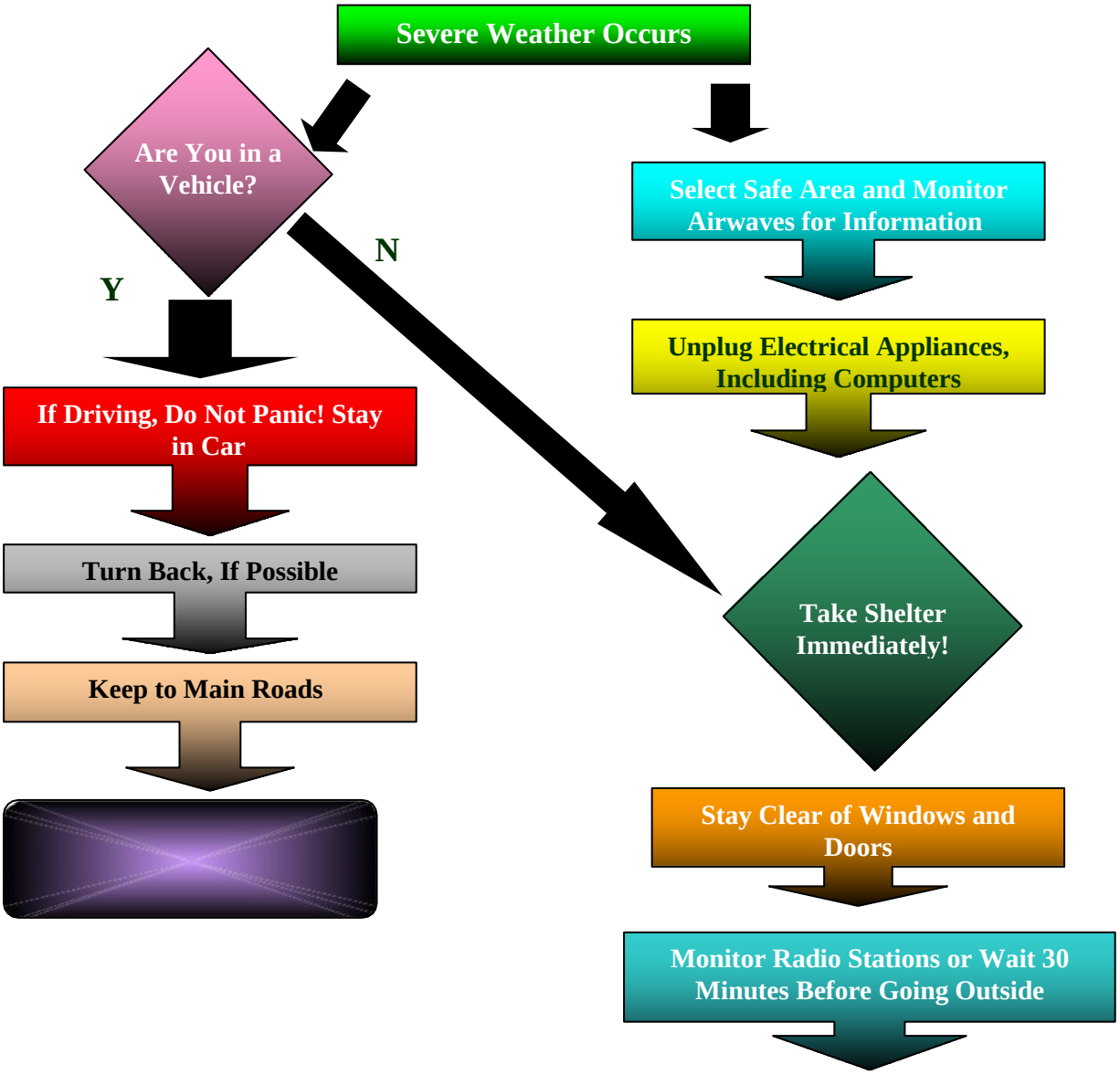
- The Severe Weather Plan is implemented and followed.
- Workers, contractors/subcontractors, and visitors are all aware of the Severe Weather Plan.
- Personnel are alerted to severe weather conditions.
- Personnel seek appropriate shelter during severe weather conditions.
- Drivers are notified of severe weather alerts that may affect them.

Procedure

1. In the event of severe or inclement weather:
2. Seek shelter and follow the direction of the Emergency Plan Coordinator in the event of severe weather. If on a jobsite, find shelter in a place that will not have blowing debris or that may collapse in the high wind. Find shelter in a basement or low-lying ditch if possible.
3. Stay clear of windows and doors (where appropriate). This means do not watch the storm.
4. Assist the Emergency Plan Coordinator following the adverse weather conditions.
5. *Drivers* shall:
    a. Keep alert to weather conditions in the area where you are traveling, i.e., Radio broadcasts.
    b. Ensure that your manager can get a hold of you while you are on the road.
    c. Safely pull off the road into a service station or rest area, if caught in adverse driving conditions, and immediately contact Supervisor to alert them of the situation.
    d. Do not try and drive in severe weather, remain in a safe area.

e. If you are in your car and in danger of a tornado, try and get as low to the floorboards of your truck or care as you can. Do not try and get out of your vehicle unless it's safe to do.

Distribution
A copy of the Severe Weather Plan will be available in the Site Health & Safety Plan.



Severe Weather Plan Flowchart

11.7 Chemical Spill Response

Purpose
To ensure a plan is in place have a plan in place to respond to minor or major chemical spills in the workplace. This procedure covers all our workplaces where a potential exists for spills of chemical used at during work.

Responsibilities
The Senior Management shall ensure:

- A spill response procedure has been developed and responsibilities assigned.
- Equipment is in place to respond to an unplanned release.
- Supervisors and workers are trained in their response requirements.

Project Manager and Site Supervisor shall:

- Educate and train their staff in the actions to be taken in the event of a spill.
- Ensure emergency plan for the area has been tested and proven effective.

Employees shall:

- Alert your supervisor immediately in the event of a chemical spill.
- Contain the spill as trained in Spill Response Procedure.
- Review SDS to determine what actions to take, regarding disposal or accidental exposure, in the event of a spill.

Practice

1. All chemicals should be handled with common sense and caution to avoid emergency situations.
2. As part of our emergency response program, all employees who are required to use or handle chemicals will be used will be trained in this procedure, and more importantly on the specific spill response instructions outlined on the Safety Data Sheet.

General spill response procedure:

Handling Minor Spills

1. Defined as quantities of chemicals that can easily be cleaned up and pose no risk to a worker due to exposure or exceeding legislated exposure value limits.
2. Before attempting to clean up a small spill be certain that the material is uncontaminated. If there is any sign that a reaction has begun (bubbling, smoking, burning, hissing) evacuate the area and contact your supervisor immediately for assistance.
3. Refer to the Safety Data Sheet and ensure the appropriate protective equipment is worn and available.
4. To clean up a spill, use a clean broom and shovel or an absorbent cloth.
5. Have a container or a clean plastic bag to place soiled materials into.
6. After placing the spilled material in the bag, seal it and label the bag to reflect the contents. Refer to SDS for proper disposal requirements.
7. Thoroughly wash and dry any brooms, shovels or other equipment used in the cleanup.
8. Inform supervisor cleanup is completed.

Handling Major Spills

1. If there is **NO danger of fire** and the spill is dry and uncontaminated follow these steps:
2. Have unneeded personnel leave the immediate area.
3. Provide ventilation to area if required (flammable or toxic vapours).
4. Mark off the area and make sure no foreign material or unnecessary staff enters.
5. Obtain protective clothing and equipment as per SDS.
6. Get clean strong plastic contractor bags for holding the spilled material and/or the leaking containers and clean brooms and or shovels for picking up the spilled material.
7. Be sure there is a clear, unobstructed route from the spill area to the outside of the building.
8. After clean-up, tie the bag and label properly and identify the contents.

9. Remove the bag(s) to an isolated area outside and keep from getting wet.
10. Get instructions from SDS for safe and proper disposal of the material.
11. Thoroughly wash off and dry any brooms, shovels or other equipment used in the cleanup.

Distribution

- A copy of this procedure will be available in the Site Safety Plan.
- Upon request, copies of this procedure will be made available to Subcontractors/Contractors.

Reference Documents
N/A

11.8 Emergency Equipment

Purpose
To ensure adequate emergency equipment is available at all ROSSCLAIR workplaces and compliance with Ontario's Fire Code.

Responsibilities
Senior Management are responsible for ensuring:

- A complete list of emergency equipment exists for the following:
    - Fire extinguishers
    - Eye wash stations
    - Fire exits and emergency lighting
    - Alarm systems
- Installed fire safety equipment is inspected as per Fire Code requirements
- Supervisors and workers are trained in location, safe use and inspection and review requirements.
- Installed equipment adheres to Building and Fire Codes, and any municipal or relevant legislation.

Project Managers and Site Supervisors are responsible for:

- Training workers on the location of and use of emergency equipment.
- Ensure emergency plan for the area has been tested and proven effective.
- Employees are required to:
- Know the location of emergency equipment.
- Identify the location of the nearest egress route and assembly area.
- Participate in fire safety training as identified by the employer.

Procedure

1. At the beginning of each project the Health and Safety Representative will deliver the emergency equipment listed below to the project site.
    a. Fire extinguisher, ABC Class
    b. Emergency Personal Eyewash
    c. First Aid Kit
2. The Site Supervisor is responsible for inspecting this equipment monthly and recording any deficiencies on the Weekly Supervisor Inspection Checklist.
3. The Health and Safety Program Coordinator and the JHSC will review the emergency equipment in the workplace on a quarterly basis. The results of the review will be documented and distributed to the members of the JHSC for review. The Committee Co-Chairs will include the review as an item to be included on the Committee agenda for discussion. This review will consist of the following:
    a. Correct selection of equipment
    b. Adequate number of equipment
    c. Appropriate location of equipment
    d. Training requirements for emergency equipment users

e. Checks, inspections, replacement and/or calibration requirements.

Distribution

- A copy of this procedure will be available in the Site Safety Plan.
- Upon request, copies of this procedure will be made available to Subcontractors/Contractors.

Reference Documents

- Emergency Equipment List

Emergency Equipment List

TYPE OF EQUIPMENT	LOCATION	QUANTITY	INSPECTION REQUIREMENTS
Emergency Notification Postings			
Eyewash Stations			
Chemical Storage Cabinets			
First Aid Kits			
Fire Extinguishers			
Fire Alarms and Paging Systems			

Element 12 Statistics and Records

Purpose
Maintaining current health and safety statistics and records are essential as many are necessary to fulfill legal and health and safety program requirements. This document is meant to:

- Provide a guideline for monitoring the performance of the health and safety program by measuring the effectiveness of the program following the continual improvement system.
- Establish a process for developing and capturing leading and lagging health and safety indicators for statistical analysis and continual improvement. These indicators can include, but are not restricted to:
  Leading indicators:
  - Near miss reports
  - First aid treatment records
  - Weekly inspection reports
  - JHAs

  Lagging indicators:
  - Medical aid incidents
  - Time loss incidents
  - MOL Work Orders

Responsibilities
Senior Management is responsible for:

- Providing guidelines for capturing statistical information required by the Site Supervisor with review with the Project Manager monthly.
- Conducting Management Review on a quarterly basis
- Maintaining records of orientation, project inspections, safety audits, MOL reports and follow up actions.
- Monitoring injury frequency rates and compiling an annual report on all health and safety activities and occurrences on a project.
- Ensuring follow up is performed for all action items.
- Analyzing statistics to determine health and safety objectives and targets for the year.
- Providing the Joint Health and Safety Committee with copies of injury summary reports and ROSSCLAIR's incident rating.

Project Managers and Site Supervisors are responsible for:

- Maintaining records of orientation, project inspections, safety audits, MOL reports and follow up actions.
- Collecting health and safety information as required and ensuring Subcontractors provide required information related to capturing trend analysis at each of the respective project sites.
- Implementing corrective actions as assigned and following up on procedures to prevent subsequent occurrences.
- Performing daily JHA and weekly focused observations (inspections) and forwarding to Senior Management.
- Monitoring Subcontractors/Contractors to ensure Daily JHAs completion and compliance.
- Posting of the monthly project site specific statistics on the health & safety board.
- Maintaining records associated with the jobsite and forwarding all relevant health and safety information to the head office upon completion.

Joint Health and Safety Committee and Health and Safety Representatives is responsible for:

- Providing health and safety statistics to Senior Management.
- Supporting to Site Supervisor to implement corrective actions.
- Review Trend Analysis Reports on KPI results and propose corrective actions to address gaps against defined targets.
- Verifies implementation of corrective action and follows up to it determine effectiveness

- Reviewing received reports from the Workplace Safety and Insurance Board on ROSSCLAIR's incident rating (Workplace Injury Summary Report).

All workers are responsible for reporting to their supervisor:

- Accidents,
- Incidents,
- First aid occurrences,
- Lost time injuries,
- Equipment damage
- Unidentified hazards in the workplace

Procedure

1. Reviewing records and accident and incident injury statistics provides a systematic means for capturing and identifying health and safety trends, in addition to deficiencies within the health and safety program.
2. Trend Analysis
3. Includes an ongoing record of defined aspects captured from project sites.
4. Man Hours
5. The total hours will be a base used to capture severity rates.
6. The total hours per job site will be used to capture severity and incident rates at jobsites.
7. Frequency and Severity
8. The use of the trend analysis form will reflect accountability and review goals and improvement.
9. The following formulas will be used to calculate overall incident rate, **frequency, and severity:**

    a. **Injury severity rate** = *(# of workdays lost + light duty days lost) x 200,000 / total hrs worked*
    b. **Lost Time Frequency** = *(# of Lost Time Accidents * 200,000 / total hrs worked)*
    c. **OHSA Reportable Incident Rate** = *(# of Accidents * 200000 / total hrs worked)*
    d. **Lost Time Severity** = *(200000 / Work hours * Lost Workdays)*
    e. **No Lost Time Injury Frequency** = *(# of No Lost Time Injury Claims * 200000 / total hrs worked)*

10. Annual internal and periodic external audits are a means of analyzing the overall effectiveness of the health and safety program and its degree of implementation.
11. Monitoring our recordable accidents with the Workplace Safety and Insurance Board tracks our injury rating and can be used to identify trends in health and safety performance.
12. The statistical analysis of our health and safety performance and degree of implementation of our health and safety program identifies both our success and our areas of weakness that requires improvement.
13. Developing Health and Safety Action Plans for identified deficiencies. Tracking and monitoring progress and effectiveness of implemented corrective actions.
14. The Joint Health and Safety Committee will review the overall statistics, identify any trends, and make recommendations on how to improve the overall health and safety.
15. The recommendations of the JHSC will be reviewed by Senior Management and implemented in a timely manner or suggest alternative or additional corrective actions that will be communicated with the JHSC.

Distribution

- A copy of this procedure is in the ROSSCLAIR Health and Safety Manual.
- Posting monthly project site-specific and trend analysis reports on the health and safety communication board

Reference Documents

- ROSSCLAIR Health & Safety Trends Analysis

Element 13 Legislated Requirements

13.1 Legislated Duties and Responsibilities

Purpose
This procedure outlines the Internal Responsibility System (IRS), which is the premise behind the Occupational Health and Safety Act (OHSA).

Responsibilities
Duties of the Constructor, as per OHSA s. 23:
A constructor shall ensure, on a project undertaken by the constructor that,
the measures and procedures prescribed by this Act and the regulations are carried out on the project.
every employer and every worker performing work on the project complies with this Act and the regulations; and
the health and safety of workers on the project is protected.
Where so prescribed, a constructor shall, before commencing any work on a project, give to a Director notice in writing of the project containing such information as may be prescribed.

Duties of Employers, as per OHSA s. 25.
An employer shall ensure that,
the equipment, materials, and protective devices as prescribed are provided.
the equipment, materials and protective devices provided by the employer are maintained in good condition.
the measures and procedures prescribed are carried out in the workplace.
the equipment, materials and protective devices provided by the employer are used as prescribed; and
a floor, roof, wall, pillar, support, or other part of a workplace can support all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the *Building Code Act*.
Without limiting the strict duty imposed by subsection (1), an employer shall,
provide information, instruction, and supervision to a worker to protect the health or safety of the worker.
in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed.
when appointing a supervisor, appoint a competent person.
acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical, or physical agent.
afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions.
only employ in or about a workplace a person over such age as may be prescribed.
not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace.
take every precaution reasonable in the circumstances for the protection of a worker.
post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.
prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.
post at a conspicuous location in the workplace a copy of the occupational health and safety policy.
provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and
advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.
notify a Director if a committee or a health and safety representative, if any, has identified potential structural inadequacies of a building, structure, or any part thereof, or any other part of a workplace, whether temporary or permanent, as a source of danger or hazard to workers.
For the purposes of clause (2) (c), an employer may appoint himself or herself as a supervisor where the

employer is a competent person.
(3.1) Any explanatory material referred to under clause (2) (i) may be published as part of the poster required under section 2 of the Employment Standards Act, 2000.
Clause (2) (j) does not apply with respect to a workplace at which five or fewer workers are regularly employed.
Clause (2) (n) does not apply to an employer that owns the workplace.

Additional Duties of Employers, as per OHSA s.26.
In addition to the duties imposed by section 25, an employer shall,
establish an occupational health service for workers as prescribed.
where an occupational health service is established as prescribed, maintain the same according to the standards prescribed.
keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical, or physical agents as prescribed.
accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical, or physical agents as may be prescribed.
notify a Director of the use or introduction into a workplace of such biological, chemical, or physical agents as may be prescribed.
monitor at such time or times or at such interval or intervals the levels of biological, chemical, or physical agents in a workplace and keep and post accurate records thereof as prescribed.
comply with a standard limiting the exposure of a worker to biological, chemical, or physical agents as prescribed.
establish a medical surveillance program for the benefit of workers as prescribed.
provide for safety-related medical examinations and tests for workers as prescribed.
where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests, or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.
where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
carry out such training programs for workers, supervisors and committee members as may be prescribed

Senior Management shall:
Designate a Health and Safety Program coordinator.
Support and provide the necessary resources to ensure the Health and Safety Program Coordinator is successful.

Duties of Supervisors, as per OHSA s. 27:
A supervisor shall ensure that a worker,
works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
uses or wears the equipment, protective devices, or clothing that the worker's employer requires to be used or worn.
Without limiting the duty imposed by subsection (1), a supervisor shall,
advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware.
where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
take every precaution reasonable in the circumstances for the protection of a worker.

All supervisors shall:
Enforce all health and safety rules, safe work practices and procedures with workers under there direct supervision and maintain responsibility for on-site accident prevention.
Conduct workplace inspections and encourage the reporting of hazards.
Provide workers with the necessary information and training to work safely with the identified hazards.
Monitor the health and safety performance of their workers and subcontractors, while providing adequate supervision to any visitors.

Perform the initial investigation of incidents and accidents. Document findings and report to management as required by the program and regulations.
Aid in accident investigations and take actions to prevent reoccurrence.
Obtain and submit all training and safety documentation to the constructor or MOL promptly and maintain on-site documents and materials as required.
Provide and enforce corrective actions for violations of the company's safety policies or procedures.
Consult and co-operate with the Health and Safety Representative where appropriate.

Duties of Workers, as per OHSA s.28
(1) A worker shall,
work in compliance with the provisions of this Act and the regulations.
use or wear the equipment, protective devices, or clothing that the worker's employer requires to be used or worn.
report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself, or another worker; and
report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.
No worker shall,
remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately.
use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself, or any other worker; or
engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct.

All Workers shall:
Maintain an acceptable mental and physical health and attitude for optimum work performance.
Know, understand, and use established health and safety rules, practices, and procedures for performing work in a safe manner.
Report to the supervisor any abnormal condition in the workplace (lighting, equipment, floor, guards, etc.), and take all necessary steps to prevent accidents from occurring while the defects are being reviewed or repaired.
Carry out repairs, alterations and process change only when authorized to do so.
Keep the workplace clean, orderly, and safe.
No matter how minor, report all accidents, injuries, and unusual conditions immediately to the supervisor.

Duties of Owners, as per OHSA s.29.
(1) The owner of a workplace that is not a project shall,
(a) ensure that,
such facilities as are prescribed are provided,
any facilities prescribed to be provided are maintained as prescribed,
the workplace complies with the regulations, and
no workplace is constructed, developed, reconstructed, altered, or added to except in compliance with this Act and the regulations; and
(b) where so prescribed, furnish to a Director any drawings, plans or specifications of any workplace as prescribed.
(2) Where so prescribed, an owner or employer shall,
(a) not begin any construction, development, reconstruction, alteration, addition, or installation to or in a workplace until the drawings, layout, and specifications thereof and any alterations thereto have been filed with the Ministry for review by an engineer of the Ministry for compliance with this Act and the regulations; and
(b) keep a copy of the drawings as reviewed in a convenient location at or near the workplace and such drawings shall be produced by the owner or employer upon the request of an inspector for his or her examination and inspection.

Duties of Project Owners, as per OHSA s.30.
Before beginning a project, the owner shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site.
If any work on a project is tendered, the person issuing the tenders shall include, as part of the tendering information, a copy of the list referred to in subsection (1).
An owner shall ensure that a prospective constructor of a project on the owner's property has received a copy of the list referred to in subsection (1) before entering a binding contract with the constructor.
The constructor for a project shall ensure that each prospective contractor and subcontractor for the project has received a copy of the list referred to in subsection (1) before the prospective contractor or subcontractor enters a binding contract for the supply of work on the project.
An owner who fails to comply with this section is liable to the constructor and every contractor and subcontractor who suffers any loss or damages as the result of the subsequent discovery on the project of a designated substance that the owner ought reasonably to have known of but that was not on the list prepared under subsection (1).
A constructor who fails to comply with this section is liable to every contractor and subcontractor who suffers any loss or damages as the result of the subsequent discovery on the project of a designated substance that was on the list prepared under subsection (1).

Duties of Suppliers, as per OHSA s.31.
(1) Every person who supplies any machine, device, tool, or equipment under any rental, leasing, or similar arrangement for use in or about a workplace shall ensure,
that the machine, device, tool, or equipment is in good condition.
that the machine, device, tool, or equipment complies with this Act and the regulations; and
if it is the person's responsibility under the rental, leasing, or similar arrangement to do so, that the machine, device, tool, or equipment is maintained in good condition.

Duties of Architects and engineers, as per OHSA s. 31
(2) An architect as defined in the Architects Act, and a professional engineer as defined in the Professional Engineers Act, contravenes this Act if, because of his or her advice that is given or his or her certification required under this Act that is made negligently or incompetently, a worker is endangered.

Duties of directors and officers of a corporation, as per OHSA s.32.
Every director and every officer of a corporation shall take all reasonable care to ensure that the corporation complies with,
this Act and the regulations.
orders and requirements of inspectors and Directors; and
orders of the Minister.

Definitions
*Constructor***:** means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.
Employer: a person (or company) who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.

Supervisor: means a person who has charge of a workplace or authority over a worker.
*Worker***:** means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:
A person who performs work or supplies services for monetary compensation.
A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary

institution.
REPEALED: 2017, c. 22, Sched. 1, s. 71 (2).
Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

Procedure

1. Employees, within all levels of the organization, are accountable for health and safety. Health and safety duties are not an addition to an employee's job. It is an integral part of that job—a full-time component of everyone's responsibilities.
2. Additionally, they must advise their direct Supervisor or manager when they lack ability and/or knowledge to perform requested tasks in a safe manner.
3. All supervisors and managers must ensure that all documentation required to demonstrate both ROSSCLAIR's and their own respective due diligence, as specified in procedures found within this Health and Safety Manual, are completed, maintained, and forwarded for record retention.
4. The self-governance for health and safety as intended by the IRS is created by an overlapping set of responsibilities and duties for all workplace parties, which are found in Part II of the Occupational Health and Safety At and are described below. These duties are not inclusive, there are additional duties that are prescribed in the Act and in associated regulations which are described in the applicable section of this manual.
5. Legislation associated with our jobsites are identified during Construction Hazard Assessment and Job Hazard Assessment.
6. The Project Manager is to review applicable legislation during planning stages and in identifying routine work tasks.

Distribution

- All employees will be required to read and sign off on the company's "Employee Safety Manual" during the first week of hire.
- Every site supervisor will be provided with a printed version of our health and safety program that will remain onsite in a convenient location where it may serve as a quick reference to the company's policies and procedures.
- The applicable portions of this manual will be reviewed with Subcontractors and Suppliers as part of the Subcontractor Safety Package.
- Additional methods of communicating the Legislated Duties and Responsibilities includes:
- Safety Talks and Toolbox Talks
- Payroll email

Reference Documents

- 2021 Ontario Occupational Health and Safety Act and Reg.

13.2 Performance Evaluation and the Performance Improvement Plan (Discipline Policy)

Purpose

To establish a standard to assess the progression and performance of workers in carrying out their assigned duties and responsibilities as legislated and as defined in their job descriptions.

To have a tool to establish goals and objectives for improvement or development.

A positive approach to progressive discipline is designed to enable management and employees to ensure that when performance issues are identified, corrective action is taken quickly, consistently, and appropriately to resolve the situation in the best interests of ROSSCLAIR and the employee.

The management has implemented a progressive disciplinary practice and procedure that takes into consideration that a worker may not have been properly advised of health and safety standards and therefore is not entirely at fault. Thus, the procedures allow adequate opportunity for any worker to alter their behavior and to personally demonstrate a willingness to change.

Outline a standard progressive discipline process for managers and supervisors to follow in the event any worker is found to be working in an unsafe manner or in direct violation of a company policy or regulation

Responsibilities

Senior Management has a responsibility to ensure that:

- The Health and Safety Policy and associated Program are implemented and being met. In doing so, the management will regularly communicate performance expectations with workers, and confirm that the consequences of non- compliance are understood.
- Guidelines for disciplinary action are developed and that Managers and Supervisors understand and follow these guidelines.
- New employees are made aware of safety rules, and fairly and respectfully applying progressive discipline to all employees

Project Managers and Site Supervisors are responsible for:

- Training, counseling, and coaching employees to understand the expectations of ROSSCLAIR and the improvements that are necessary to achieve the desired level of performance and/or behaviour.
- Consistent enforcement of policies and practices, including those related to health and safety, when there has been a violation.
- Conducting performance appraisals for direct reports in a timely manner.
- Employees are responsible for following company safety rules and exercising care and caution in the performance of their work.

Procedure

Performance Evaluation

- Senior Management will develop a performance assessment plan for all positions in the company. These performance assessment plans are designed to provide feedback to employees on their:
    - performance or progression regarding their responsibilities and duties under the Occupational Health and Safety Act and their job descriptions,
    - identify areas of acceptable competency, and
    - set goals in those areas that require improvement
- Ensure that all workplace parties are evaluated annually.
- General job descriptions are developed for positions in ROSSCLAIR with the assistance of the assigned supervisor or manager and or designate. These descriptions include:
    - Title of position
    - Who the position reports to?
    - Specific responsibilities and duties required by the OHSA, and
    - Summary of primary job responsibilities and expectations
- Defining qualifications of the position
- Senior Management are responsible for performing annual evaluations of managers and supervisors. These evaluations are performed within one month of the employees hiring anniversary date and are to be recorded on the Performance Appraisal Form (Manager/Supervisor/Worker). This review will include, but not limited to assessing the supervisor or manager's ability to:
    - perform new employee orientation and safety training in a timely manner,
    - conduct employee-training and information sessions
    - ensure workers are completing pre-use inspections
- enforcing health and safety rules, work practices and procedures
- complete inspection reports and recommendations received by the JHSC/HSR.
- perform accident investigations for all work-related illnesses and injuries.
- participate in Job Hazard Assessments and make recommendations for improvements to health and safety in the workplace
- respond to, report and correct unsafe acts and conditions that may pose a hazard to a worker
- perform employee safety observations and initiate the progressive discipline process when required.

- conduct employee information sessions. (Safety talks, staff meetings, tail gate meetings)
- conduct accident investigations when required and in a timely manner, completing the report on the required form
- work with the HSR/JHSC and workers to handle work refusals and work stoppages safely and diplomatically
- professional development
- Supervisors are responsible for performing annual evaluations of their direct reports. These evaluations are performed within one month of the employees hiring anniversary date and are to be recorded on the Worker Performance Appraisal Form. This review will include, but not limited to the assessing the workers ability to:
    - report hazards and make recommendations
    - adhere to health and safety rules, work practices and procedures; including wear the prescribed personal protective equipment
    - participate in accident investigations and workplace inspections
    - attend information and training sessions
    - achieve goals outline from previous performance appraisal
    - implement corrective actions identified in any disciplinary actions
- All employees are required to participate in their annual performance evaluation.

Progressive Discipline Process

- Progressive discipline is a system of escalating responses that are meant to correct negative behavior. The steps of progressive discipline include:
    - Counseling or a verbal warning.
    - A written warning.
    - Suspension or demotion; and
    - Termination.
- The stage chosen for any given infraction is dependent on a variety of factors, including the severity of the infraction, the previous work history of the employee and the impact of the decision on others in the organization.
- Each step will be documented, and the original document will be retained in employee's file. A copy of any disciplinary action will be given to the employee and retained by the Manager for future follow up.
- Discipline may be administered at any time when an incident or developing pattern of behaviour creates a serious concern. Discipline may be administered in the form of informal counseling or formal discipline. Any informal counseling or formal discipline shall be administered as soon as possible (within 24 hours) after the facts giving rise to the discipline become known to the manager.

Informal counseling — When an incident occurs that warrants informal counseling under this policy, the employee's immediate supervisor shall bring the incident to the employee's attention. The supervisor and the employee should discuss the concerns and agree on a corrective action plan, if necessary. The supervisor is expected to follow-up with the employee to ensure the corrective action plan is effective and the desired results are achieved. If the desired changes or results are not achieved after a reasonable period, then a formal discipline step may be implemented

- All disciplinary action, besides step 4, will include a mandatory safety talk that addresses the violation and includes the next disciplinary steps to be taken should the behaviour or actions not be corrected.

Any employee who willfully violates any Company Policies and/ or legislative requirements will be subject to progressive disciplinary action. ROSSCLAIR reserves the right to escalate the disciplinary action taken for a single infraction based on the severity of the infraction.

Guidelines

A mandatory suspension will be issued when it is the opinion of the supervisor that the violation is major in nature and will directly endanger the health and safety of any person at the workplace, or it is a repeat violation. Possible suspension of the worker will be for a period of one (1) to five (5) depending on the severity and nature of the violation.

Mandatory termination will be issued where, it is the opinion of the supervisor that the violation was life threatening to one or more individuals at the workplace or there is a repeat violation.

***Record* Keeping**

Accurate records of disciplinary measures taken against workers for health and safety infractions will be kept in the individual's personnel file. In the case of a verbal warning the infraction will be noted and kept for a period of three (3) years.

Written documentation will include the following information:

Date and time of infraction

Type of infraction

Number of previous warnings issued to worker

Action taken by management

Name of person initiating the discipline and general comments.

Distribution

- All employees will review and sign respective job descriptions which outline specific job expectations at point of hire, or transfer.
- The performance appraisal and progressive discipline process will be discussed during the new employee orientation.
- A copy of this procedure will be available in the ROSSCLAIR Health and Safety Manual which will be accessible to all workers at both worksites and head office locations.
- A copy of the annual Performance Appraisals will be given to the evaluated employee and the original copy shall be placed in the employee's HR file.

Reference Document

- Management Performance Appraisal Form
- Supervisor Performance Appraisal Form
- Worker Performance Appraisal Form
- Safety Counseling Form

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Supervisor Performance Appraisal Form

Name: **Date of Appraisal:**				
Position Title:				
Ratings **1** – Unacceptable, **2** – Requires Improvement, **3** – Meets Standard, **4** – Performs Above Standard				
List any accidents that have happened with in their department since their last appraisal:				
	1	2	3	4
LEGLISLATED DUTIES AND RESPONSIBLITIES				
OHSA- Section 27 (1) A supervisor shall ensure that a worker, (a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and				
OHSA- Section 27 (b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.				
Additional duties of supervisor **OHSA- Section 27** (2) Without limiting the duty imposed by subsection (1), a supervisor shall, (a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;				

13.3 The Right to Refuse Unsafe Work

Purpose
The ***Occupational Health and Safety Act*** gives a worker the right to refuse work that they believe is unsafe, this procedure sets out the steps to be followed in a work refusal.

Responsibilities
Senior Management shall ensure that:

- This procedure is implemented and adhered to on all job sites.
- The resources and training have been provided to personnel to do the work safely.

Project Managers and Site Supervisors shall:

- Provide workers with training, counseling, and coaching employees
- Perform weekly inspections to continually identify hazards and implement controls to protect workers
- Take every precaution reasonable in the protection of a worker.

Workers shall:

- report any unsafe act, condition, or thing to their supervisor immediately.

Procedure

1. If a worker is unsure, unfamiliar, or concerned about any task, the worker must notify their supervisor and allow the supervisor an opportunity, under the Internal Responsibility System, correct the issue.
2. Work Refusal Process Stage 1: The worker notifies their Supervisor that they are refusing to do work as it is believed to be unsafe **(Section 43(4))**.
3. The Supervisor must investigate the situation immediately, in the presence of the worker and one of the following:
4. A Joint Health and Safety Committee member who represents workers if there is one. If possible, this should be a certified member; or
5. A Health and Safety Representative, in workplaces where there is no Joint Health and Safety Committee; or
6. Another worker, who, because of knowledge, experience, and training, has been chosen by the workers to represent them. The refusing worker must remain in a safe place near the workstation until the investigation is completed **(Section 43(5))**. This interval is known as the 'first stage' of a work refusal.
7. The results of Stage 1 must be recorded on the Work Refusal Form. If the situation is resolved at this point, the worker will return to work.
8. Work Refusal Stage 2: If after Stage 1, the worker may continue the work refusal if they have reasonable grounds for believing that the work continues to be unsafe **(Section 43(6))**.

***Note**: *'Reasonable grounds'* for continuing to refuse means that the worker has some objective information that makes him or her believe the work is still unsafe. The worker does not have to be correct in his or her knowledge or belief. For example, other workers who have used an electrical piece of equipment that it sometimes sparks for no reason may have told the refusing worker.**

9. The worker, the employer or someone acting on behalf of either the worker or employer must notify a Ministry of Labour inspector. **(Section 43(6)**).
10. While waiting for the inspector, the worker must remain in a safe place near the workstation, unless the employer assigns some other reasonable work during normal working hours. If no such work exists, the employer can give other directions to the worker. **(Section 43(10))**.
11. While waiting for the inspector, the supervisor can ask another worker to do the work that was refused. The supervisor must advise the second worker that the work was refused and why. This must be done in the presence of a committee member who represents workers, or a Health and Safety Representative, or a worker representative chosen because of knowledge, experience, and

training **(Sections 43(11) and (12))**. The second worker has the same right to refuse as the first worker.

12. The inspector must decide whether the work is likely to endanger the worker or another person. The inspector's decision must be given, in writing, to the worker, the employer, and the worker representative, if there is one. If the inspector finds that the work is not likely to endanger anyone, the refusing worker is expected to return to work **(Sections 43(8) and (9)).**
13. A worker is deemed to be at work during the refusal process and is entitled to be paid at their appropriate rate. A person acting as a worker representative during a work refusal is paid at either the regular or the premium rate; whichever is applicable **(Section 43(13)).**
14. A worker has the duty to work in accordance with the Act and the regulations and has the right to seek their enforcement. The employer is not allowed to penalize, dismiss, discipline, suspend or threaten to do any of these things to a worker who has obeyed the law (Section **50(1)).**
15. This also applies if a worker has given evidence at an inquest or a prosecution under the Act or the regulations.
16. However, this provision does not apply if the work refusal was made in bad faith, or if the worker continues to refuse after the Ministry of Labour inspector finds that the work is not likely to endanger the worker.

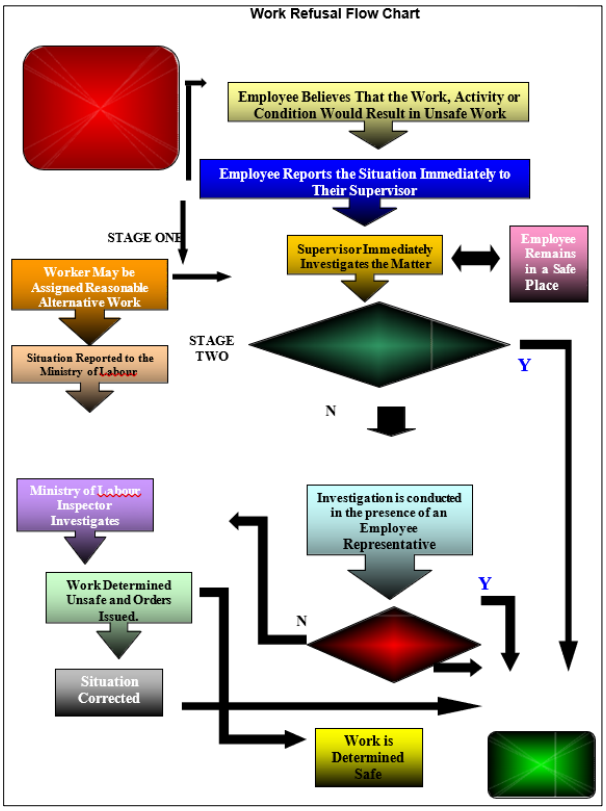
***Note**:* Inspectors are permitted to resolve work refusals in consultation with workplace parties and without entering the workplace. (Section 43(7) OHSA)**

Distribution

- New employees and Subcontractors are trained on this procedure during orientation.
- A copy of the Work Refusal Flow Chart will be posted on our Health and Safety Board.
- Copies of this procedure are available in the Site Safety Plan.

Reference Documents

- Work Refusal Flow Chart



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ROSS CLAIR

Work Refusal Record Form

Worker Name: _____ **Date:** _____
Supervisor: _____
Time Reported: _____
Health and Safety Representative: _____

SECTION 1:

Describe Job Assigned: _____
Nature of Concern: _____

SECTION 2:

Supervisor Response:

(A) Job is not safe – worker reassigned, and equipment/area tagged out pending completion of recommendations listed below ☐
(B) Job is not safe – to be made safe by completion of recommendation listed below ☐
(C) Job is felt to be safe ☐

Recommendations: _____ **By Whom:** _____
Date Completed: _____ **Confirm:** _____

In the event of response B or C, the worker will sign one of:

I agree to that my Health and Safety concerns have been addressed.

Employee Signature _____ **Please Print** _____

I do not agree that my Health and Safety concerns have been addressed.

Employee Signature _____ **Please Print** _____

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SECTION 3: Stage 2 Work Refusal

Ministry of Labour Notified: ☐ **Time of Call:** _____ **H&S Representative**
Notified: ☐ **Time of Call:** _____ **The President**
Notified: ☐ **Time of Call:** _____
Time of Inspector's Arrival: _____
Inspector's Name: _____
The Employer Notified: ☐ **Time of Call:** _____
The Employer's Signature Required:

SECTION 4:

(ONLY TO BE USED WHEN AUTHORIZED BY HEALTH AND SAFETY REPRESENTATIVE)

Manager/ Health and Safety Representative Authorization: _____
Worker Requested to Perform Refused Work: _____
Health and Safety Representative: _____

I confirm that the nature and circumstances of this Work Refusal has been conveyed to the person named above: _____

Worker Being Assigned:

I have been informed of the Work Refusal on this Job Assignment and the concerns noted. I understand my Right to Refuse this assignment for the same or different reasons than stated above.

Signed: _____

I agree to that my Health and Safety concerns have been addressed.

Employee Signature _____ **Please Print** _____

I do not agree that my Health and Safety concerns have been addressed.

Employee Signature _____ **Please Print** _____

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Work Refusal Record Form

13.4 Posted Health and Safety Materials

Purpose
To identify the information required to be posted on our Health & Safety Communication Boards that are placed in a high traffic area of the workplace where most workers are likely to see them.

Responsibilities
Senior Management shall ensure that:

- This procedure is implemented and adhered to on all job sites.
- The resources and training have been provided to personnel to do the work safely.

Project Managers and Site Supervisors shall:

- Ensure that all required postings are displayed in a conspicuous location on the Health & Safety Communication Board.

The Health and Safety Program Coordinator or designate shall:

- ensure that a package complete with the required postings is provided to the Project Manager for new projects.

Procedure

1. Project Manager and Site Supervisor shall ensure that the following documents are posted on the health and safety boards at project sites.
2. If any item is missing the Site Supervisor is to mark the document as missing on the Jobsite Document Checklist and request for a copy from the Health and Safety Representative.
3. A current copy of the Occupational Health and Safety Act and associated regulations and

explanatory information:

a. Corporate Health and Safety Policy Statement (policy clip board)
b. Workplace Violence and Harassment Policy Statement (policy clip board)
c. Early Return to Work Policy Statement (policy clip board)
d. MOL Posters
e. WSIB Form 82 Posters
f. WHMIS Poster
g. First Aid Regulation 1101 (located in the green book)
h. First Aid Certificates
i. Emergency Response Numbers
j. Emergency Response Plan information
k. JHSC member names and latest minutes
l. Site H&S Representative's names

4. Supervisor and Health and Safety Representative will verify during site inspections that the required postings keep on the health and safety board for the duration of the project.
5. The Joint Health and Safety Committee will ensure that the main health and safety board at the ROSSCLAIR head office.

Distribution

- A copy of the required documents and the Jobsite Document List are provided in the Site Safety Plan.

Reference Documents

- Jobsite Document List

Jobsite Document Checklist

JOBSITE DOCUMENT CHECKLIST: GENERAL CONTRACTORS				
PROJECT	INSPECTED BY	DATE		
SITE PROJECT				
The following documents MUST BE POSTED or be available in the workplace.				
SECTION #	OCCUPATIONAL HEALTH AND SAFETY ACT	YES	NO	N/A
25(2)(i)	Occupational Health & Safety Act, Construction Regulations			
	WHMIS poster (posted)			
25(2)(k)	ROSSCLAIR Health and Safety Policy (posted)			
38(1)(a)	WHMIS safety data sheets (SDS) (available)			
	Joint Health and Safety Committee			
57(10)	Copy of MOL Inspector's orders, inspection reports (posted)			
SECTION #	CONSTRUCTION REGULATION 213/91	YES	NO	N/A
6(6)	MOL approved notification form for the project (posted)			
13(1)	Constructor's name and head office information (posted)			
13(1)(c)	Address, telephone number of nearest MOL office (posted)			
44	DANGER signs in hazardous areas (posted)			
13(2)	Name, trade and employer of health and safety rep (posted)			
29(10)	Location of toilet facilities (posted)			
5(2)(b)	MOL approved registration forms for all employers (available)			
SECTION #	EMERGENCY PLANNING	YES	NO	N/A
17(3)	Emergency procedures (posted)			
26.1(4)	Fall arrest rescue procedures (available)			
N/A	Emergency Map - location of nearest hospital (posted)			
SECTION #	FIRST AID REQUIREMENTS (O. Reg.1101)	YES	NO	N/A
1(1)(b)(i) (ii)	WSIB's 1-2-3-4 poster (Form 82) (posted on notice board)			
	Valid certificate of first aider on duty (posted on notice board)			
	Updated Inspection card for first-aid box (available)			
5	First Aid Treatment Log (available)			

APPLICABLE LEGISLATION

Occupational Health and Safety Act, R.S.O. 1990

O. Reg. 381/15	NOISE
O. Reg. 297/13	OCCUPATIONAL HEALTH AND SAFETY AWARENESS AND TRAINING
O. Reg. 33/12	OFFICES OF THE WORKER AND EMPLOYER ADVISERS
O. Reg. 490/09	DESIGNATED SUBSTANCES
O. Reg. 632/05	CONFINED SPACES
O. Reg. 278/05	DESIGNATED SUBSTANCE - ASBESTOS ON CONSTRUCTION PROJECTS AND IN BUILDINGS AND REPAIR OPERATIONS
O. Reg. 385/96	JOINT HEALTH AND SAFETY COMMITTEES - EXEMPTION FROM REQUIREMENTS
O. Reg. 243/95	CRITERIA TO BE USED AND OTHER MATTERS TO BE CONSIDERED BY THE BOARD UNDER SUBSECTION 46 (6) OF ACT
O. Reg. 213/91	CONSTRUCTION PROJECTS
R.R.O. 1990, Reg. 861	X-RAY SAFETY
R.R.O. 1990, Reg. 860	WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)
R.R.O. 1990, Reg. 859	WINDOW CLEANING
R.R.O. 1990, Reg. 856	ROLL-OVER PROTECTIVE STRUCTURES
R.R.O. 1990, Reg. 852	INVENTORY OF AGENTS OR COMBINATIONS OF AGENTS FOR THE PURPOSE OF SECTION 34 OF THE ACT
R.R.O. 1990, Reg. 851	INDUSTRIAL ESTABLISHMENTS
R.R.O. 1990, Reg. 834	CRITICAL INJURY - DEFINED
R.R.O. 1990, Reg. 833	CONTROL OF EXPOSURE TO BIOLOGICAL OR CHEMICAL AGENTS

Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A

O. Reg. 47/09	CONSTRUCTION SECTOR - EXEMPTIONS (PARTNERS AND EXECUTIVE OFFICERS)
O. Reg. 35/08	RETURN TO WORK AND RE-EMPLOYMENT - CONSTRUCTION INDUSTRY
O. Reg. 562/99	BENEFIT FOR LOSS OF RETIREMENT INCOME
O. Reg. 175/98	GENERAL
O. Reg. 456/97	FUNCTIONAL ABILITIES FORM
R.R.O. 1990, Reg. 1101	FIRST AID REQUIREMENTS

Highway Traffic Act, R.S.O. 1990, c. H.8

O. Reg. 419/15	DEFINITIONS OF COMMERCIAL MOTOR VEHICLE AND TOW TRUCK
O. Reg. 402/15	PEDESTRIAN CROSSOVER SIGNS
O. Reg. 366/09	DISPLAY SCREENS AND HAND-HELD DEVICES
O. Reg. 455/07	RACES, CONTESTS AND STUNTS
O. Reg. 273/07	ADMINISTRATIVE PENALTIES
O. Reg. 199/07	COMMERCIAL MOTOR VEHICLE INSPECTIONS

O. Reg. 34/06	PRE-EMPTING TRAFFIC CONTROL SIGNAL DEVICES
O. Reg. 643/05	CARRIAGE OF GOODS
O. Reg. 620/05	HIGH OCCUPANCY VEHICLE LANES
O. Reg. 413/05	VEHICLE WEIGHTS AND DIMENSIONS - FOR SAFE, PRODUCTIVE, AND INFRASTRUCTURE-FRIENDLY VEHICLES
O. Reg. 363/04	SECURITY OF LOADS
O. Reg. 11/04	INTERNATIONAL REGISTRATION PLAN
O. Reg. 424/97	COMMERCIAL MOTOR VEHICLE OPERATORS' INFORMATION
R.R.O. 1990, Reg. 624	STOP SIGNS IN TERRITORY WITHOUT MUNICIPAL ORGANIZATION
R.R.O. 1990, Reg. 623	STOP SIGNS AT INTERSECTIONS
R.R.O. 1990, Reg. 622	STOPPING OF VEHICLES ON PARTS OF THE KING'S HIGHWAY
R.R.O. 1990, Reg. 619	SPEED LIMITS
R.R.O. 1990, Reg. 618	SPECIFICATIONS AND STANDARDS FOR TRAILER COUPLINGS
R.R.O. 1990, Reg. 616	SLOW MOVING VEHICLE SIGN
R.R.O. 1990, Reg. 615	SIGNS
R.R.O. 1990, Reg. 611	SAFETY INSPECTIONS
R.R.O. 1990, Reg. 610	SAFETY HELMETS
R.R.O. 1990, Reg. 608	RESTRICTED USE OF LEFT LANES BY COMMERCIAL MOTOR VEHICLES
R.R.O. 1990, Reg. 604	PARKING
R.R.O. 1990, Reg. 596	GENERAL
R.R.O. 1990, Reg. 587	EQUIPMENT
R.R.O. 1990, Reg. 581	ACCESSIBLE PARKING FOR PERSONS WITH DISABILITIES
R.R.O. 1990, Reg. 579	DESIGNATION OF HIGHWAYS
R.R.O. 1990, Reg. 577	COVERING OF LOADS

Dangerous Goods Transportation Act, R.S.O. 1990, c. D.1

Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4

O. Reg. 365/13	MANDATORY ASSESSMENT OF COMPLAINTS AND REQUESTS FOR APPROVAL
O. Reg. 364/13	MANDATORY INSPECTION - FIRE DRILL IN VULNERABLE OCCUPANCY
O. Reg. 425/11	FORMS
O. Reg. 213/07	FIRE CODE
O. Reg. 407/97	APPOINTMENT OF ARBITRATORS AND CONCILIATION OFFICERS

Building Code Act, 1992, S.O. 1992, c. 23

O. Reg. 332/12	BUILDING CODE

Environmental Protection Act, R.S.O. 1990, c. E.19

O. Reg. 463/10	OZONE DEPLETING SUBSTANCES AND OTHER HALOCARBONS

O. Reg. 452/09	GREENHOUSE GAS EMISSIONS REPORTING
O. Reg. 224/07	SPILL PREVENTION AND CONTINGENCY PLANS
O. Reg. 222/07	ENVIRONMENTAL PENALTIES
O. Reg. 419/05	AIR POLLUTION - LOCAL AIR QUALITY
O. Reg. 153/04	RECORDS OF SITE CONDITION - PART XV.1 OF THE ACT
O. Reg. 127/01	AIRBORNE CONTAMINANT DISCHARGE MONITORING AND REPORTING
O. Reg. 675/98	CLASSIFICATION AND EXEMPTION OF SPILLS AND REPORTING OF DISCHARGES
R.R.O. 1990, Reg. 342	DESIGNATION OF WASTE
R.R.O. 1990, Reg. 340	CONTAINERS
R.R.O. 1990, Reg. 339	CLASSES OF CONTAMINANTS - EXEMPTIONS
R.R.O. 1990, Reg. 338	BOILERS

R.R.O. 1990, Regulation 860. Workplace Hazardous Materials Information System (WHMIS)

Element 14 Occupational Health

Purpose

- To ensure ROSSCLAIR's commitment to effectively ensure occupational health, safety and hygiene are initiated and maintained in the workplace to prevent occupational illness and injuries.
- Communicate & train workers with regards to Health Hazards, risk, and applicable procedures to mitigate risk.
- Include health hazard identification as part of regular workplace inspections.
- Set and monitor standards for exposure controls.
- Eliminate health hazards at the source whenever possible.
- Ensure companywide compliance with WHMIS regulations.
- Ensure our subcontractors are aware of and comply with their requirements concerning occupational health hazards.

Responsibilities

Senior Management is responsible for:

- Ensuring that adequate hazards assessments are conducted to identify all occupational health hazards related to:
- chemicals (solids, liquids, gases, and aerosols such as dust, mist, vapour, liquid, smoke, or fume),
- physical hazards (heat, cold, noise, vibration, radiation),
- biological agents (moulds, viruses, bee stings), and
- ergonomic hazards (improper lifting, pool tool design, repetitive motion)
- designated substances (lead, isocyanates, asbestos)
- Ensuring JHA are completed as aligned with Element 2 procedure for identifying and controlling occupational health hazards.
- Initiating and monitoring site-specific controls as determined by JHA by means of documentation of inspection.
- Completing the Summary Action Plan related to Element 14, when deficiencies are identified.

Project Manager and/or Site Supervisor are responsible for:

- Conducting Job Hazard Assessments (JHA) as required to identify potential occupational health hazards using the Job Hazard Assessment (JHA) form.
- Implementing corrective actions to minimize risk related to each hazard.
- Identifying controls and communicate hazard, risk, and adequate control measures to workers.
- Monitoring and verifying the effectiveness of implemented controls.
- Ensuring that there are adequate drinking water and washroom facilities available for all workers.

Workers are responsible for

- Understanding, acknowledgement, and compliance of ROSSCLAIR Health and Safety Policies and Procedures including site-specific requirements.
- Complying with all applicable Occupational Health policies and procedures.

Procedure

- Hazard Assessments
- Conduct an occupational health hazards as part of Element 2
- Always implement controls according to the Hierarchy of Controls:
    a. Elimination of the hazard
    b. Substitution
    c. Implementation of engineering controls to prevent exposure to the hazard.
    d. Implementation of procedural controls to prevent employees from reaching the hazard
    e. Implementation of personal protective equipment to prevent exposure to employees

1. Waste

   a. All hazardous materials not used will be disposed of as per Federal and Provincial by-laws.
2. Designated Substances
   a. Worker exposure to Designated Substances must be controlled in accordance with Legislative requirements of O. Reg. 278/05.
   b. List of Designated Substances:
      - Acrylonitrile
      - Arsenic
      - Asbestos
      - Benzene
      - Coke oven emissions
      - Isocyanates
      - Lead
      - Mercury
      - Silica
      - Vinyl chloride
      - Ethylene oxide

3. Use of subcontractor in means of performing activities necessary when handling (i.e., removal, abatement, disposal) any of the above designated substances in the area(s) of the project site where identified and participate in the minimum recommendations as required.
4. Subcontractor will be required to provide ROSSCLAIR with a program and procedure specific for the project for review and awareness.
5. Posting of monitoring results if needed for Designated substances.
6. When required under a control program that relate to the monitoring of airborne concentrations of a designated substance and worker exposure to airborne concentrations of a designated substance, the employer shall,
   a. promptly post the results in a conspicuous place or places where they are most likely to come to the attention of workers who would be affected by them and leave them posted for no less than 14 days.
   b. provide a copy of the results to the joint health and safety committee; and
   c. keep the results for no less than five years.

7. Personal Protected Equipment
   a. A worker who is exposed to any level of an airborne designated substance will be requested to wear any specified specialized personal protective equipment supplied from his or her employer.
   b. An employer who provides a worker with specialized personal protective equipment shall ensure there is training and instruction to the worker in the care and use of this equipment.
8. Discovery
   a. In the event of discovery of any designated substance the worker shall notify the supervisor immediately. Inform all employees in the area to leave the area and follow first aid procedures, if necessary.
   b. The supervisor will ensure barricading of the designated area (i.e., danger/red tape, locking area, danger signage) and engage an appropriate to conduct analysis to confirm the designated substance and recommendations.
   c. It is ROSSCLAIR Contractors Inc. interest to have a subcontractor specialized in handling the substance at the project site, if determined to be of a designated substance.
9. Confined Spaces
   a. JHA will be conducted, if confined space hazards are identified in the workplace then measures will be followed as part of Element 2.
   b. Methods from a subcontractor on a project site-specific which include verification of air quality prior to entry into confined spaces, entry permits, air, and personnel monitoring while in confined spaces, ventilation, entry procedures, attendant, communication, PPE, safe retrieval, emergency rescue procedures, equipment, and records, etc.
   c. Site-Specific Training Requirements in the procedures are required prior to conducting work in confined spaces.
   d. At least two employees will be trained on confined space entry if such hazard exists.
10. Toilet and Wash-Up Facilities
   a. Toilet facilities will be available on-site and will be operated in accordance with the applicable regulations and be maintained in a state of reasonable cleanliness.
   b. Adequate amount of toilet facilities is to be identified on the project site map, minimum

number as per workers and structure requirements as per the Construction Regulations 213/91 (Project constructor will usually be responsible for this requirement, if ROSSCLAIR Contractors Inc. is constructor then ROSSCLAIR Contractors Inc. will provide facilities).

c. Good hygiene practices must be strictly followed including prohibiting eating, drinking, and smoking in the work area, requiring washing of hands before eating, drinking, or smoking.
d. Drinking Water
e. A reasonable supply of potable drinking water shall be kept readily accessible at a project.
f. All water (including ice) must be taken from federal, provincial and/or local health board approved sources; otherwise testing will be required to be conducted.
g. Only one-use paper cups or individual/personal receptacles should be used as drinking containers, and these must be stored in a clean location.
h. Portable water dispensers should be tightly sealed (not open-topped) and have a tap.

11. Annual review of procedure to identify any changes to the ROSSCLAIR Health and Safety Program; Revision Page will reflect the review and update.

Referenced Documents

- Job Hazard Assessment

Element 15 First Aid

Purpose

- To implement a first aid program in accordance with regulatory requirements.
- Ensure that there is a structured reporting system of first aid incidents.

Responsibilities

Senior Management shall:

- Ensure that there are qualified persons to provide first aid.
- Support the necessary training to qualify persons.
- Ensure that transportation of an injured employee to the nearest medical treatment facility is available when necessary

The Project Manager and Site Supervisor shall ensure that:

- First aid stations and qualified persons are present to provide first aid assistance to injured employees.
- A WSIB's "In Case of Injury" poster (Form 82), is posted in the workplace.
- First aid attendant's certificate is valid and posted at the first aid station. (Certification is valid for 3 years from date of completion).
- First aid stations are being inspected as often as necessary, at minimum quarterly.
- That transportation of an injured employee to the nearest medical treatment facility is available when necessary
- All first aid incidents are reported and documented.
- All workers shall report to their immediate supervisor any incident that requires first aid treatment or incident reporting.
- Joint Health and Safety Committee and Health and Safety Representatives shall:
- Monitor the first aid stations during site inspections to ensure that all the requirements of the First Aid Regulation 1101 are being met.
- Provide recommendations when a deficiency in the system is noted.
- Review First Aid Reports and make recommendations when required to reduce or eliminate similar recurrence.

Definitions

First Aid: A work related injury that is defined as "any one-time treatment of minor scratches, cuts, burns, splinters and so forth, which can be treated by a Certified First Aid Attendant."

Methodology

An appropriate number of employees will be provided with first aid training and certification from an approved training agency at ROSSCLAIR's expense.

The first aid stations (boxes) will be provided as prescribed and maintained as prescribed in accordance with the requirements of the WSIB Regulation 1101.

A copy of the WSIB first aid regulations will be posted on the Health and Safety Bulletin Board and at the first aid station.

First Aid certificates will be posted on the Health and Safety Communication Board.

The names, work locations and internal phone numbers of all certified first aid staff at the workplace shall be recorded on the Emergency Notification form.

All first aid treated injuries will be reported and documented in our first aid logbook as required by our Health and Safety Program.
First Aid stations will be stocked as required as per regulation 1101 and inspected as described in our workplace inspection program. All inspections will be documented on the First Aid Kit Contents Checklist.

A response capability for transport to and from a medical facility or employee's home when required.

Procedure

- Employees must report any first aid incidents to their immediate Supervisor.
- Only a qualified First Aid Attendant can treat a first aid incident.
- The Supervisor must ensure that all employees are made aware of the locations of the first aid kits.
- The Certified First Aider must complete a "*First Aid Report*" each time that first aid treatment has been provided. See the end of this procedure for an example of a First Aid Report.
- The Project Manager, Supervisor and JHSC must ensure that all First Aid Reports are reviewed, and corrective action taken where necessary. All First Aid Reports must be kept on file for a period of at least 5 years.
- The Site Supervisor must send a copy of the First Aid Report to the JHSC for review at their next meeting.
- Transportation of injured worker to medical facility:
    a. The first method of transportation is an ambulance. Should this method of transportation not be appropriate then the company will call for a taxi, or a Supervisor will appoint a competent person to transport the injured worker, accompanied by the first aid attendant.
    b. Should the employee refuse the transportation, the company will attempt to:
        - Identify any other transportation methods the worker would prefer.
        - Reiterate the importance of accepting the transportation to the hospital, doctor's office, clinic, or worker's home.
- Call 911 and get the ambulance attendant to administer medical attention onsite.
- Contact the employee's emergency contact person for transportation assistance.
- The worker will not be permitted to continue work until medical clearance is provided
- ***Should the injured worker wish to self-transport this will be documented on the First Aid Report and the Supervisor notified. The employee will be given instructions on reporting back to the employer on medical outcome*.**
- The person traveling with the injured worker will continue to administer first aid as may be required, take the company injury package to the treating facility, and keep the employer up to date as to the ongoing status of the injured worker.
- *A First Aid Station shall:*
    c. A first aid box containing the items required by Regulation; and a notice board displaying, the Board's poster known as Form 82, the valid first aid certificates of qualifications of the trained workers on duty, and an inspection card with spaces for recording the date of the most recent inspection of the first aid box and the signature of the person making the inspection.
    d. A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by this Regulation.
    e. First aid stations shall be located as to be always easily accessible for the prompt treatment of any worker work is in progress.
    f. A first aid box shall contain as a minimum the first aid items required by this Regulation and all items in the box shall be always maintained in good condition.
    g. The box shall be large enough, so each item is in plain view and easily accessible.
- Every employer shall always keep posted in other conspicuous places in the places of employment the Board's poster know as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment.
- The expense of furnishing and maintaining first aid appliances and services shall be borne by the employer.
- Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time, and nature of each first aid treatment given.
- Employers shall inspect first aid boxes and their contents at not less than quarter-yearly intervals

and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection.

- The Board or its appointees may make inspections of first aid stations, appliances, services, and records.

First Aid Station Contents

Every employer employing more than fifteen and less than 200 workers in any shift at a place of employment shall provide and maintain at the place of employment one stretcher, two blankets and a first aid station with a first aid box containing as a minimum:

- a current edition of a standard St. John Ambulance First Aid Manual.
- 24 safety pins.
- 1 basin, preferably stainless steel; and
- dressings consisting of,
- 48 adhesive dressings individually wrapped,
- 2 rolls of adhesive tape, 1 inch wide,
- 12 rolls of 1-inch gauze bandage,
- 48 sterile gauze pads, 3 inches square
- 8 rolls of 2-inch gauze bandage,
- 8 rolls of 4-inch gauze bandage,
- 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
- 12 triangular bandages,
- splints of assorted sizes, and
- 2 rolls of splint padding

Training

ROSSCLAIR Contractors Inc. will ensure that a Certified First Aid Attendant is available during every shift that works near the First Aid station or kit.

All designated First Aiders shall be trained and certified from a WSIB-recognized training provider every 3 years.

H&S Coordinator will be responsible for maintaining and re-certifying First Aid attendants to ensure timely recertification.

Distribution

- A copy of this document is available in the Site Safety Plan.
- A copy of this document is available to Subcontractors/Contractors upon request.

Reference Documents

- First Aid Kit Content Inspection Checklist
- First Aid Report Log

Element 16 Joint Health and Safety Committees and Health and Safety Representatives

16.1 Joint Health and Safety Committee (Head Office)

Purpose

- The formation of a Joint Health and Safety Committee and its ongoing activities is a benefit to all the employees and the workplace in general and is a requirement under **OHSA Legislation 9. (3)**:
    - to provide an opportunity for all employees to participate in the health and safety aspects of the workplace,
    - to identify and resolve workplace hazards through regular inspections and worker communications,
    - to provide a resource for the company in the development, operation and implementation of the ongoing Health and Safety Program, as well as related programs,
    - to gather and provide access to information allowing employees a better understanding of the Act, and a response to any health and safety concerns
    - To create and maintain an active interest in health and safety to reduce accidents.
    - To help stimulate an awareness of safety issues and an atmosphere of co-operation between Management and workers.

Responsibilities

Senior Management is responsible for ensuring that:

- a Joint Health and Safety Committee (JHSC) is formed, structured and functioning
- the names of the members are prominently posted in the workplace
- assistance and cooperation are provided to the JHSC
- Recommendations made by the JHSC are addressed, and formal recommendations are responded to within 21 days.
- The JHSC has access to pertinent resource such as:
    - Notification of injury or occupational disease.
    - Information on potentially hazardous materials/processes.
    - Reports on health and safety.
    - Health and safety statistics.

Certified Members shall

- Be present in any situation where a worker has refused work or investigate complaints that dangerous circumstances exist.
- an initiate a bilateral work stoppage, and in some cases perform unilateral work stoppage.

Supervisors

- Ensure that representatives are allowed the required preparation time for the committee meetings, inspections, and investigations (minimum 1 hour).
- Provide all necessary assistance to committee members in the performance of their duties.

The Joint Health and Safety Committee is responsible for:

- Attend all meetings and committee functions as work schedule permits.
- Maintain confidentiality in areas involving medical information, company trade secrets, or as requested by employees
- Obtaining information from the employer on potential or existing hazards, accident data/trends, occupational disease, hygiene reports, etc.
- Assist in the development and review of the health and safety program.
- Perform workplace inspections as assigned.
- Receive and consider the H&S concerns or suggestions received from supervisors and workers. Always support the Internal Responsibility System; however, bring these concerns or suggestions to the next committee meeting for discussion.
- Performing accident investigations that identify the underlying root cause(s) and identifying corrective action to be taken.

- Reviewing accident/illness information and analyze for trends.
- Participate in work refusals.
- Make recommendations to the employer on improvements to the Health and Safety Program.
- Accompany a Ministry of Labour Inspector during a ministry inspection of the workplace.
- Keep current with respect to occupational health and safety issues, trends and advancements including changes in legislation.

The Secretary will be responsible for ensuring that

- All reports required by law or the safety program are provided to all members of the committee, along with the agenda for the next meeting.
- Arrange to have all employee members made available for Committee functions.
- Monitor the performance of the committee and this procedure, and recommend changes as appropriate to the committee
- Minutes of the JHSC meeting are recorded and posted on the Health & Safety Communication Board.
- The JHSC keeps to the set agenda during the JHSC meeting
- Files for all JHSC records and follow up on the status of all outstanding recommendations are maintained.
- Arrangements for the meeting, including booking a room and any other necessary logistics are handled.
- Members are provided with copies of the required materials.

Procedure
Committee Development

- The JHSC will represent employees from all aspects of the company, who have been elected or have volunteered to participate on the committee or have been selected by the trade union to represent the workers. No less than 50% will be worker representatives. The management representatives can be selected by the Employer.
- The workers on the JHSC will elect a co-chairperson to represent employees, and the management representatives will elect the management co-chairperson.
- The co-chairperson's term of office will be for periods of twelve (12) months.
- The replacement of committee members must be staggered to ensure continuity. Nominations and elections will take place as required.

Policy Administration

- The JHSC will serve as an auditing and reporting body to monitor the effectiveness of the health and safety program. The committee will assist in promoting safety as the responsibility of all employees.
- The functions of the JHSC may include the following but need not be limited to: Accident Investigations, Accident Reviews, develop Health and Safety awareness programs, identifying unsafe conditions, feedback on the effectiveness of safety management.
- The JHSC will meet on a regular basis, at minimum quarterly. The JHSC will select the next meeting date at the end of each meeting.
- The agenda for the meeting shall be prepared by the management co-chairpersons and will be distributed the day of the Joint Health and Safety meeting. The agenda shall include, but not limited to the following:
- Outstanding items from previous minutes
- New items identified in workplace inspections
- Accident/Incident Investigation Report Review
- Industrial Hygiene Results
- New business
- The decisions of the committee will be made by consensus within governmental regulations.
- Supervisors of Committee members will be provided with a schedule for Health and Safety Committee meetings and are expected to permit these members to attend and participate in the

meeting and other assigned duties.

- All members will abide by the confidentiality rules of the Act, concerning trade secrets or personal medical information they may receive during and after the course of their tenure.
- All employees will be encouraged to discuss their concerns with their immediate supervisor before bringing it to the attention of the Committee.
- Committee members will thoroughly investigate all complaints to get pertinent facts and will exchange these facts when searching for a resolution to a problem. All such problem resolutions will be recorded in the Minutes.
- Medical, personal or trade secret information will be kept confidential by all Committee members
- All time spent in attendance at Committee meeting or in activities relating to the function of the Committee will be paid for at the member's current rate of pay for performing work, and the time spent shall be considered as time at work.
- The Committee members are entitled to one (1) hour preparation time for each meeting.

Structure of the Committee

The Committee shall consist of at least four (4) members; 1 member selected by the employer and 1 member selected by the workers. The member's term will be three (3) years. Alternates may be allowed; however, they shall only be used in an emergency and with the approval of the co-chairpersons. Each party will supply a list of one (1) alternate.

The Committee shall meet the **third Thursday every third month**. (changes will be approved by the co-chairpersons).

A co-chairperson may with the consent of his/her counterpart, invite any additional person(s) to attend the meeting to provide additional information and comment, but they shall not participate in the regular business of the meeting.

The co-chairperson will rotate the chairperson's position monthly.

The workers will select one worker member and the employer will select one management member, to become certified by the Ministry of Labour. The certified members will exercise the designated duties of certified members.

The **Co-chairs** (a *worker* and a *management* member) will:

- Agree on an agenda one week prior to a monthly meeting and will rotate the chairing of the meetings.
- Draft recommendation forms.
- Review and approve Committee Minutes for distribution.
- Act as the Chair for every second meeting.
- Conduct and guide the meetings to ensure that the committee fulfills its function as outlined by company policy and current legislation.
- Ensure that all Committee members have an opportunity to participate in discussions, decisions, and recommendations during the meeting.
- *Inspections*
- The members of the Committee who represent workers shall designate one of the members representing workers to inspect the physical condition of the workplace, accompanied by a Management member of the Committee, on the **third Thursday of every month**. The workplace inspection shall be conducted prior to the quarterly committee meeting.
- All health and safety concerns raised during the physical inspection will be recorded on an appropriate **Workplace Inspection Form** and signed by both members of the inspection team.
- The Workplace Inspection Form will be forwarded to the Committee and to each area supervisor within two days of the inspection. The supervisor will inform the Committee of the status of the outstanding items before the next committee meeting.
- The Certified Members will be the preferred inspection team.
- Senior Management will communicate in writing directly to with the co-chairs with regards to

received written Committee recommendations.

Recommendations to the Employer

- Senior Management will communicate in writing directly to with the co-chairs with regards to received written Committee recommendations.
- A list of action to be taken, persons responsible and an action timetable will accompany recommendations that are accepted.
- Those that are rejected will be accompanied by a full explanation and an alternative control proposal.
- Recommendations to Senior Management will be entered on the designated form, signed by both Co-chairs, and forwarded to Senior Management within three (3) days. Senior Management will review and provide a written response on this form, within twenty-one (21) days, who will provide copies to all Committee members and then post the form and the Minutes within one (1) day.
- The Committee will designate members and alternates if required, chosen by those they represent, to investigate all serious workplace accidents, and incidents that have the potential for a serious accident. The inspection team will be responsible for overseeing that the requirements prescribed in Section 9. (30-31) of the Occupational Health and Safety Act are followed. The Certified Member will be the preferred investigator.
- Accidents and Accompaniment
- The Committee will designate two members and / or alternates if required, chosen by those they represent, to accompany the Ministry of Labour while carrying out the Ministry inspection of the workplace.
- The members of the Committee representing workers shall designate a member and or alternate if required, investigating work refusals. Senior Management and the Ministry of Labour will be informed in writing of the names of the workers so designated.
- The Certified Member shall be the preferred worker counsel at work refusals.

Minutes of Meeting

- The Committee will designate a Secretary for the meeting to record the Minutes.
- The minutes of the meeting will be typed, circulated, and filed within three (3) working days of the meeting, or as the Committee may from time to time instruct.
- Minutes of each meeting will be reviewed, and edited where necessary by the co-chairpersons, then signed and circulated to all Committee Members with a copy forwarded to senior management before any broader circulation takes place.
- Agenda items will be identified by a reference number, allowing expedient access through a proper filing system.
- Names of Committee Members will not be used in the Minutes except to record attendance.
- The corrective action required, the person responsible, and the target date for completion will be communicated through the minutes of the meeting for distribution to all those with responsibility for items listed.

Meeting Agenda

- The co-chairperson will prepare an agenda and forward a copy to all Committee members at least one (1) week in advance of the meeting.
- The committee may accept any item as proper for discussion and resolution pertaining to health and safety, except to amend, alter, subtract from, or add to, any terms of this Agreement. All items raised from the agenda in meetings will be dealt with based on consensus rather than voting. Formal motions will not be used.
- All items that are resolved and those that are not will be reported in the Minutes. Unresolved items will be so recorded and placed on the agenda for the next meeting.
- The JHSC is to review a minimum of five (5) elements of the health and safety manual quarterly. By doing so, the entire program will be reviewed once annually. Any revisions done to the health and safety manual must be approved by a Senior Management or designate.
- Amendments to these Guidelines
- Any amendments, deletions or additions to these guidelines must have the consensus of the total

committee and shall be set out in writing and attached as an Appendix to these guidelines.

- Senior Management may assign tasks or specified activities to the Joint Health and Safety Committee based on new legislation, customer requirements or other recommendations.
- All members of the Joint Health and Safety Committee shall participate in training as is deemed necessary to maintain a level of competence.
- Members of the Joint Health and Safety Committee must attend regularly, any member not in attendance for more than two consecutive meetings without prior notice to a co-chair may be asked to resign from the Joint Health and Safety Committee. Meeting quorum is set at 2 worker and 2 management members.
- Any employee who has any questions or concerns about any item discussed during our safety meetings are encouraged to speak to their supervisor.

Distribution

- A copy of this procedure is available in the health and safety manual.
- Minutes of the proceedings of the JHSC will be distributed to Senior Management as well as posted on the Health and Safety Communication Board for employee review.

Reference Documents

- Joint Health and Safety Committee Term of Reference
- Joint Health and Safety Committee Agenda and Minutes
- A Guide for Submitting Joint Health and Safety Committee Formal Recommendations

16.2 Health and Safety Representatives, JHSC and Worker Trade Committee (Job Site)

Purpose

To Adhere to regulatory requirements for a worker Health and Safety Representative (HSR), Joint Health and Safety Committee (JHSC) and Worker Trade Committee (WTC) (herein now referred to as the Committee/HSR) at ROSSCLAIR jobsites.

Responsibilities

Senior Management shall:

- Assist and co-operate with the Committee/HSR in carrying out their role.
- Respond to written recommendations from the Committee/HSR within 21 days. The response must include corrective action time and dates, or reasons for disagreement of recommendations.
- Provide an assessment of all hazardous chemicals and physical agents found or used in the workplace and provide a copy of this assessment to the Committee/HSR.

Project Managers and Site Supervisors shall:

- Assist and co-operate with the Committee/HSR in carrying out their role.
- Post the names and work locations of the Committee members/HSR in the workplace.
- Health and Safety representative (worker representatives) shall:
- Be elected or appointed by workers or trade union
- Hold or complete Ontario approved training for a certified Health and Safety Representative Certification
- Participate in monthly workplace inspections
- Complete and maintain on file the Recommendation Form and submit to Senior Management for response within 21-days of notification, when required

All workers shall:

- Awareness, understanding and acknowledgement of ROSSCLAIR Project Site Specific and Corporate Head Office Terms of Reference for the Committee/HSR
- Participate, elect or appointment a Health and Safety Representative as appropriate
- Follow up with the Committee/HSR should health and safety concerns not be addressed by a Supervisor in a timely manner.

Procedure

Joint Health and Safety Committee

- Is required at a project that is expected to last more than three months (3), and where:
- twenty (20) or more workers are regularly employed.
- an order to an employer is in effect under section 33; or
- there are fewer than twenty workers are regularly employed, and a regulation concerning designated substances applies.
- The JHSC shall ensure that any health and safety concerns brought to their attention from another worker or through observations are tabled at the Committee meeting or documented on the workplace inspection and will make recommendations for controlling hazards in the workplace.
- The JHSC will endeavor to make recommendations that establish, implement, monitor, evaluate and improve company policies, programs, and procedures. An effective JHSC ensures that any weaknesses in the company's chain of internal responsibility are identified and that attention remains focused on these weaknesses until they are addressed and resolved.
- The JHSC shall be visible to all employees, including workers, superintendents, and Senior Management. To this end, all Committee member names, and work locations shall be posted on the Health and Safety Communication board.
- The **JHSC shall meet at least every three months** and shall discuss issues including, but not limited to:
    - First aid records
    - Accident investigation reports
    - Hazard/near miss reports
    - Monthly inspection reports
    - Review minutes of prior JHSC meeting
    - Review training records
    - Hygiene surveys
    - Safety talk meeting minutes
    - Health and safety disciplinary action
    - Ministry of Labour, Health Officer or Director report
- Workers shall cooperate with the JHSC while they perform their duties. All workers shall comply with this standard, procedures, and legislative requirements.
- JHSC members shall perform duties as legislated. All safety representatives shall comply with this standard, procedure, and legislative requirements.

Worker Trade Committee

- A Workers Trade Committee is required on a project where 50 or more workers are regularly employed, and the project duration exceeds 3 months.
- The WTC Representative's name(s), trade, and work locations shall be posted in a conspicuous workplace location.
- The function of the WTC Representative is to make recommendations to the Constructor/Employer and the workers for the improvement of the health and safety of the workers

Selection of Worker Trade Committee (WTC) Representatives

- The WTC representative will be elected by their peers or by trade union. Individuals can volunteer or be nominated. If an election is required, an election will be held to select the job site representative. The successful candidate will receive 65% of the votes.

Selection Process for Joint Health & Safety Committee

Worker Member:

- Elected by their peers at the project site or by trade union. Worker members at head office will be elected by their peers. Individuals can volunteer or be nominated. An election will be held to select the appropriate number of worker members**. The workers will decide who will become the certified worker member**.

Management Member:

- A member from Senior Management will select the management members. **The management**

members on the JHSC will decide who will become the certified management member.

Replacement Process of Certified Members:

- The same process as above will be used to replace the certified member.

Selection of Worker Co-Chair:

- The workers on the JHSC will decide who will become the worker co-chair.

Selection of Management Co-Chair:

- The management members on the JHSC will decide who will become the management co-chair.

Selection of Safety Representatives

- Project site must be represented on the JHSC, who do not exercise managerial functions, within the first month of a project. The safety representative shall be elected by the workers.
- There must be at a minimum of one (1) safety representative per job site with more than five (5) workers.
- All safety representatives from each site shall meet at a minimum of 4 times a year (quarterly) under the project specific terms of reference.
- Meeting minutes will be kept on file at the job site and copied to the Head Office for the JHSC for further review and response, when required.
- Safety representatives will discuss their inspection reports, accidents, hazard reports and any other safety matters that relate to their jobsite.
- The parties acknowledge that the proper functioning of the Joint Health and Safety Committee can only be carried out where the representatives of the employer and the workers are committed to these responsibilities. To this effect, the undersigned agree to support, assist, and abide by the following joint health and safety committee structure and guidelines.
- ***Quorum***
- Quorum refers to the number of JHSC members who must be present at a JHSC meeting to hold the meeting or vote to implement and or request a policy/procedure/work order, etc. on any type of health and or safety related issue. Quorum for ROSSCLAIR purposes is one member representing management and one member representing workers.
- Joint Health & Safety Committee Meetings*:*
- JHSC meetings are to be held at minimum on a quarterly basis.
- Records of all meetings and inspections must be posted on the health & safety bulletin board for a minimum of one (1) month and kept in a file at the project site.
- Meetings shall follow an agenda which includes, but is not limited to:
- Analysis of first aid records, accident investigation reports, hazard/near miss reports,
- Hazards identified on the monthly inspections.
- Review of minutes of the last meeting, applicable training records, hygiene surveys, crew talk/safety talk meeting minutes, health or safety related disciplinary action, problematic unplanned inspection reports, repeat items, etc.

Worker Trades Committee Meetings

- WTC meetings are to be held as per the schedule determined by the JHSC. It is recommended to have the meetings on the same date as the JHSC meeting. Duration of the WTC meeting will not exceed one (1) hour
- Confidentiality of Information
- The Committee/HSR members are bound by the Occupational Health and Safety Act to keep any personal medical details or other sensitive information they receive while performing their duties confidential. This means paying strict attention to the security of committee records.
- For the Committee/HSR to function properly, all parties must be confident and trust that no improper use will be made of the information received.
- Workplace or Jobsite Inspections
- The safety representative is responsible for conducting worksite or jobsite inspections once a

month. Although it is recommended that the Site Supervisor participate in the inspection.

- A schedule will be arranged and posted.
- The standard workplace inspection checklist form will be used during inspection to record:
- Specific hazards (existing or potential).
- Concerns reported to the inspection team by other workers.
- Hazard classification.
- Location and/or persons affected by the hazard or concern.
- Recommended controls.
- Immediate action taken.
- This document will be reviewed and evaluated for adequacy against regulatory requirements and suitability for ROSSCLAIR job site needs annually. Any identified deficiencies will be addressed and recorded

Distribution

- Copies of this document is available in the ROSSCLAIR Health and Safety Manual.
- This document is available in the Subcontractors/Contractors Safety Agreement.
- Minutes of the WTC, JHCS or HSR meeting proceedings shall be posted on the health and safety communication board.
- The WTC, JHSC and HSR names, work location and trade (where applicable) shall be posted on the health and safety communication board.

Reference Documents

- Joint Health and Safety Committee Term of Reference
- Joint Health and Safety Committee Agenda and Minutes
- A Guide for Submitting Joint Health and Safety Committee Formal Recommendations

Element 17 Workplace Violence

17.1 Workplace Violence and Harassment Policy Statement

ROSSCLAIR

WORKPLACE VIOLENCE & HARRASMENT POLICY STATEMENT

ROSSCLAIR will provide a safe work environment that is free of fear, violence, threats, bullying and all forms of harassment, including sexual harassment from co-workers, supervisors, employers, customers, and members of the public. Every employee of ROSSCLAIR has the right to work in an environment free from violence and harassment and where they are treated with civility, decency, dignity, and respect. A positive work environment is built on mutual respect, inclusion, and culture committed to health and safety.

Every employee of ROSSCLAIR has the right to employment, which is free of harassment, sexual harassment, and violence in the workplace. Within ROSSCLAIR each person has a direct responsibility for health and safety as an essential part of his or her job. Workers are encouraged to report any incidents concerning themselves or others. This ongoing responsibility is a condition for continued employment.

Workplace violence means:

- The attempt and/or exercise of physical force against a worker, at work, that could cause physical injury.
- An attempt to exercise physical force against a worker, at work, that could cause physical injury.
- A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker that could cause physical injury to the worker.

Workplace harassment means, engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or

Workplace sexual harassment means:

- Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be unwelcome, or
- Making a sexual solicitation or advance where the person making the solicitation or advance is in position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Harassment, sexual harassment, and violence are critical health and safety concerns and fall within our unwavering and focused commitment to the Internal Responsibility System and our Health and Safety program. Each person is required to take initiative on health and safety issues

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and work towards solving problems and make improvements on an on-going basis. They do this both singly and co-operatively with others.

It is also on of the personal responsibilities of management, leadership, and the owners of ROSSCLAIR to ensure that the entire system of direct responsibility for health and safety within the workplace is established, promoted, and improved over time. All complains and/or incidents will be investigated in a fair and timely manner. All complains and/or incidents will be kept confidential unless it is deemed necessary to protect workers.

ROSSCLAIR wants to protect all employees from violence, threatening behavior, bullying and all forms of harassment in the workplace. Violence, threats of violence, bullying, harassment, and sexual harassment by any employee will be viewed as a fundamental breach of the employment contract and in some circumstances may be inconsistent with continuing employment.

ROOSCLAIR will not tolerate reprisals or retaliation towards any person for complying with this policy.

This includes those who report witnessed misconduct, those who cooperate in an investigation and those who report concerns to their supervisor. Any such behavior will be dealt with quite severely, up to and including termination of employment.

Al ROSSCLAIR, everyone has direct responsibilities for health and safety as an essential part of his or her job. It does not matter who or where the person is in the organization, he or she is required to take initiative on health and safety issues and work to solve problems and make improvements on an ongoing basis. Violence, threats of violence, verbally threatening conduct, bullying, harassment, and sexual harassment are all health and safety issues.

John E. Richardson
President
ROSSCLAIR Contractors Inc.

August 02, 2021
Date:

ROSS CLAIR
CONTRACTORS & CONSTRUCTION MANAGERS
Since 1975

17.2 Workplace Violence & Harassment Policy

Purpose

- The Workplace Violence and Harassment Policy is a statement of intent and includes the principles, philosophies, and requirements of ROSSCLAIR, as a minimum will address the following:
- basic objectives of the Program
- responsibility of all employees
- Intolerance for disrespectful and or violent behaviour.
- All workplace parties, including suppliers and subcontractors must regard the Workplace Violence and Harassment Policy as a directive for compliance with the Health and Safety Program.

Responsibilities

Senior Management shall ensure that:

- The Workplace Violence and Harassment Policy and associated Programs are communicated and distributed.
- Enforcement of the Workplace Violence and Harassment Policy and the Internal Responsibility System is consistent.
- Actual and potential risk of workplace violence are properly assessed, and the results of this assessment are shared with the JHSC/HSR. This assessment shall be reviewed as often as necessary to protect workers from workplace violence, at minimum annually.
- All reported incidence of workplace violence and harassment are reported and to promptly respond to, and thoroughly investigate every threat or allegation of workplace violence or harassment in a manner which is fair, respectful, and thorough for both the complainant and the alleged perpetrator.
- Workers are provided with information and instruction on the contents of this policy and associated programs.
- Measures and procedures to control the risks of workplace violence and harassment are developed to protect workers from exposure to physical or psychological injury.
- If we become aware, or ought reasonably to be aware, that domestic violence may occur in the workplace, ROSSCLAIR shall take every precaution reasonable in the circumstances for the protection of the worker.
- During the investigation process workers are protected, which may include ROSSCLAIR removing the suspected or alleged offender from the workplace with pay, until enough information has been obtained to assess the potential risk.
- If it is determined that there has been workplace violence or harassment or a reasonable risk of workplace violence, harassing conduct, threatening conduct, or bullying, the employer shall ensure that adequate steps are taken to prevent any incidence and shall take all corrective actions required to both protect the worker or workplace and discipline the worker involved up to and including dismissal for a single incident.
- All employees are trained and understand the employer's expectations for appropriate conduct at work.
- Retaliation against any employee filing a complaint or participating in the complaint process is prohibited. ROSSCLAIR will not tolerate or permit retaliation by management, employee, or co-workers.
- Employees are encouraged to report any incidents of harassment forbidden by this policy immediately, so that complaints can be quickly and fairly resolved.
- Project Managers and Supervisors are responsible for:
- Consistently following and enforcing this policy, and to observe and monitor the internal responsibility system.
- Encouraging employees to report any incidents of violence or harassment forbidden by this policy immediately, so that complaints can be quickly and fairly resolved. Supervisors must never dissuade, prevent, or deny a person from reporting an observation, concern or complaint relating to this policy, nor shall the supervisor ever respond in such a way, as to make any person feel discouraged from providing information relating to this policy.

- Thoroughly and immediately recording and investigating all allegations, incidence or concerns for potential violence, threatening conduct, threats, or bullying behaviour for the protection of the worker and the workplace in a manner which is fair, respectful, and thorough for both the complainant and the alleged perpetrator.
- Assessing the risk of workplace violence, daily and reporting the results of any concerns to Senior Management. The supervisor shall consider the nature of the workplace, the type of work or conditions of work, circumstances that would be common to similar workplaces, circumstances specific to the workplace and any other prescribed elements when assessing the workplace.
- Making detailed and specific inquires of all persons suspected of violating this policy or of being victims of violence or harassment in the workplace, where there is even only a subtle possibility or suspicion that these are possibly occurring or there is a risk of these occurring.
- Providing all workers with information and instruction on the contents of this workplace violence policy and program.
- Assisting Senior Management in developing measures and procedures to control the risks identified in the risk assessment to prevent violence and harassment.
- Conducting at least one follow up interview with any victim or alleged victim to ensure that there are no further problems. Submit the results of this follow up interview to Senior Management.
- Not retaliate against an employee or contract worker for filing a complaint or participating in the complaint process, and will not tolerate or permit retaliation by employee or co-workers

Employees shall:

- Report every incidence of observed or suspected violence, bullying, threatening or harassing behaviour to his or her supervisor and the designated workplace violence and harassment coordinator.
- Cooperate with all investigations under this policy.
- Never directly, or indirectly retaliate against any person for cooperating with this policy.
- Understand, comply, and apply this Policy in your daily work interactions and activities.
- Take full responsibility for your own actions or lack of actions.
- Seek assistance, clarification, or training if you are unsure of your rights, responsibilities, or obligations under this policy
- Report all illegal acts, violations, observations, or concerns, which could lead to violence or harassment in the workplace, to your immediate supervisor and or the designated workplace violence and harassment.
- Call for immediate assistance when workplace violence occurs, is likely to occur or when a threat of workplace violence is made.
- Exercise their right to refuse to work where they believe they may become injured because of workplace violence.

Definitions

***Workplace Violence* is**:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
- *For the purposes of this program, workplace violence also includes any:*
- Attempted, threatened or actual conduct that endangers the health or safety of an employee, or any person **on or off** the premises of the employer. Including any threatening behaviour or any action that gives an employee reasonable cause to believe that they are at risk of injury.
- Verbal, non-verbal, or physical behaviour that is threatening to self, others or property, or physical behaviour that did harm to self, others, or property.
- This can include, but is not limited to any hitting, punching, kicking, squeezing, pinching, scratching, twisting, grabbing, bumping, knocking into, biting, pushing and all gestures which may indicate any form of the above.

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More serious forms of violence such as: beatings, stabbings, shootings, sexual assaults, psychological traumas such as threats, obscene or inappropriate phone calls, emails, or social networking postings, an aggressive, threatening, or intimidating presence, whether intended or not.

Bullying is a form of repeated, persistent, and aggressive behaviour which may be direct or subtle and directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self- esteem, or reputation. Bullying may occur in a context where there is a real or perceived power imbalance. A real or perceived power imbalance may result from differences based upon position or job title, age, seniority, size, strength, intelligence, economic status, social status, solidarity of peer group, religion, ethnicity, disability, need for special education, sexual orientation, family circumstances, gender, or race. Bullying is a form of harassment and will not be tolerated

Verbal threats include both direct verbal threats suggesting potential harm, injury or loss to the recipient and verbally threatening conduct which may not be direct. Verbally threatening conduct also includes any verbal outburst where the result of that conduct makes another person feel threatened or intimidated.

Workplace harassment means engaging in a course of vexatious comments or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.
Includes any improper conduct by an individual, that is directed at and offensive, to another person or persons in the workplace, and that the individual knew or ought reasonably to have known would cause offence or harm.
It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat. It includes but is not limited to, harassment within the meaning of the ***Canadian Human Rights Act, The Canada Labour Code, all Provincial Human Rights Codes and all applicable Provincial Occupational Health and Safety statutes*** which is based upon one or more of the prohibited grounds:

- Race
- Ancestry
- Place of origin
- Colour
- Ethnic origin
- Citizenship
- Creed
- Disability
- Sex
- Sexual orientation
- Age
- Record of offences
- Marital status
- Family status

Psychological harassment means any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions, or gestures, that affects an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee.

Vexatious is a term used in some Provincial Human Rights Codes to define "harassment". Vexatious means conduct that is without reasonable or probable cause or excuse, intending to cause embarrassment or distress to another person. It is often malicious and intended to hurt another. Harassment is not defined by the intentions of the "harasser" but by the impact that the conduct has on the victim, whether intended or not.

Procedure

- The Workplace Violence and Harassment Policy Statement must be reviewed on an annual basis. This review must be documented in the Review, Revisions and Approvals form.
- The Workplace Violence and Harassment Policy Statements must be signed and dated by the ROSSCLAIR President.
- This policy will be reviewed at least annually and as often as is necessary to ensure that risks are being identified and measures and procedures identified are effectively reducing those.

Communication

- The Workplace Violence and Harassment Policy Statement will be communicated and distributed to all our subcontractors and employees upon request and as part of:
- Employee Orientation
- Subcontractor Safety Agreement
- Posted on all Health & Safety Communication Boards, office and at projects sites
- Safety Talks or Toolbox Talks
- Payrolls mail out

Reference Documents

- Workplace Violence and Harassment Policy Statement

17.3 Workplace Violence Risk Assessment

ROSSCLAIR has a strong commitment to the health, safety and welfare of its employees, their families, and its visitors. Widely available statistics and information indicate that the incidence of violence in the workplace is increasing and the effect is devastating to lives, business, and the community at large.

Due to the potential for violence at the workplace, our facility is concerned that the safety of our employees could be endangered. Our commitment to maintaining a safe and secure workplace requires a clear policy and supportive program relating to the detection, treatment, and prevention of workplace harassment and violence.

This policy applies to all ROSSCLAIR employees while on the job and to situations where an employee's conduct off the job or off premises impacts work performance, undermines the public confidence in, or threatens the safety of that employee, other employees, or our organization. Our concern is to ensure that employees can perform their work duties in a safe environment

Purpose

- To set guidelines for preventing, identifying, and responding to workplace violence, bullying, threatening conduct, and all forms of harassment.
- To have a fair, objective, and efficient process which respects and protects both the rights and needs of complainants and the persons accused under this policy.
- To support victims of workplace violence and harassment in such a way that they are encouraged to come forward and report the abuse, rather than suffering in silence.
- To reduce the incidence of workplace violence and harassment.

Responsibilities

Senior Management will be responsible for ensuring:

- The contents of this procedure are implemented.
- The Workplace Violence Risk Assessment is performed in accordance with this established procedure and in consultation with the Joint Health and Safety Committee.
- Adequate controls are implemented to protect workers from workplace violence.
- The workplace violence risk assessment involves employees from all phases of our workplace. This may include a general survey, interviews, or observations.
- Actual and perceived risks of workplace violence are considered by reviewing past incident reports and information from workplaces like ours.

Supervisors shall ensure that:

- Appropriate procedures are in place to minimize the risk to employees from violence, including the immediate response plan for situations.
- Workers are trained in recognizing and reporting incidents of:
- Workplace violence or conflict that could escalate into workplace violence.

- Harassment in the workplace
- Contractors/sub-contractors or visitors to the workplace are aware of ROSSCLAIR's Workplace Violence and Harassment Policy and zero tolerance for acts of violence against any of our workers.
- Every reported incident of workplace violence and or harassment is documented, investigated, and dealt with in accordance with this policy and potential areas for improvement are identified.
- Every precaution reasonable is taken to:
- Report or deal with incidents of violence or harassment of any type, whether brought to their attention or personally observed. Under no circumstances should the supervisor dismiss or downplay a legitimate complaint, nor should they tell the employee to deal with it personally.
- Protect the employees from any identified issues of domestic violence that has the potential to introduce violence into the workplace.

Joint Health and Safety Committee shall:

- Ensure and participate in the annual (or more when conditions change, or an incident of violence reported) workplace violence.
- Provide control recommendations to Senior Management on methods for addressing violence hazards.

Employees shall be:

- Responsible for helping to create and maintain an environment that is free from violence and harassment and commit to treating all people they encounter in the workplace with respect.
- Be familiar with and follow the procedures that are in place to protect them from workplace violence.

Methodology

When developing a risk assessment, consider the:

Nature of the workplace – this refers to the physical setting of the workplace and their potential risk areas such as entrances, stairwells, lighting, parking garages/lots. Example workplaces to consider include:

- Office building,
- Repair shop,
- Construction site
- Drop yard

Type of work – the activity that a worker performs which has a risk of violence associated with it such as handling money or valuable items, dealing with a large variety and number of clients etc.

Conditions of work – other factors that may pose a risk such as working alone, working at night, moving from one location to another, the neighbourhood surrounding the workplace (high crime area, isolated) etc.

The risk assessment must also take into consideration:

- Risks that are common to similar types of workplaces, such as the risks of working in buildings located in isolated industrial areas or common risks associated with work from mobile locations.
- Situations specific to the employer's workplace such as: the layout of the workplace; whether security systems are already in place; previous violent incidents; work being carries out that is associated with higher risk of violence (handling cash, transporting people and goods, working late nights, public or community contact etc.).
- If the employer has multiple workplace locations of a similar nature (such as repair depots), it is still necessary to consider the risks associated with the physical location of the workplace, for example the safety or isolation of the neighbourhood.

There are various types of documents and methods which can be used when performing a risk assessment for workplace violence. These include surveys for employees to complete; facility inspection checklists; and job risk analysis forms. The employer should determine beforehand which method provides the most complete information for their specific workplace.

Procedure

- ROSSCLAIR will assess the risks of violence in the workplace and implement controls as deemed necessary. The team assessing the risks may use employee questionnaires, employee interviews, company history, crime measure indices, facility surveys, or other means as deemed appropriate, to adequately assess the risks.
- The results of the risk assessment will be provided to the Joint Health and Safety Committee. ROSSCLAIR shall reassess the risks of violence as often as is necessary to ensure that workers are protected; however, at minimum annually.
- An action plan listing job tasks or physical aspects of our workplace/process that are moderate to high risk, as per the OHSCOW toolbox assessment tools:
    a. General Physical Environment Assessment Checklist,
    b. Specific Risk Factor Checklists.

Hazard Control – opportunities for controlling the identified hazards will be recorded on the action plan and submitted to Senior Management. Implemented controls will be determined to best control the risks of violence.

Distribution

- The workplace violence assessment will be communicated with the Joint Health and Safety Committee.
- Proposed recommendations from the assessment will be reviewed during a JHSC meeting and will be communicated as part of the JHSC meeting minutes by posting on the H&S Communication Board.
- A copy of this procedure is available in the ROSSCLAIR Health and Safety Manual.
- This procedure is available to Subcontractors/Contractors upon request.

Reference Documents

- Workplace Violence Hazard Assessment
- Workplace Violence Assessment Tool Checklist Flow Chart
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17.4 Workplace Harassment Prevention

Purpose

This policy applies to and protects:

- Against all forms of harassment, including those protected in the provincial and federal human rights codes, but is not limited to the prohibited grounds. This means that all forms of “personal harassment”, psychological harassment, sexual harassment and “positional harassment” are protected under the policy, even if they do not fall within one of the prohibited grounds under Human Rights Legislation.
- Every person who is a manager, supervisor, employee, patron/client/visitor, or subcontractor working on the premises of ROSSCLAIR, or in any work- related activity outside of the premises, including, social events, and private online activities directly or indirectly relating to any of the above.
- Every type of workplace violence and harassment, including but not limited to harassment which is based on one of the prohibited grounds under the provincial Human Rights Code legislation. All forms of personal, psychological, positional, and sexual harassment occurring in the workplace or in direct or indirect relation to work are subject to this policy.
- All forms of conduct and all expressions of conduct, including but not limited to written, oral, artistic, musical, physical, direct, indirect, subtle, and overt, and all communications online, on any social networking site, email, texting, or any electronic form, blog, chat room or website.

THIS POLICY DOES NOT APPLY TO:

- Poor Performance Appraisals from a supervisor/ manager.
- The proper exercise of management authority to give advice, assignment of work, counseling, discipline, or any other supervisory activities.

- Situations that were not managed well
- Personality differences, interpersonal conflicts or disagreements, a disagreement or misunderstanding
- Work related change of location, co-workers, or job assignment.
- Criticism poorly delivered.
- Ineffective communication.
- Rudeness unless it is extreme and repetitive.
- An employer or supervisor investigating or inquiring into any matter relating to this policy, or any other employment policy or practice in the workplace

Responsibilities

Senior Management shall ensure that:

- The Workplace Violence and Harassment Policy and associated Programs are communicated and distributed.
- Enforcement of the Workplace Violence and Harassment Policy and the Internal Responsibility System is consistent.

Project Managers and Supervisors are responsible for:

- Consistently following and enforcing this policy, and to observe and monitor the internal responsibility system.
- Encouraging employees to report any incidents of harassment forbidden by this policy immediately, so that complaints can be quickly and fairly resolved. Supervisors must never dissuade, prevent, or deny a person from reporting an observation, concern or complaint relating to this policy, nor shall the supervisor ever respond in such a way, as to make any person feel discouraged from providing information relating to this policy

Employees shall:

- Report every incidence of observed or suspected bullying, threatening or harassing behaviour to his or her supervisor and the designated workplace violence and harassment coordinator.
- Cooperate with all investigations under this policy.
- Never directly, or indirectly retaliate against any person for cooperating with this policy.
- Understand, comply, and apply this Policy in your daily work interactions and activities.
- Take full responsibility for your own actions or lack of actions.
- Seek assistance, clarification, or training if you are unsure of your rights, responsibilities, or obligations under this policy

Procedure

- Positional harassment can occur between managers, supervisors or between an owner, employer, and someone in a position with less authority or power. With positional harassment, one person is usually able to confer, grant or deny a benefit, privilege, favour, or advancement to the person. Positional harassment can result in an abuse of authority and occurs when a person uses his or her authority to unreasonably interfere with an employee or the employee's job. Positional harassment also occurs when the alleged perpetrator occupies a special position of power, influence, skill, or expertise.
- Harassment is determined not by the intention(s) of the alleged harasser, but by the impact that the harassing conduct has on another person or group of persons in the workplace. This means that a harassment complaint could result in any one or more of the following:
- A Human Rights Code / Canada Human Rights Code / Canada Labour Code complaint being filed.
- A grievance being filed.
- Disciplinary action by the employer up to and including dismissal from employment.
- Criminal charges; or
- A wrongful dismissal, constructive dismissal, or tort action in civil court.

<u>Recognizing Harassment</u>

- Can be any objectionable or improper, act, comment or display directed at another person or group in the workplace.
- Does not have to be intentional.
- Can be direct, obvious, and open.
- Can be very subtle, indirect, barely noticeable.
- Harassment is determined by the perceptions of the target / victim and not the intentions of the alleged harasser.
- It usually reflects an ongoing pattern of conduct but can result from a single incident.
- The test is: whether a reasonable person knows, or ought to know, that the behaviour would be considered unwelcome or inappropriate.
- Open or subtle expressions of hostility.
- Gestures, facial expressions, hand movements, finger pointing, body language, eye movements/staring/glaring.
- Verbal assaults.
- Behaviour, jokes, comments done in poor taste or with poor judgment.
- Verbal abuse or threats.
- Unwelcome jokes, subtle innuendoes, or taunting.
- Displaying pornographic, racist, or other offensive or derogatory pictures, posters, or cartoons.
- Practical jokes which cause awkwardness or embarrassment.
- Unnecessary, unwanted, or even playful physical touching, patting, pinching, or punching.
- Sexual suggestions, offers, remarks, rubbing, leering/staring, request, suggestions, hints of a sexual nature (especially if coming from a supervisor)
- Questions/comments about a person's sex life, marital relations, relationship status with partner of the same sex, sexual attractiveness.
- Any unwanted sexual attention from another employee
- **ROSSCLAIR** has appointed a person to act as the company Workplace Violence and Harassment Coordinator which is identified on our Organizational Chart.
- To create a safe work environment, it is important that all persons in our workplace observe the same rules of behaviour. **These rules** are created to help reduce incidence of confrontation, violence, bullying, threats, or harassment against or among employees**:**
- Employees who witness others who are violent, verbally abusive, threatening, bullying, or engaging in any form of harassment are required to immediately report this information to their supervisor. Failure to report this type of conduct observed will be viewed as a fundamental breach of the employment contract which may be inconsistent with continuing employment.
- All incidence of violence, threatening, bullying, or harassing behaviour or any behaviour which raises concerns about the safety of someone in the workplace (such as gestures, intense stares, notes or pictures, subtle remarks) shall be reported to a supervisor each time.
- Retaliation or reprisal against anyone for participating, reporting, or cooperating within this policy, will be viewed as a fundamental breach of the employment contract which may be inconsistent with continuing employment.
- All incidence of assault by any employee or against any employee will be reported to the police.
- Assault is defined as any physical action that injured a worker or could have injured a worker.
- All incidence or potential incidence of domestic violence in any way related to the workplace shall automatically fall under the domestic violence policy. Any time domestic violence is a reasonable possibility the matter shall be classified as a "high risk" and shall be dealt with immediately. This is non-discretionary.
- **All domestic violence allegations, concerns, or potential risks MUST be addressed through the formal complaint procedure**; this is NON-DISCRETIONARY. There is no option for the employer or the victim, to "exit out" of this policy in a potential domestic violence case.

Training Requirements

- All employees will receive training in the requirements of this policy at the time that orientation is completed and thereafter as may be required. Training on this policy and our violence and harassment prevention program will include training on:

- This policy.
- Measures and procedures that will be used to assess and reduce risks of violence/harassment in the workplace.
- Measures and procedures for summoning immediate assistance when needed
- The mandatory requirement for all employees to report suspected and observed violations of this policy.
- How to report observed or suspected incidence of violence/harassment.
- How the employer will investigate, and address observed or suspected incidence of violence/harassment.
- Possible consequences for violations of this policy.
- The employer's obligation to provide information.
- How and where to submit questions or suggestions for revisions to this policy.
- All management and supervisors will receive training in "Violence in the Workplace". This training should address:
- What does the Law say about Violence in the Workplace and how does a supervisor or manager become responsible for the behaviors of their staff?
- What is Violence in The Workplace.
- How do situations get out of hand?
- How to deal with situations that could or have gotten out of hand and workers are at risk.
- How to investigate a threat to workers.
- Managers and Supervisors will be required to receive the above training every 3 years or if a situation arises that would warrant reviewing the policy and procedure

Distribution

- A copy of this procedure is available in the ROSSCLAIR Health and Safety Manual.
- This procedure is available to Subcontractors/Contractors upon request.

Reference Documents

- Workplace Violence and Harassment Policy Statement

17.5 Reporting, Follow Up and Early Resolution for Workplace Violence and Harassment

Purpose

To provide a standard process for:

- Reporting incidents of workplace violence and harassment.
- Conducting consistent non-discretionary follow-up inquiry interviews to ensure:
- No form of subtle retaliation is occurring.
- There is no ongoing or continued risk to the employee/person which may be minimized, denied, or ignored by the victim.
- Effectiveness of the corrective action taken.
- To support victims of workplace violence and harassment in such a way that they are encouraged to come forward and report the abuse, rather than suffering in silence.
- To reduce incidence of workplace violence and harassment

Responsibilities

Senior Management has an ongoing responsibility to

- respond immediately to any activity in the workplace which undermines this policy, **whether** there has been a complaint and whether the behaviour was deliberate.

Project Managers and Supervisors must

- take prompt and appropriate action to prevent and respond to any violation of this policy. Corrective action by the employer or a supervisor does NOT have to be driven by a complaint but may arise out of the employer's or the supervisor's authority and ongoing responsibilities to take all reasonable precautions for the protection of the workers.

All workers must be:

- Respectful with fellow colleagues through the course of their employment.
- **Immediately** report any actual or perceived incidents of harassment.

Procedure

Reporting procedure:

- Employee will report preferably in writing using the (complaint / concern / incident reporting form) to his or her supervisor or person in authority immediately after the incident / alleged incident occurs. If an employee would prefer to give the complaint form directly to the investigation team, they are welcome to do so.
- In some cases, the worker may just want to briefly discuss a concern with the supervisor or person in authority and may choose not to file a formal complaint or report of violence. If the worker chooses to opt out of the reporting procedure, supervisors or managers involved are still required to document the complaint.
- The worker will give the completed form to their supervisor who will immediately deliver in person (if possible) the completed report to the supervisor. If the supervisor is not present then the completed form must be sent via email (flagged urgent), or you can send a letter to your supervisor or manager

Non-discretionary follow-up procedure:

- Each concern or complaint raised in relation to this policy must have a minimum of two mandatory follow-up inquiry interviews with the victim, within six months of the complaint or concern being raised. These inquiry interviews will be spaced according to the severity and nature of the complaint and set out in the Guidelines to this Policy.
- At least two of the follow up interviews MUST be completed and recorded by the designated person identified by the employer for the administration of this policy.

Early resolution and exiting out of this policy:

- The employer will always consider, permit, and facilitate an early resolution and exiting out of this policy in a fair and respectful manner without having to resort to the FORMAL complaint process.
- Especially in cases involving workplace harassment, every effort will be made to resolve the problem early with open communication and in a co-operative manner. The use of problem resolution mechanisms such as coaching, counseling, mediation, alternative dispute resolution and facilitation can in many instances resolve the issue and prevent the situation from escalating to the point where filing a formal complaint is necessary.
- The person who feels offended by the actions of another person(s) at this workplace, regardless if they are a visitor or a co-worker, is encouraged to make it known that the comments or gestures are not welcome and ask them to stop them. This should be done to resolve the problem.
- If the problem is not resolved or if the offended person does not want to speak directly with the other, they should meet with their supervisor, or with another manager, and advise them of the situation. Provide them with details of the harassment or offending conduct. They will then discuss with you what actions you feel should be taken to resolve the matter. The attempt to discuss the matter with you is to determine if a formal complaint should be made.
- Management must make every effort to resolve the issue between the parties as quickly and as efficiently as possible, if necessary, with the assistance of an outside resource person.
- Every reported instance of a violation of this policy is NOT required to result in the formal complaint procedure being implemented. All efforts to investigate and resolve efficiently and effectively should be exhausted first.
- Despite the ability to exit out of this policy, the employer always has the right and authority to move forward with corrective action or to deny an exiting out of this policy, in all cases where it is deemed necessary to meet the reasonable objectives of the employer, to protect the employee or to protect the workplace.

Reporting Expectations and what must be followed:

Every situation that is a violation of this policy must be reported to the employer.

- The employer must record and respond to the information received.
- Corrective action (formal or informal) must be implemented and documented in every complaint or concern.
- Each concern or complaint raised must have a minimum of two follow up interviews with the victim, by the two designated persons appointed by the employer within six months of the complaint or concern being raised. All domestic violence allegations, concerns, or potential risks MUST be addressed through the formal complaint procedure; there is no option to exit out of this policy.
- In every case where there is a risk, threat or attempt at suicide, in the context of an intimate relationship (even if there has been no previous or known domestic violence) the situation MUST be considered high risk for domestic violence at all times. Outside assistance must be sought.
- In every instance of a threat to commit assault or homicide, or an actual assault, the local police must be called.
- In any instance where there has been a threat of self harm, our company will insist a professional assessment be conducted.
- The following forms are to be used in conjunction with this policy:
- Incident / Complaint /Concern Form
- Incident Investigation Form
- Follow up and Resolution of Complaint Form

<u>Corrective action procedure</u>

- Any violation of this policy (including a single incident) will result in an investigation and individual assessment. Any of the following corrective actions may be initiated by the employer:
- Counseling, discussion, or advice
- Anger management training
- Graduated discipline and corrective actions up to and including potential dismissal
- Medical treatment or a professional assessment
- Temporary paid, non-disciplinary suspension at the employer's discretion
- Mediation
- Any other corrective measures that may be directed by the employer (changes in job duties or location that are deemed necessary for the temporary or permanent
- control and management of the risk of further violence or harassment in the workplace)
- Disciplinary or corrective measures may also be taken against the following:
- Any manager who is aware of a harassment situation or act of violence or potential violence and who fails to take corrective action.
- Any employee/worker who is aware of a harassment situation or an act of violence or potential violence and who fails to report this to a supervisor.
- Anyone who interferes with the resolution of a complaint by threats, intimidation, or retaliation; or
- Anyone who files a complaint that is frivolous or in bad faith.

Distribution

- A copy of the Workplace Violence and Harassment Policy Statement and associated prevention programs and forms are available in the Site Safety Plan.

Reference Documents

- Employee Harassment or Act of Violence Report

Employee Harassment or Act of Violence Report	
Employee information	
Your name:	Position:
Work location:	Supervisor's name:
Details of the incident	
Date of incident:	Location of the incident:
Names of those involved:	Their position:
Perpetrator:	
Witness:	
Please describe what happened;	

Element 18 Early and Safe Return to Work

18.1 Early & Safe Return to Work

ROSSCLAIR

EARLY & SAFE RETURN TO WORK PROGRAM POLICY STATEMENT

The management of ROSSCLAIR is committed to providing a safe and health work environment for all its employees. Protection of employees from injury or occupational disease is a major and continuing objective. However, if a worker does become injured or ill in the workplace, due to both occupational and non-occupational causes, we will take all steps necessary to ensure that the lines of communication stay open and that we can work together with that worker in arranging a return to productive and meaningful work based upon their functional abilities.

We will work collaboratively with the worker to enable them to stay at work during recovery. If the worker is unable to return to their pre-injury/illness position we will work together with the worker to find ways to either modify their job or find alternate work that will suit the worker's abilities.

In the event that a worker may never be functional able to return to their pre-injury/illness work, we will continue to accommodate the worker in accordance with applicable Human Rights Legislation.

Every worker must participate in ROSSCLAIRs Early and Safe Return to Work program in the event of an injury or illness. Workers are expected to provide their Supervisor and/or Employer with applicable information and feedback regarding his or her own health and safety in order for everyone to work together and continuously improve on the program elements.

John E. Richardson
President
ROSSCLAIR Contractors Inc.

August 02, 2021
Date:

ROSS CLAIR
CONTRACTORS & CONSTRUCTION MANAGERS
Since 1975

18.2 Early and Safe Return to Work Program

Purpose

- To ensure that an Early and Safe Return to Work Program is developed, implemented, and maintained. This program will be used to assist workers who are injured in the workplace. It will provide every opportunity for injured workers to return to gainful employment in the event of a disabling workplace accident.
- To make every reasonable effort to provide modified work to any employee who is unable to perform his / her normal duties because of injury or illness.

Responsibilities

Senior Management is responsible for:

- Ensuring that there is a fair and consistent program for returning employees back to work.
- Ensuring that either a person or committee is given the responsibility to oversee the Modified Work Program.
- Working with the service provider in the **Return-to-Work Plan**.
- Employers benefit because Modified Work Programs put skilled workers back on the job as quickly as possible after an accident, and thereby:
- Maintain high productivity levels using trained and experienced workers.
- Eliminate the non-recoverable costs of training new workers.
- Reduce the costs of hiring and training replacement workers.
- Reduce unnecessary lost time.
- Maintain goodwill and employee relations.

<u>The Project Manager and Site Supervisor are responsible for</u>:

- Ensure that a “Physical Demands Description (PDD)” is conducted on the various tasks/jobs within their area of responsibility. A “Physical Demands Description Form” can be found in the Early and Safe Return to Work Supplementary Program.
- Ensuring that every reasonable effort is made to provide suitable modified work to any employee who is unable to perform his/her normal duties, because of work-related injury or illness.
- Maintaining contact with absent employees.
- Monitoring the employee on a daily basis.
- Ensuring that no other tasks are being done other than those in accordance with the restrictions on the functional abilities form.
- Completing weekly modified work evaluations.
- Reporting to the Health and Safety Program Coordinator if the employee on modified work complains.
- Workers are required to:
- Participate in the Modified Work Program.
- Report all accidents or illness immediately to the Supervisor.
- Obtain medical attention and advise the doctor of modified work availability.
- Obtain clearance from treating physician for return to modified work.
- Report back to the Supervisor after consulting with the doctor and submit Restriction Forms that have been filled out by the doctor.
- Assist the Supervisor in completing the required Accident Investigation Reports.
- Maintain regular contact with the Manager.
- Bring any concerns about their modified work duties to the attention of the Manager so potential problems can be resolved quickly.
- Joint Health and Safety Committee/Health and Safety Representative is to:
- Be consulted when conducting Physical Demands Analysis and developing the Return-to-Work Program.
- Monitor the Return-to-Work Program and, if required, make recommendations to enhance the

program.

- Assist in determining if any regular work can be modified.
- Assist in identifying jobs that are suitable for modified work.
- Assist in identifying special modified work jobs that can be created for a temporary period, to be used only for the Modified Work Program.
- Communicate the goal and objective of the Modified Work Program to all employees.
- Physician or Medical Practitioner is required to
- Where possible, complete the Functional Abilities Form provided by the employee.
- Clearly identify the functional impairment of the injured employee and the time frame for recovery.
- Support the Modified Work Program.
- Monitor the physical condition of the employee and recommend modifications.
- Workplace Safety and Insurance Board
- Adjudicate the claim for compensation.
- Facilitate the ESRTW
- Assist in work site analysis and individual casework

Definitions

Modified Work: Any job, task, or function that a worker may perform safely within their physical limitations without risk of re-injury. **The work is of a temporary nature and should not exceed 8 – 12 weeks in duration.**

*Physical Demands Description (PDA)**:*** The evaluation and assessment of the physical strength, mobility, coordination, and vision required to perform a particular job and the assessment of physical and chemical hazards that an employee is subject to when performing the regular duties of that job.

Procedure

- Through the Early and Safe Return to Work Program, ROSSCLAIR hopes to:
- Reduce the number of days lost to injury or illness.
- Reduce the financial impact on the worker by returning them to work as soon as possible.
- Reduce costs that may be associated with an injured worker's absence.
- Educate all workers on disability management.
- Comply with all applicable legislation, including the Workplace Safety and Insurance Act and the Human Rights Code.
- Reduce the potential for future injuries and illnesses.
- The Early Safe Return to Work Program will be broken into **two stages:**
    - To prevent workers from losing time due to workplace injuries (adherence to the Workplace Safety and Insurance Act WSIA)
    - To return workers to gainful employment as soon as medically authorized. This will be done on potentially two levels:
        - permanently modified work.
        - temporary modified work.

Note: The Manager will involve the participation of the JHSC Safety Worker Representative and the Safety Coordinator in the Return-to-Work Plan where necessary.

- Any employee who has a work-related accident-causing injury must report to their Supervisor immediately as the circumstances safely provide.
- The Supervisor will attend to the worker's immediate first aid needs and arrange for escorted transportation, which may include an ambulance, to the local clinic or medical facility. Where possible, the Supervisor will accompany the injured worker.
- The Supervisor will notify the Health and Safety Program Coordinator and then thoroughly investigate the accident (refer element 10).
- The Health and Safety Program Coordinator will complete the "**Employer's *Report of Injury/Disease Form 7"*** and the ***"Investigation Report"*.** The ***"Employer's Report of***

Injury/Disease" must be sent to the Workplace Safety & Insurance Board **within 3 days** of occurrence.

- If modified work is necessary, the worker will have their doctor complete the "**Functional Abilities Form**" and return it to the Supervisor.
- The Supervisor will review the physical limitations with the employee and discuss the modified work program and any offers of modified work.
- The employee accepts or rejects the modified work.
- On acceptance of modified work, the Supervisor will monitor the employee's progress.
- In case of rejection of modified duties, and without medical documentation, the employee will be advised that his benefits may be affected.
- A copy of the Functional Abilities Form is to go to the WSIB Claims Adjudicator. In the case of a dispute, a decision will be made with the input of the Committee, the physician and the WSIB.
- The Modified Work Program:
- Modified work is any job, task, function, or combination thereof that a worker who temporarily suffers from a diminished capacity may perform safely without risk of re-injury or exacerbation of disability or risk to others.
- The objective of this program is to restore workers who have an injury or illness, through progressive re-integration into his / her regular job wherever possible.
- If it is apparent that a worker cannot do their regular job, the Supervisor will look for ways of modifying the regular job, so it will comply with the worker's limitation.
- If it is not possible to modify the regular job, the Supervisor will consider alternate jobs.
- The work must be productive, and results of the work must have value.
- Every case will be assessed on an individual basis with the support of the involved employee, their physician, the Workplace Safety and Insurance Board, the Supervisor, and the Joint Health and Safety Committee.
- Modified work should be acceptable to all parties.
- It will not extend beyond eight (8) weeks, other than in exceptional cases when extensions may be granted on an individual basis.
- A plan with target dates and objectives will be made for all programs.
- Assessments will be done weekly.
- If modified work is not practical, the worker remains off on leave.
- Modified work may include:
- Working fewer hours.
- Taking more frequent rest breaks.
- Obtaining assistance from co-worker for more difficult tasks.
- Job / responsibility sharing.
- Physical changes to work environment.
- Assisting devices.
- Assignment to another job.
- Special project work.
- In the case of a permanent impairment, the Supervisor will meet with the worker to consider what additional measures are necessary for placement of that employee.
- Follow-Up Procedure
- If the physician identifies on the Functional Abilities Form that a follow-up is required, the following procedure should be followed:
- The Supervisor will identify the assessment date and provide the employee with another Functional Abilities Form to be taken to the attending physician. They will advise the employee to return the completed form following the assessment.
- When the employee returns with the completed Form, the Supervisor will review the form with the employee and discuss the modified work that is available for his / her restrictions.
- The employee accepts or rejects the modified work.
- Procedure for Employees Absent from Work on Disability Programs
- All employees absent from work must keep in touch with the Supervisor at least once per week.
- The Functional Abilities Form must be filled out by the doctor on each visit and returned to the

office.

- It is expected that anyone who is disabled will be seeing his or her doctor on a regular basis.
- Where appropriate, such frequency should be communicated to the Supervisor.
- Where necessary, the office will clarify the modified work details with the doctor.
- The Modified Work Committee will do the Modified Work Plan.
- If it is not possible to accommodate an employee's restriction, the employee will remain on leave.
- If the employee's condition deteriorates while on modified duties, the Supervisor will quickly notify the Employer for furtherance to authorized parties, and the treating physician will reassess the employee as soon as possible.
- Follow-up involves assessing the employee's ability to perform the modified duties safely and will continue until the employee has returned to full duties.
- Workplace Parties Co-Operation Obligations
- Employers and workers are required to co-operate with each other and with the WSIB in the return-to-work process by:
- Initiating early contact.
- Maintaining communication throughout the worker's recovery.
- Identifying modified work or work reintegration opportunities for the worker.
- Providing the WSIB with all necessary and relevant information concerning the return-to-work program.
- Notifying the WSIB of any dispute or disagreement concerning the workers return to work.
- The obligations of the workplace parties to co-operate within this program apply from the date of injury or illness until the occurrence of one of the following (whichever occurs earliest):
    - The worker's loss of earning can no longer be reviewed by the WSIB (usually **72 months after the date of injury**)

OR

- There is no longer an employment relationship between the workplace parties because either:
- The worker quits, or
- The employer terminates the employment for reasons unrelated to the work injury/illness, any related absences from work, treatment for the injury/illness, or the claim for benefits.
- **OR**
- The WSIB is satisfied that no current suitable work with the employer exists or will exist in the reasonably foreseeable future.

(*) <u>Permanent Restriction Accommodation</u> (*)

- ROSSCLAIR Contractors Inc. is committed to providing a safe and positive work environment for employees who have experienced a workplace injury or illness. In the unfortunate event that an employee suffers from an injury or illness that leaves them with permanent restrictions, ROSSCLAIR Contractors Inc. will make reasonable efforts to accommodate the employee.
- Where permanent modified work is not available internally, the option of employment outside the company will be considered. ROSSCLAIR Contractors Inc, working in partnership with the WSIB, will determine the applicability of vocational services.
- Ensuring Compliance with these Guidelines
- The WSIB will ensure that they have provided education, information, and support to the workplace parties regarding their co-operation obligations. Therefore, if the <u>WSIB finds that either or both workplace parties refuse to co-operate, they may</u>
- Reduce or suspend the worker's benefits, and/or
- Levy a penalty on the employer that is equivalent to the costs of providing benefits to the worker.

Note: "This can only be done if the WSIB first determines that suitable work is available, and that it is either not provided by the employer or not accepted by the worker."

<u>VALID REASONS FOR NON-CO-OPERATION:</u>

Workers - Generally limited to circumstances beyond the worker's control such as:

- Strike/lockout.
- Death in the family.
- Unexpected illness or accident.

Employer-Generally limited to circumstances beyond the employer's control such as:

- Scheduled workplace shutdown.
- General layoff.
- Strike/lockout.
- Reorganization.
- Emergency.
- Non-Co-Operation Penalties
- The Employer and worker could be subjected to penalties for non-co-operation if the WSIB determines that either workplace party"
- had knowledge of his or her obligations
- had the capability to carry it out, and
- did not carry it out.

The WSIB will generally look at the pattern of actions and behaviours of the workplace parties in determining these factors, as well as the degree to which the workplace party has initiated or participated in required activities.

Worker's Penalty:
Initial Penalty – Reduction of wage loss benefits by 50% from the date the written notice comes into effect until the 14th day following that date, or the date on which the worker starts co-operating again, whichever is earlier.
Full Penalty - Suspension or further reduction of the worker's wage loss earnings.

Employer's Penalty
Initial Penalty – A penalty equivalent to 50% of the cost of the wage loss benefits to the worker from the date the written notice comes into effect until the 14th day following that date, or the date on which the employer starts co-operating again, whichever is earlier.

Full Penalty – A penalty equivalent to 100% of the cost of the wage loss benefits payable to the worker, plus 100% of any costs associated with providing work transition services to the worker.
Duty to Accommodate

The Employer has a duty to modify the work or the workplace to accommodate the needs of the worker to the extent of undue hardship. This duty arises through the obligation to re-employ set out in the WSIA and the Ontario Human Rights Code or the Canadian Human Rights Act.

Distribution
The ESRTW policy will be included in the Employee Handbook and the procedure will be reviewed during the orientation process.
The ESRTW standard will be communicated to all employees.
All current staff will receive training on this program through safety talks.
All new employees will receive training on this program during orientation.

Referenced Documents

- Early and Safe Return to Work Policy
- First-Aid Log
- Accident Investigation Form
- WSIB Form 7- Employer's Report of Injury/Disease (form # 0007A)
- WSIB Form 6 - Employee's Report of Injury/Disease (form # 0006A)
- Functional Abilities Form (form # 2647A)
- Letter to Employee regarding Early and Safe Return to Work

- Letter to Health Care Provider
- Employee Contact Log
- Letter of Modified Duties
- Claims Management Record of Events
- Physical Demands Analysis
- Other WSIB forms that may be required are:
    - Employer's Subsequent Statement form 0009C.

19 Management Review

19.1 Management Review Policy

ROSSCLAIR Contractors Inc. recognizes the right to workers to work in a safe and healthy environment and we commit to providing this environment through our health and safety program.

We will continue to improve by evaluating the suitability, adequacy, and effectiveness of our OH&S program by auditing and reviewing it periodically (minimum annually) and updating it as required. The review will examine all elements of ROSSCLAIR Contractor Inc's OHS program and performance. In addition, we will monitor progress of established health and safety objectives through system evaluations, worker input, corrective and preventive actions records, reports and any other information that may be of benefit.

The outcome of the review will be an Action Plan and OH&S Objectives established for the year, which will be communicated to all employees.

19.2 Management Review

Purpose

- Conduct periodic reviews (minimum on an annual basis) to examine all elements of the OHS program, and determine conformity, suitability, adequacy, and effectiveness of ROSSCLAIR Contractor Inc's health and safety management system.
- Establish and monitor key performance indicators (KPI) to track overall OHS performance.
- Prepare and implement an action plan to address any non-conformities and identify opportunities for improvement to the OHS management system.
- Develop health and safety objectives to reflect outcomes of the review and communicate it to all employees.

Responsibilities

Senior Management

- Establish annual health and safety objectives.
- Establish key performance indicators to monitor progress of achieving the health and safety objectives as well as monitor performance of the health and safety system.
- Effectively initiate and monitor all elements of the Occupational Health and Safety Program.
- Appoint an Internal Auditor for the Company.
- Holds periodic reviews to evaluate the effectives of the health and safety system KPIs and level of health and safety objective achievement.
- Conduct a formal review of the audit report (and supporting evidence) with the auditor.
- Implement corrective actions using the Action Plan form to address any deficiencies or shortfalls identified during the review of the KPIs, OHS program and health and safety Objective progress.
- Ensures adequate communication of the health and safety objectives throughout the company.

Health and Safety Program Coordinator

- Prepares Management Review meeting documentation and record Management review minutes and action plans.
- Prepares all required KPIs and relevant trend analysis reports to be presented during Management review.
- Assist with or implement corrective actions resulting from Management Review meeting.
- Complete the review/revision tracking while reviewing the system procedures for adequacy.
- Retain records of any Senior Management review meetings, internal /external audits, action/corrective actions plan and communication records.

Supervisor

- Awareness, understanding and acknowledgement of ROSSCLAIR Contractor's Inc. Health and Safety Audit Program and Action Plan.
- Lead and coordinate implementation of identified and communicated corrective actions.
- Complete corrective actions as requested by management.
- Promote safety culture in workplace.

Worker

- Awareness, understanding and acknowledgement of the Health and Safety Management System Internal Audit and Action Plan.
- Cooperate on implementation of identified corrective actions.

Subcontractor

- Ensure appropriate communication is made to direct reports
- Retain all required site-specific documents for report and submission to ROSSCLAIR Contractors Inc.
- Awareness, understanding and acknowledgement of ROSSCLAIR Contractors Inc. Health and Safety Management System and program Internal Audit and goals.

Procedure

- Senior Management will conduct **annual review** of all elements of ROSSCLAIR Contractors Inc's OHS Management System including:
    - H&S Policy Statement and program.
    - Hazard Recognition.
    - Safe Work Practices & Safe Job Procedures.
    - Company Rules & Disciplinary Policy.
    - Personal Protective Equipment program.
    - Preventive Maintenance program.
    - Training & Communication program.
    - Workplace Inspections program.
    - Investigations & Reporting protocol.
    - Emergency Preparedness & ERP.
    - Statistics & Records and trend analysis.
    - Legislation and applicable regulations.
    - Occupational Health Risk Assessment.
    - First Aid program.
    - JHSC / Health & Safety Representative.
    - Workplace Violence & Harassment Policy Statement, program, and risk assessment.
    - Return to Work Policy Statement and Program.
    - Management Review policy and action plan.
    - Document Control.
    - Review Team

- Senior Management along with the Health and Safety Program Coordinator will monitor the KPIs (inspections, hazard assessments, incident reports, statistical reports, legal compliance records, follow up actions from previous management reviews, changes in legal or other OHS related requirements, etc.), schedule senior management review meetings to discuss overall OH&S performance, and reviews status of the health and safety objectives with relevant workplace parties (e.g. safety committee, management members).
- Senior Management will conduct an annual review of ROSSCLAIR Contractors Inc's OHS Management System and an action plan will be developed based on identified deficiencies/non-conformity.
- Opportunities for improvement to the OH&S Management System will be identified.
- Action Plan and OH&S Objectives
- An approved, prioritized action plan (completed with assignment of responsibility and anticipated implementation dates) will be drafted.

- Based on the results of the OHS program review and assessment of ROSSCLAIR Contractors Inc's OH&S performance, opportunities for improvement will be identified, and OH&S Objectives will be established. Objectives shall be **SMART**:
    - **S**pecific
    - **M**easurable
    - **A**chievable
    - **R**ealistic
    - **T**ime bound
- Review/Revision Tracking
- Any review and/or revision to the Health and Safety Management System shall be recorded in the Mater List of Document and Change Control Table.
- Meeting minutes and revision tracking will be kept by the Health and Safety Program Coordinator.
- Changes to the Health and Safety Management System with latest revision to the documentation will be distributed to relevant workplace parties.

Communication

Approved action plan and the established OH&S Objectives will be communicated to all ROSSCLAIR Contractor's Inc. staff in any or all the following manners:

- At annual company meeting.
- Safety committee(s) meeting.
- During toolbox talks.
- At site progress meetings

Any changes to the company OHS program will be communicated to all employees by any of the following methods: safety system manual orientation, toolbox talks, or periodic safety meetings.

Records

Records of the annual review, action plan, OHS objectives and employee communication shall be retained for at least 3 years.

Reference Documents

- Health and Safety Management System.
- Trend Analysis and Summary Action Plan.
- Master List of Documents and Change Control Table.
- Action Plan.

Element 20 Document Control

Purpose
The scope of Document Control Policy is limited to the OHS documentation. It applies to all the policy, procedure and standards documents generated in ROSSCLAIR. The purpose of this policy is to:

- Establish a uniform and consistent method for preparing and handling documentation.
- Specify who controls the documentation.
- Identify the location of documentation storage.
- Manage information and files in compliance with regulations and other requirements.
- Control access to information and secure a complete history of all document related activity.
- Reduce paper-based document control with an electronic document control system.

Responsibilities
Senior Management is responsible for:

- Ensuring this document is implemented and maintained.

Health & Safety Program Coordinator or designate is responsible for

- Ensuring that all documents pertaining to the Corporate Health and Safety Program Manual are maintained in accordance with this procedure.

All employees of ROSSCLAIR company shall:

- Adhere to the provisions set forth in this policy.
- Develop documents adhering to this policy
- Ensure old versions (paper) of Site Health and Safety Plans are destroyed upon notification of update by the Health and Safety Program Coordinator.

Procedure

- Documentation is controlled by the Health and Safety Program Coordinator. Upon approval, OHS documents are stored on shared server in OHS database and will be available for read-only access to the ROSSCLAIR employees.
- Types of Document maintained are:
    - OHS Manual.
    - Master list Document.
    - Policies (OHS, Workplace Violence and Harassment and Return to Work.
    - Procedures, Safe Job Procedures.
    - Forms and Checklists.
- The policies associated with the Health and Safety Program (Occupational Health and Safety Policy Statement, Workplace Violence and Harassment Policy Statement and the Early and Safe Return to Work Policy Statement) are reviewed annually, signed, and controlled separately. The controlled documents are scanned and then embedded into the Site Health and Safety Manuals and the Corporate Health and Safety Manual.
- General Documentation Guidelines
- All the OHS related documentation will be maintained in Public Drive/Admin/Health and Safety, administered by the Health and Safety Program Coordinator.
- Documents related to Occupational Health and Safety Management System are identified in a master list of documents which contains details of documents like document name, storage location etc.
- PDF copies of the OHS documentation will be created and accessible to all in the in Public Drive/Admin/Health and Safety.
- Modified Documents that have been reviewed and approved by Senior Management will be converted to PDF and placed in the in Public Drive/Admin/Health and Safety folder.
- All the documents will be version controlled.
- Documents will undergo various stages like creation, revision, change control and disposal throughout the Documentation lifecycle.

- All the employees except the Health and Safety Program Coordinator will be granted Read only access to in Public Drive/Admin/Health and Safety folder.
- Only the Health and Safety Program Coordinator will have administrator privileges to the in Public Drive/Admin/Health and Safety folder.
- All employees can print documents from the in Public Drive/Admin/Health and Safety folder; however, upon printing the documents are assumed to be uncontrolled.
- The Site Health and Safety Plans must be returned upon project completion and new plans must be printed from the in Public Drive/Admin/Health and Safety folder or verified to ensure the current version is utilized.
- Updates to existing manuals will be controlled and maintained by the Health and Safety Program Coordinator.

Distribution

- A copy of this procedure is available in the ROSSCLAIR Health and Safety Manual.
- A copy of the Master Control Document list is available on the OHS shared folder.

Referenced Documents

- Master Document List
- Manual Controlled Document