

Contract Glaziers **Health and Safety Manual**

Investigation Policy

Supervisors

- The immediate supervisor on the scene will secure the area (especially in the case of a critical injury).
- The supervisor will then provide first aid to the injured worker onsite, and if necessary arrange for transportation to a medical clinic.
- Depending on the severity of the accident, the supervisor will call for emergency service by ambulance, taxi or transport the worker himself.
- The immediate supervisor will contact the site superintendent/ or designate, worker representative of the safety committee and the Health and Safety Coordinator.
- All parties will investigate and complete the report. A copy of the completed report will be provided to the worker representative.
- Copies of the completed report are submitted to Health and Safety, the worker and management representatives of the committee and the owner for review.
- All corrective action and recommendations will be reviewed and implemented as per reporting requirements.

COMMUNICATION

The results and corrective action taken for the accident/incidents will be communicated to the employees in a number of ways:

- Minutes of the health and safety committee meetings
- Postings on the safety bulletin boards
- Follow up on Action Plan completed by the supervisor/leader to affected individuals

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Fire Protection

Fire extinguishers must be:

- Provided at readily accessible and adequately marked locations at a project.
- Shall be protected from physical damage and freezing.
- Every worker who may be required to use fire extinguishing equipment shall be trained in its proper use and maintenance.
- Inspected for defects / deterioration at least once a month by a competent worker and the inspection date shall be recorded on the tag attached.
- After use, the extinguisher shall be promptly refilled or replaced immediately by a competent person.

Extinguishers must be provided:

- where flammable materials are stored, handled, or used
- where temporary oil- or gas-fired equipment is being used
- where welding or open flame cutting is being done
- on each storey of an enclosed building being constructed or renovated
- for at least every 300 square meters (3000 square feet) of floor area in shops
- Shall be a suitable type and size to permit the evacuation of workers during a fire.

Extinguishers have a very short duration of discharge, usually less than 60 seconds. Be sure to aim at the base of the fire and sweep across the fire with the wind at your back.

There are four classes of fire extinguishers:

Class A- For ordinary combustible materials such as wood, paper, and textiles, where quenching, cooling effect is required.

Class B- For flammable liquids and gas fires, such as oil, gasoline, paint, and grease where oxygen exclusion or flame interruption is essential.

Class C- For fires involving electrical wiring and equipment where non-conductivity of the extinguisher agent is crucial.

Class D- For fires in combustible metals such as sodium, magnesium and potassium.

For most operations, a 4A40BC extinguisher is adequate.

Fires spread quickly and an extinguisher has limited effectiveness.
Ensure all workers are trained and aware of the Emergency Evacuation
Procedure. – **CALL 911**

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First Aid Personnel

For all jobs, the Superintendent will appoint an adequate person(s) to provide such first aid services as may be required, given the nature of the job site and government legislated requirements. The person(s) appointed to this position shall possess an appropriate certificate in first aid / CPR in accordance with the relevant Occupational Health and Safety Legislation.

Administer first aid as required.

Ensure required number of trained first aiders are available on all shifts.

Ensure all contact information is available to all workers on all shifts; (posted with phone numbers).

Maintain and record all first aid administered in the first aid log book.

Ensure first aid inventory is audited and stocked to the legislated requirements per the monthly inspection schedule.

Coordinate the transportation of injured workers to a physician's office or hospital.

Assist Health and Safety Administrator when necessary.

Provide education materials and/or instruction to all on site workers as required.

First Aid Requirements -Regulation 110 – Section 10 (1) Every employer employing more than fifteen and fewer than 200 workers in any one shift at a place of employment shall provide and maintain at the place of employment :

One stretcher, two blankets

First aid box containing as a minimum:

- A current edition of a standard St. John Ambulance First
- 24 safety pins;
- 1 basin, preferably stainless steel; and
- Dressings consisting of,
 - (i) 48 adhesive dressings, individually wrapped,
 - (ii) 2 rolls of adhesive tape, 1 inch wide,
 - (iii) 12 rolls of 1-inch gauze bandage,
 - (iv) 48 sterile gauze pads, 3 inches square,
 - (v) 8 rolls of 2-inch gauze bandage,
 - (a) (vi) 8 rolls of 4-inch gauze bandage,
 - (vii) 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - (viii) 12 triangular bandages,
 - (ix) splints of assorted sizes, and 2 rolls of splint padding

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Emergency Response Policy

- Supervisors have the accountability for emergency preparedness and to ensure the emergency response plans are in place.
- Supervisors must ensure all appropriate personnel are properly trained in Emergency Evacuation procedures, and Emergency Equipment Use.
- Appropriate staff is trained on all shifts; (legislated requirements).
- Supervisors also ensure the Evacuation Route (map) and all pertinent emergency numbers are posted at all worksites (i.e. hospital, fire etc.,) to minimize travel time to treatment for all employees.
- It is the company policy that all workers are to be aware of the action required in the emergency response plan through training by supervision.
- In the event of an actual emergency, you will follow the instructions of the Manager/ Supervisor.
- The supervisor will communicate with emergency personnel with regard to emergency situation and provide as much assistance as possible.
- The supervisor will account for personnel at designated collection point and report to the superintendent for the head count.
- The emergency response evacuation plan shall be tested annually by participation in mock drills, and all workers shall participate.
- Supervisors will ensure all workers on site review the Emergency Response Plan semi-annually through a Tool Box Talk / Safety Review.
- Identified deficiencies in the emergency response plans will be documented by the supervisor. Any deficiencies to the plan will be identified, and updates and/ or revisions will be implemented accordingly.

In the event that the Client / site have an Emergency Response Plan the latter will take precedence.

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Occupational Health

In the workplace, health is as important as safety. Occupational health hazards must be identified, evaluated, and eliminated or controlled. Hazard types are chemical, physical, and biological. Chemical hazards are of particular concern to painters.

Chemical Hazards

Various chemicals are used in construction, such as chlorinated solvents for degreasing, zinc-chromate paint to stop corrosion, and epoxy resins for fastening and waterproofing. Chemical hazards can be divided into groups depending on their physical state as follows, with some examples of each:

<i>Gases/vapors</i>	<i>Chlorine, ammonia, solvents</i>
<i>Liquids</i>	<i>Toluene, acids</i>
<i>Fumes</i>	<i>Lead, cadmium, welding fumes</i>
<i>Mists</i>	<i>Spray paint, acid mist</i>
<i>Particulates</i>	<i>Silica, wood, asbestos, lead</i>

Physical Hazards

Physical hazards include different types of energy that may be hazardous to people in the workplace, for example:

- radiation (solar, nuclear X-ray)
- noise
- vibration
- temperature extremes

Biological Hazards

- Glaziers may be exposed to biological hazards working in hospitals, around air-handling systems, or in other locations. A fungus that grows on a bird and bat droppings causes histoplasmosis. Contact may occur during work in buildings contaminated by droppings.
- Moulds growing on wallpaper, particleboard, ceiling tiles, drywall, and plywood can pose health risks for painters involved in repair and renovation.

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- To ensure that a worker's health is not adversely affected, exposure to chemical, biological, and physical hazards must be adequately controlled by ventilation, good work practices, and engineering controls. Personal protective equipment should be used when the hazards cannot be controlled otherwise.

Hazard Sources

People	Actions
Equipment	Tools, production equipment
Material	Raw materials, chemicals
Environment	Noise, air quality
Processes	Combination of any of the above sources

Routes of Entry

To have a toxic effect, the chemical hazards must contact and in most cases enter the body. They can travel through the blood stream to organs where they cause damage. There are four main routes of entry:

- Inhalation
- Skin absorption
- Ingestion (entry through the mouth—for example, eating or smoking with contaminated hands)
- Injection through the skin (for example, by high-pressure spray guns, leaking hydraulic systems, slivers or punctures.
 - **Eliminate** - Stop what is creating the hazard
 - **Substitution**- Replace with something less likely to harm / damage
 - **Isolate**- Need to separate what has the potential to be harmed from the hazard
 - **Minimize**- Through engineering and administrative controls.

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WHMIS (Workplace Hazardous Materials Information System)

Federal and provincial laws and this company require all workers are trained in the recognition and control of workplace hazardous materials. If asked, workers should be able to conform to the Ministry of Labor inspector that they understand the system, its purpose, and how to access information when needed

Workers training shall include the 3R's about the hazards that they may encounter in the workplace:

Right to Refuse Unsafe Work
Right to Know,
Right to Participate

WHMIS system operates through:

- labels (supplier / workplace)
- material safety data sheets (MSDS's)
- worker training and education

Supplier labels must contain the following information:

- | | |
|---------------------------|--------------------------|
| 1. Product identifier | 2. Supplier identifier |
| 3. Hazard symbol | 4. Risk phrases |
| 5. Precautionary measures | 6. First aid measures |
| 7. MSDS statement | 8. Distinct hatch border |
| 9. French and English | |

Workplace labels must contain the following information:

1. Product identifier
2. Safe handling instructions
3. MSDS statement

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Material Safety Data Sheets

Material Safety Data Sheets (MSDS') must be in an easily accessible location and available to workers during all shifts.

- MSDS' must contain nine pieces of information
- MSDS' must not be more than three years old
- An up to date MSDS must be available for each WHMIS controlled product on site.

There are four "routes of entry" or paths a chemical can take.

Breathing (inhalation): Chemicals can enter through your lungs as you breathe the air around you, some chemicals can irritate your lungs, nose and throat.

- An approved respirator in most cases is the first line of defense.

Through Your Skin (absorption): Some chemicals can damage the skin on contact and others pass through the skin and into your bloodstream.

- Wearing gloves that are chemical resistant and washing off any chemical that contacts the skin as soon as possible.

Swallowing (ingestion): A chemical can enter into your body if you accidentally swallow it or if your food or drink becomes contaminated.

- Washing your hands before you eat after working with chemicals or eating, smoking or drinking in an area where chemicals can help in the elimination of this issue.

Injection: When working around high pressure equipment of any kind like compressed air, grease guns, or hydraulic lines, the potential exists for this kind of accident.

- Extra caution around any kind of pressurized spray equipment or high pressure lines should be followed, and never use compressed air to clean off your hands, arms or clothing.
- ❖ **Supervisors must always ensure that they review the MSDS including proper PPE with all workers before using the product.**
- ❖ **If a new product is being introduced ensure you have all workers sign off on a training sheet acknowledging that they are aware of all requirements prior to use.**
- ❖ **WHMIS refresher training should be provided annually at a minimum, or as products or processes change.**
- ❖ **All documents evaluated for any revisions/ updates are part of the Health and Safety Audit Program.**

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Designated Substances

Policy:

A designated substance regulation applies to employers, workers and contractors where the substance is present and workers are likely to inhale, ingest or absorb the substance. All the designated substance regulations generally follow a uniform format. The regulations are accompanied by codes for respiratory equipment, medical surveillance, and the measurement of air emissions.

Definition:

Designated substance a biological, chemical or physical agent, or combination thereof, to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled. To date, the Ministry of Labour has promulgated eleven designated substances:

Acrylonitrile, Lead, Mercury, Silica, Vinyl Chloride, Arsenic, Asbestos
Benzene, Coke Oven Emissions, Ethylene Oxide, Isocyanates

Procedure:

- Designated substances shall be used only where there are no other products that adequately substitute.
- The supervisor is responsible for risk assessment of the worksite- (refer to Hazard Analysis procedure).
- Users of large quantities of designated substances shall consult with Environmental Health and Safety about safety precautions and exposure controls.
- Employees exposed to designated substances shall be advised about medical surveillance programs as prescribed under the Designated Substance regulations.
- Supervisors are responsible for ensuring that employees who may be exposed to designated substances obtain safety training and health protection advice.
- All the designated substance regulations follow a uniform format. The regulations are accompanied by codes for respiratory equipment, medical surveillance, and the measurement of air emissions.



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General Obligations under Designated Substance Regulations

The regulations require an employer to take measures necessary to ensure that the time weighted average exposure (TWAE) of its workers to designated substances does not exceed specified limits.

Designated substances commonly found in construction include:

- asbestos
- lead
- coal tar products
- silica

There may be other designated substances, toxic chemicals, or hazardous products at the construction site or workplace. Should you have any concerns regarding these substances, ask your immediate supervisor or employer.

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Storage of Flammable / Hazardous Chemicals

Storage areas must be at least 1.8 meters (6 feet) from roof or floor openings, excavations, or any open edges where they cannot roll in the direction of the opening.

Flammable Materials

- Copper grounding straps should be used to prevent buildup of static electricity in containers, racks, flooring and other surfaces.
- Dispensing and receiving containers should both be grounded. Do not pour fuel or solvents into containers while they are in the back of a pickup truck, especially trucks with plastic box liners. Static discharge has been the cause of serious explosions and burns.
- Flammable liquids must be stored outside in properly ventilated lockable enclosures.
- Always store flammable liquids in CSA or ULC approved containers.
- Never smoke in or near areas used for fuel storage and dispensing.
- Appropriate fire extinguishers must be located convenient to the fuel storage area.
- Remember that empty containers are dangerous and should be handled carefully.

Hazardous Chemicals

- Always refer to the material safety data sheet (MSDS) for specific information on each product and follow manufacturer's recommendations for storage. Observe all restrictions concerning heat, moisture, vibration, impact, sparks, and safe working distances.
- Post warning signs where required
- Have clean-up equipment ready in case of spills.
For special handling and disposal later, store empty containers in the secure area away from full containers, mark as "**EMPTY**".

Compressed Gas—General

- No person shall use acetylene while working in compressed air.
- Store and move cylinders in the upright position, also during transportation or use. Secure upright with 5/8 "chain.
- Lock up cylinders to prevent vandalism and theft.
- Store cylinders in a secure area outdoors.
- Keep full cylinders apart from empty cylinders. Empty cylinders should be labeled "empty" and have the valve securely turned off.

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Storage of Flammable / Hazardous Chemicals

- The control valve of storage cylinders for compressed gas, other than a cylinder contacted to a regulator, supply line or hose, shall be covered by a protective cap secured in the proper position.
- Storage cylinders for compressed gas shall be stored in an upright position.
- Keep cylinders away from heat sources and all sources of ignition.
- Posted as a **“NO SMOKING AREA”**.
- Signs shall be posted in prominent locations and in sufficient numbers to warn workers of a hazard of a project.

Compressed Gas—Propane

Under the *Fuel Safety Regulation* enforced by the Technical Standards and Safety Authority (TSSA), workers using propane-fuelled equipment must be trained and certified. **Employers must be able to produce written evidence to this fact.**

- Propane has no odor. Ethylene is added to the gas to provide warning in case of leaks. It smells like boiling cabbage. People with colds or allergies may not be able to smell it.
- Pressure in a propane cylinder increases as temperature rises.
- Liquid propane in a cylinder must never be allowed to touch the relief valve. That’s why the cylinders must be kept upright at all times unless they are specifically designed for horizontal use.
- No storage container for propane shall be placed closer than 3 metres to a source of ignition or fire.
- Propane gas is 1.5 times heavier than air. Leaking gas will collect in low lying areas. This creates the potential for asphyxiation and explosion.
- At high concentrations, propane can damage the central nervous system. It can also displace air, leading to dizziness, loss of coordination, weakness, and death.

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Heat Stress Policy / Procedure

ACCLIMATIZATION

Acclimatization is a series of measurable physiological changes a person undergoes over a period of about five to 10 days that enables the body to rid itself of excess heat. Basically, the longer you work hard in the heat, the better your body becomes at adjusting to the heat. Once acclimatized, the body will begin to sweat at lower skin and body temperatures, and that will result in a lower accumulated heat load — and less stress. Unfortunately, the sudden arrival of sweltering summer temperatures often does not allow for proper acclimatization and leaves all workers more susceptible to heat stress, particularly those new to the job. If you are away from work for a week or so you can lose your acclimatization and may have to become readjusted again.

OBSERVATIONS AND FINDINGS

Too much exposure in a very hot work environment can cause a variety of **acute or immediate health effects**. They may include the following:

- **Heat stroke** is the most serious consequence. It occurs when a person's own temperature-regulating system fails, and sweating becomes inadequate to keep the body temperature within normal range. The body's core temperature rises. Signs and symptoms include hot and usually dry skin that is red or spotted, a temperature above 41°C/105°F, mental confusion, delirium, convulsions or unconsciousness. If heat stroke is not treated immediately, permanent damage to organs (such as the heart, brain, kidneys) or even death can occur.
- **Heat exhaustion** is caused by the loss of large amounts of fluids by sweating (and sometimes excessive loss of salt) from continuous work in high temperatures. A worker suffering from heat exhaustion still sweats, but experiences some or all of these symptoms: extreme weakness, dizziness, headache, nausea, vomiting, muscle cramps, breathlessness and numbness of the hands or feet.
- **Heat cramps** are sharp muscle spasms that occur in those who sweat copiously in heat, drink plenty of water, but do not adequately replace the body's loss of salt.

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- **Fainting, heat rash and transient heat fatigue** are also consequences of prolonged exposure to hot conditions. ‘Transient’ heat fatigue is a short and temporary state of physical and mental/emotional discomfort, and can cause a decline in performance, alertness and safe working habits.
- **Heat stress** can also trigger safety problems, including incidents resulting from fogging of safety glasses, sweaty palms and dizziness. Mental alertness and physical competency also may suffer as the temperature goes up, with increased discomfort promoting anger, irritability and other negative emotions that can spark incidents.

Heat stress may also have long-term **chronic health effects**.

- Workers who have suffered heat stroke or exhaustion are often less able to tolerate heat, sometimes for the rest of their lives.
- After laboring for long periods in a hot environment, some workers will experience chronic heat exhaustion, while others may suffer from hypertension (high blood pressure) or heart muscle damage.

Humidex	Response
25-29°C / 77 - 84°F	Workers encouraged to drink water on an ‘as needed’ basis
30-33°C / 86-91°F	Workers encouraged to drink extra water;
34-37°C / 92-99°F	Workers to be notified to drink extra water;
38°C / 100°F or over	Workers should drink 1 cup of water every 20 minutes, 10 minute break per hour provided and workers with symptoms to seek medical attention

Step # 1 Clothing

- Evaporating sweat is the primary way the body gets rid of excess heat build up, the best clothing is the kind that makes it easiest for sweat to evaporate; this type of clothing is commonly available in an active wear section of a department or sporting store.

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Heat Stress Policy

Wear appropriate summer clothing, such as loose fitting light shirt and pants and lightweight socks. Natural fibres are a better choice than synthetic due their ability to breath.

- Bringing a change of clothes to work will prevent the possibility of heat rash from excessive dampness.

Step # 2 Adequate Fluids

- Body fluid levels must remain normal as the heat rises, so plenty of preferably cool, slightly salted water is should be available to all workers exposed to extreme heat. (Workers on salt-restricted diets must seek advice from their doctors before increasing salt intake.) Water fountains are available for all workers.
- The common belief that drinking only cold or cool water will help lower the body temperature is somewhat inaccurate; while drinking cool or cold water may increase the rate at which the body cools itself, water at any temperature should still be consumed as it will still provide the much needed hydration the body needs to promote sweating.

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Cold Exposure / Risk Factors

It's easy to get cold quickly if you are outside in wet, windy, or cold weather. Cold temperature exposure can also happen if you spend time in a dwelling or other building that is not well-heated during cold weather.

Injuries from cold exposure

- **"Frostnip"** usually affects skin on the face, ears, or fingertips. Frostnip may cause numbness or blue-white skin color for a short time, but normal feeling and color return quickly when you get warm. No permanent tissue damage occurs.
- **Frostbite** is freezing of the skin and the tissues under the skin because of temperatures below freezing.
- **Frostbitten skin** looks pale or blue and feels cold, numb, and stiff or rubbery to the touch.
- Cold injuries, such as **trench foot** or **chilblains**, may cause pale and blistered skin like frostbite after the skin has warmed. These injuries occur from spending too much time in cold, but not freezing, temperatures. The skin does not actually freeze.
- An abnormally low body temperature - **Hypothermia** occurs when the **body loses heat** faster than it can make heat. Early symptoms of hypothermia include shivering in adults and older children, clumsy movements, apathy (lack of concern), poor judgment, and cold, pale, or blue-gray skin. Hypothermia is an emergency condition-it can quickly lead to unconsciousness and death if the heat loss is not stopped.

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Cold Exposure / Risk Factors

Risk factors for cold exposure injury

There are many factors that increase your risk of injury from exposure to cold temperatures.

- Being in **outdoor conditions**, such as high altitudes or windy, wet weather, or being immersed in cold water
- Not being **dressed properly**, having wet skin, or wearing wet clothing
- Being tired or **dehydrated**
- Being exposed to cold temperatures in your workplace, such as working in cold-storage units
- Having certain **health risks**

Many cold injuries can be prevented by protecting yourself when you are outdoors in cold weather.

General tips

- Head for shelter that will protect you from wind and rain if you get wet or cold.
- Avoid doing too much activity and sweating. Sweating increases heat loss through evaporation so you will feel cold.
- Eat plenty of food to help maintain your body heat. Eat high-calorie foods, such as candy bars and trail mix, when working out in cold weather.
- Wear proper clothing and shoes. Be aware of the different ways that your body can lose heat to protect yourself from cold exposure.
- Keep hands and feet as dry as possible. Wear socks that retain warmth and keep moisture away from skin.
- Safety glasses / goggles can protect eyes from cold and wind.
- Do not use caffeine and Do not smoke while in the cold. Nicotine (from tobacco) and caffeine cause narrowing of the blood vessels in the hands and feet. When blood vessels are narrowed, less blood flows to these areas, causing the hands and feet to feel cold.

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Noise Control and Hearing Conversation

Noise is a hazard in many operating environments. Exposure to excessive noise impairs hearing. Prolonged exposure can result in permanent hearing and eventually, deafness. Under these conditions, hearing protection is essential. In many cases, the ambient noise level may require that glaziers wear ear muffs and/or earplugs.

Under the OHS Act & Regulations (851 and 855) the following requirements are as follows:

- Employers are to take all measures reasonably necessary in the circumstances to protect workers from exposure to hazardous sound levels that result in the $L_{ex,8}$ exposure limit of 85 dBA being exceeded (8-hour time-weighted average exposure).
- When the exposure limit prescribed by the regulations is exceeded, the employer is required to put in place measures to reduce workers' exposure. Protective measures may include: engineering controls to reduce noise at the source or along the path of transmission; work practices such as equipment maintenance (to keep it quieter), or scheduling to limit a worker's exposure time; and, personal protective equipment in the form of hearing protection devices, subject to the restrictions stated in the regulations.
- Employers must post clearly visible warning signs at the approaches to areas where the sound level regularly exceeds 85 dBA.

Administrative Controls

- In instances where engineering controls are not practical or feasible, administrative controls such as changes in work procedures, rescheduling of the noisy activity or decreasing the duration of exposure must be considered.
- Clearly visible warning signs must be posted at the approaches to an area where sound levels regularly exceed 85 dBA. These warning signs must clearly indicate that the use of hearing protection is mandatory for entry.

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Noise Control con't

- In situations where a piece of equipment or machinery presents a noise hazard, a sign must be affixed to the machine, in a clearly visible location, indicating that the operator must wear appropriate hearing protection.
- Regular equipment maintenance is an important noise control measure since well maintained equipment, in addition to being more reliable, also tends to be quieter.

Engineering Controls

- Engineering controls along the path of transmission include introducing enclosures, partial enclosures, or barriers.
- These can be structures that enclose a piece of noisy equipment or enclose a work station in a noisy area.
- Installing mufflers on air exhausts, use of vibration isolators on vibrating equipment.
- Other examples of controls are re-designing noisy saw blades or press dies; installing absorbent panels on building surfaces near noisy tools; and substitution of quieter machines, tools or processes, such as hydraulic rather than pneumatic power.

Hearing Protection Devices / Personal Protective Equipment

"Workers shall wear and use personal protective equipment appropriate in the circumstances to protect them from exposure to a sound level greater than the limit" only if "engineering controls are:"

- *Not in existence or are not obtainable;*
- *Not reasonable or not practical to adopt, install or provide because of the duration or frequency of the exposures or because of the nature of the process, operation or work;*
- *Rendered ineffective because of temporary breakdown of such controls; or*
- *Ineffective to prevent, control or limit exposure because of an emergency.*

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Noise Control con't

- Engineering and/or administrative controls are the preferred methods for reducing noise exposure. If this is not feasible or practical, hearing protection devices must be used where sound levels regularly exceed 85 dBA or where an individual's personal exposure may exceed the allowable limits set in legislation (OHSA).
- For regular noise exposures between 80-85 dBA, hearing protection is optional but should be provided on request.

Access / Egress

- Areas of access / egress must be adequately lit.
- If material may fall on a worker, overhead protection shall be provided.
- Access to and egress from a work area located above or below ground level shall be by stairs, runway ramp or ladder.
- Areas of access / egress shall be kept clear of obstructions.
- Areas of access / egress shall be kept clear of snow, ice or other slippery materials.
- Areas of access / egress shall be treated with sand or similar material where necessary to ensure a firm footing.
- Every shaft shall have a means of access / egress by stairway, ladder or ladder way for its full depth during construction and when it is completed.

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Housekeeping

General requirements for safe housekeeping include:

- Supervisors must ensure that work plans, pre-job briefings and progress reviews address cleanup requirements and that appropriate cleanup is accomplished.
- Supervisors shall schedule daily and weekly cleanup of their worksites, per the Clean Up Program.
- Disposal of trash and rubbish properly. Do not drop material or rubbish freely from above; use chutes or other approved devices.
- Parts and equipment should be placed in designated and/or marked areas so that walkways are not blocked.
- Ice, grease, debris, and excessive water are to be kept clear from all walking surfaces.
- Materials to be piled, stacked, or otherwise stored to prevent tipping and collapse.
- Materials to be stored away from overhead power lines or other energy sources.
- Establish an area for spare parts, salvage material and debris. Each site is to be neat and orderly as practicable and free from hazards to workers.
- **Illumination** - All walkways and work areas are to be free of obstacles and have adequate lighting during the evening hours.
- Unnecessary tools and equipment will be picked up and stored when not in use.
- **Walkways** – including stairways, passageways, and gangways should be in good repair and clean.
- Passageways should be kept free from protruding objects, storage of equipment, pallets of products, and uncovered openings in the floor.
- Gather and remove debris as often as required to keep work and travel areas orderly.
- Keep equipment and areas around equipment clear of scrap and waste.
- Secure loose or light materials stored on roof or on open floors to prevent blowing by wind.

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Housekeeping

- Guardrails temporarily removed for materials delivery must be **immediately** replaced when work is done. Workers involved must wear fall protection until guardrails are back in place.
- Place used rags in water and if being reused, lay flat to dry.
- To avoid chemical burns, Do not put used rags in your pockets.

Ergonomics / Musculoskeletal Disorders

Musculo skeletal disorders (MSDs) are the number one type of work-related lost-time claim reported. It is a term for a number of injuries and disorders of the muscles, tendons, and nerves. The musculoskeletal system includes: muscles, tendons and tendon sheathes, nerves, bursa, blood vessels, joints/spinal discs, and ligaments. They may be caused or aggravated by various hazards or risk factors in the workplace. The most common injuries included in this category are: repetitive strain injuries, occupational overuse syndrome, sprains and strains, carpal tunnel syndrome, tendonitis and many specific types of back pain.

A number of things can increase MSD risk, the primary MSD hazards are force, fixed or awkward postures, and repetitions. They may be caused or aggravated by various hazards or risk factors in the workplace.

Force

Force refers to the amount of effort made by the muscles, and the amount of pressure on body parts as a result of different job demands. When a task requires them to exert a level of force that is too high for any particular muscle, it can damage the muscle or the related tendons, joints and other soft tissue. With force, it is important to consider not only how much force is involved but also:

- How long workers need to keep exerting the force
- How many times the force is exerted in a given period of time, and
- The posture used when exerting the force.

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Ergonomics / Musculoskeletal Disorders

Fixed or Awkward Postures

Posture is another name for the position of various parts of the body during any activity. The farther a joint moves towards either end of its range of motion, or the farther away from the neutral posture, the more awkward or poor the posture becomes and the more strain is put on the muscles, tendons and ligaments around the joint.

With fixed or awkward postures, it is important to consider:

- How long workers need to hold a specific posture (fixed posture)
- How many times an awkward posture is used in a given period of time, and
- The amount of force being exerted when an awkward posture is used.

Repetition

Highly repetitive tasks can lead to fatigue, tissue damage, and, eventually pain and discomfort. This can occur even if the level of force is low and the work postures are not very awkward. With repetitive tasks, it is not only important to consider how repetitive the task is but also:

- How long workers perform the task
- The posture required, and
- The amount of force being used.

Other MSD hazards and workplace factors that should be considered include:

- Contact stress
- Local or hand/arm vibration
- Whole-body vibration
- Cold temperatures
- Hot work environments
- Work organization, and
- Work methods.

Contract Glaziers **Health and Safety Manual**

Recognize Jobs with Potential Hazards for Injuries

Everyone in the workplace should understand how to recognize hazards. This will allow everyone to look for better ways to do their job or identify changes to reduce the risk of MSDs and ergonomic issues. Possible ways to identify jobs with potential hazards include:

- Encouraging workers to report ergonomic / MSD concerns, signs and symptoms to the supervisors.
- Identify tasks with the potential for hazards and implement corrective action before an injury occurs.
- Look for MSD / ergonomic hazards during monthly workplace inspections.

Substance Abuse Policy

C.G.I. recognizes the importance of employees performing their duties in a safe and predictable manner. It is essential that employees are alert and fully competent while at work. Accordingly, CG will take appropriate steps to ensure that the workplace is free from the effects of substance abuse as defined in this policy.

Provisions

- Employees must not willfully use any substance that impairs job performance.
- Consuming any amount of a substance that impairs job performance, or reporting for work in an intoxicated state which could impair job performance, is a violation of this policy.
- Possession or sale of alcohol or illicit drugs in the workplace, or during work hours, is a violation of this policy.
- CG encourages early detection of abuse problems and will provide support to employees to obtain help.
- Employee's voluntarily seeking or receiving treatment for pre-existing substance abuse problems are not exempt from this policy.
- CG will support **eligible** employees requiring help with substance misuse/abuse problems by providing appropriate information, and educational awareness programs.



Contract Glaziers **Health and Safety Manual**

Substance Abuse Policy

Management Responsibilities

Managers and supervisors are responsible for identifying and addressing any situation where an employee appears to be under the influence of a substance and/or appears to be suffering from a substance misuse/abuse problem.

Employee Responsibilities

Any employee having a drug or alcohol dependency problem, and/or having been determined to have violated this policy will participate in any remedial action and/or treatment necessary to prevent continuation, reoccurrence or relapse.

- ❖ Any employee who has a reasonable belief of substance abuse by another employee or of impairment by another employee is required to report such employee to his or her supervisor immediately.

Compliance

Any manager / supervisor / superintendent aware of non-compliance with this policy must consult with HR / Health and Safety. The following actions may be taken:

- ❖ Disciplinary action up to and including termination.
- ❖ Participation in treatment or rehabilitation programs.

Definitions

Substance Abuse:

The inappropriate use of any substance known to impair judgment and/or physical coordination. These substances include, but are not limited to alcohol, illicit drugs, narcotics and any other intoxicants.

Workplace:

Any building or part of a building in which one or more employees work, including employee eating, changing and lounge areas; any area, including outside worksites, where employees perform their duties; and any vehicle or conveyance used by employees to perform their duties.

Contract Glaziers **Health and Safety Manual**

Workplace Violence / Harassment Policy

PURPOSE:

To create and maintain an environment free from threatening behavior, acts of violence, and harassment. It is the responsibility of all Contract Glaziers employees to create and maintain a workplace free from threats and acts of violence.

POLICY

Definition:

Violence, threatening behavior, and harassment" includes, but is not limited to, conduct against persons or property that is offensive, intimidating, hostile, injury producing, and/or abusive. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, and visitors / contractors and employees, that are acceptable to both parties are not considered to be violent, threatening, or harassment. Harassment includes any form of sexual advances or favours, hostile environment with regards to sexual harassment, and harassment on the basis of an employee's membership in a protected class. These include age, race, colour, sex, religion, national origin or disability.

Statement:

Any and all forms of violence, threatening behavior, and/or harassment which involve or affect employees of Contract Glaziers or which occur on any part of Contract Glaziers property are prohibited by this policy.

This includes, but is not limited to, threatening behavior, violent actions, and harassment by all Contract Glaziers employees directed against other employees, by employees directed against visitors, or visitors directed against Contract Glaziers employees.

Contract Glaziers will actively work to prevent and eliminate violence, threatening behavior, and harassment on their property. Contract Glaziers will respond promptly and decisively to violence, threatening behavior, and harassment on their property.

This response may include termination of employees, and include timely involvement of law enforcement agencies when appropriate. Contract Glaziers 's response may also include removal of third party vendors/contractors from our property, and termination of contracts with such vendors/contractors. Engaging in violence, threatening behavior, and/or harassment is considered a form of employee misconduct.

Employee Obligations

Each employee is required to report all incidents of harassment, threatening behavior, and/or acts of violence of which he/she is aware. Visitors / contractors to Contract Glaziers property are strongly encouraged to do the same. If an employee, visitor/ contractor believe's he/she or others are in immediate danger, the local police department should be contacted by dialing 911.

Contract Glaziers **Health and Safety Manual**

Workplace Violence / Harassment Policy

Non Company Employees

When non-employees are present at our workplace or interact with our employees (includes through electronic communications), we expect them to apply the same standards of conduct that we expect of employees here. If you employee feels harassed, or threatened by any form of behavior, they are expected to use the complaint procedure below. Conversely, we expect our employees to treat non-employees with the same courtesy and respect as co-workers.

1. When the reporting individual is a Contract Glaziers employee, or visitor / contractor against a Contract Glaziers employee, the report is to be made to **one of** the following persons:

- Owner / Manager
- H&S Representative
- Immediate Supervisor

Note: The person receiving the report must then inform the others.

2. When the reporting individual is a Contract Glaziers employee and the report is against an employee, the report shall be made to the Owner / Manager and Health and Safety Representative.
3. When the reporting individual is a visitor / contractor to the facility, the report shall be made to Owner /Manager and the Health and Safety Representative.
4. Each person to whom such a report has been made regarding an employee shall immediately refer the report to the Owner of Contract Glaziers .
5. An employee not comfortable initiating the discussion with facility personnel should contact the Owner at _____ . A prompt, thorough and impartial investigation will be made.
6. The employee will be informed of the results and resolution. The complaint will be disclosed only to the extent necessary to make a thorough investigation or as deemed necessary to take appropriate corrective measures.

Non Retaliation

Management will ensure there is no coercion, retaliation, intimidation directed against any employee who files a report, registers a complaint or serves as a witness on behalf of another employee. If any employee feels that he or she has been retaliated against for making a complaint or participating in the investigation process, the alleged violation should be reported as noted above.

Contract Glaziers **Health and Safety Manual**

Workplace Violence / Harassment Policy

Corrective Measures

Any employee found to have threatened or acted upon violent behavior, or harassed unlawfully another employee will be subject to appropriate discipline up to and including termination of employment. Further, any employee found to have coerced, retaliated against, threatened, intimidated or harassed an employee for registering a complaint, or served as a witness on behalf of another employee, will be subject to appropriate discipline, up to and including termination of employment.

Implementation of Policy

1. **Contract Glaziers will attempt to reduce the potential for violence by positively affecting the attitudes and behavior of its employees by:**
 - Making all current and new employees aware that violence or threatening behavior on Contract Glaziers property will not be tolerated. Creating a low-risk environment: All employees in positions of authority are expected to promote positive behavior, and to lead by example, by treating employees with the respect and dignity to which each is entitled. Emphasis will be placed on creating a workplace where established standards of conduct are clear, communicated, and consistently enforced, and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.
 - Developing procedures for increasing awareness and prevention of threatening behavior, violence, and harassment on Contract Glaziers property.
 - Training employees.
 - Encouraging employees to use available counseling and assistance services when needed. Both victims of violence and those who commit violent acts or have threatened to do so may be referred for such services.
2. **Contract Glaziers will deal with threatening behavior, violence, and harassment on property by:**
 - Designating representatives to receive violence complaints.
 - Requiring all employees to report all threatening behavior, violence, and harassment in a timely manner as set forth in this policy and in the procedures of Contract Glaziers .
 - Quickly dealing with threatening behavior, violence, and harassment. Supervisors are specifically empowered by this policy to take immediate action to resolve or stabilize violent situations at the workplace and to protect people from harm.
 - Promptly and properly investigating all complaints of threatening behavior, violence, and harassment.
 - Ensuring that the Owner / Manager and/or the Health and Safety Representative take appropriate disciplinary action.
 - Supporting the continuation of a good working relationship between Contract Glaziers and local law enforcement.
 - Employing legal remedies that address issues of workplace violence (i.e., restraining orders).
 - Creating and maintaining the highest practical level of physical security while at the workplace.
 - Maintaining accurate records on violent incidents that occur.



Contract Glaziers Health and Safety Manual

Working Alone Policy

- If you are working alone, you are required to check in with your supervisor every _____ (a maximum time limit of every two hours).
- The employer shall confirm that the customer/contractor is aware that work is scheduled to be done at a specific time on their building. Schedule is as follows:

- The employee shall be equipped with a cell phone or radio system (which must be operational at all working locations on site) for emergency purposes. Site phone or payphone can be used if available.
- Employee to check in using this system or any others available during the allotted time.
- Every employee has the right to refuse performance of the work if he/she determines that the work is too hazardous or unsafe, and jeopardizes their health and safety. Contact your supervisor immediately if this situation occurs.
- Follow all safe work practices as per Contract Glaziers policies / procedures.
- The employee shall read and conduct a thorough hazard assessment of the site to become aware of any potential safety risks.

Requirements

- CSA approved PPE - (Hard Hat, Steel toe boots, safety glass must be worn at all times.)
- Tools – GFCI, Cell phone/radio, Fire extinguisher, First aid kit, Fall arrest equipment, Safety manual accessible at all times, MSDS sheets as per requirements.
- Approval to proceed from your immediate supervision:
_____ **(Name)**
- Am I aware of the nearest first aid location? Where _____.
Emergency # 911 or _____.
- I am not under the influence of drugs/alcohol.
- Do I have transportation? Y / N

IF YOU ANSWERED NO TO ANY OF THE ABOVE, YOU ARE NOT PERMITTED TO START WORK ON THIS PROJECT. CONTACT YOUR SUPERVISOR IMMEDIATELY!

I, (name) _____ have read and understand the

Working Alone Policy

Signed _____ Date _____

Contract Glaziers Health and Safety Manual

Personal Protective Equipment Policy

In Contract Glaziers continuing effort to maintain a safe and healthy work environment for its employees, visitors, suppliers and all subcontractors, the Personal Protective Equipment (PPE) Program has been developed. This program covers all individuals who work in or enter areas where it has been determined that protective equipment is required.

The program also covers personal protective equipment that is not required by the company but upon request by an employee, may be issued. All personal protective equipment used at Contract Glaziers must be CSA approved.

The program covers the following PPE, which is available and used at Contract Glaziers:

- All workers, guests, visitors and sub-contractors will wear CSA approved safety glasses, CSA Grade 1 safety boots (6" min work boot with a full puncture resistant sole as well steel toes) **must have green triangle**, long trousers, long sleeved shirt, CSA /ANSI approved industrial hard hats(Class B or Class E) and any other specialty Personal Protective Equipment (PPE) required for construction jobsites.
- All PPE used by this company will comply to all OHSA legislation and the appropriate code as identified (CSA, ANSI, ASTM, NIOSH).
- All PPE used by this company will be maintained in accordance with manufacturer's instructions and requirements.
- Company issued PPE will be inspected at the time of issue and before each use by the worker using the PPE.
- All PPE that is of questionable reliability, damaged, or in need of service or repair will be removed from service immediately and replaced by the company.
- All PPE that has been removed from service will be tagged "Out of service." Any PPE tagged "Out of Service" will not be returned to service until repaired and inspected by a qualified person.
- The company will maintain appropriate inspection and service logs for specialty PPE.
- No piece of PPE shall be modified or changed contrary to its manufacturer's instructions or specifications or OH&S Legislation.

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Personal Protective Equipment

Hazard assessments, the Occupational Health and Safety Act and other related legislation along with Industry Standards have determined the areas, jobs and tasks where PPE is required.

- Contract Glaziers always considers engineering controls as its first line of defense against safety hazards. When engineering controls are not feasible, Contract Glaziers will use administrative controls to control the hazard as low as is reasonably achievable.
- If engineering and administrative controls cannot eliminate the hazard then PPE must be used.

Training and Instruction

Initial training of PPE will include:

- What types of PPE are necessary at Contract Glaziers and where it can be obtained.
- Where PPE is required to be worn.
- Limitations
- How to wear properly fitting PPE
- Proper care and storage of PPE
- Useful life and proper disposal.

Annual Review

- The policy will be reviewed annually or as required per Industry Standard, Occupational Health and Safety Act, and internal policy.

The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.

Contract Glaziers Health and Safety Manual

Preventative Maintenance Program Policy

It is the policy of this company to maintain all tools, vehicles, and equipment in a condition that will maximize the safety of all personnel, and to ensure consistent administration of the program.

The Preventative Maintenance Program shall be maintained and shall include the following components:

- All tools and equipment shall be properly maintained to help reduce the risk of injury to all workers and damage to company property.
- Adherence to all manufacturer's recommendations, industry standards, and all applicable legislated requirements.
- Provide assurance to all workers that the most qualified personnel are assigned to ensure all equipment is maintained to the highest standards.
- Scheduling and documentation of all maintenance work (daily, weekly, and monthly), to ensure recommendations are met in a timely manner.
- Use of all Pre-Start Checklists to identify maintenance issues.
- At a minimum, the program will be reviewed annually to ensure the desired results are achieved. Any updates / revisions will be implemented as deemed necessary per program requirements.
- **All employees are responsible to regularly check the tools and equipment they work with.**
- **If an employee finds that any tool or equipment they are working with poses a hazard or requires repair, it is to be removed immediately from service and tagged to avoid accidental use.**
- **The Supervisor shall be responsible for the application of the program in his/her area of responsibility.**
- **The site superintendent will review with supervision any recommendations / corrective actions and will ensure completion dates are met by personnel responsible for performing the work.**

Contract Glaziers Health and Safety Manual

Company Vehicles

All employees who operate Contract Glaziers vehicles must hold a valid driver's license applicable to the type of vehicle being operated as a condition of their employment.

DO

- Ensure circle check of vehicle is completed, and checklist signed and date by employee utilizing vehicles.
- Check should include vehicle fluid levels, running gear and electrical components prior to use.
- Operate at or below posted speed limits and at a speed that is appropriate for road conditions.
- You should attempt to back into parking spaces as permitted.
- Ensure that all loads are covered and properly secured.
- Ensure that vehicle is kept clean (interior / exterior).
- The public must be treated courteously while driving Contract Glaziers vehicles.
- If operating a company vehicle ensure you wear the seat belt when the unit is in motion at all times.

DO NOT

- Use company vehicle for personal business at any time.
- Operate a defective vehicle.
- All issues that include repairs / maintenance must be reported to the licensed mechanic and corrective action documented on appropriate form.
- Company vehicles must also following the maintenance program requirements for manufacturers recommendations and documented as required.
- Offer rides to other individuals other than Contract Glaziers employees.
- Allow passengers to ride in the back of a pickup or any other unit that is not equipped with approved seats and restraining devices.
- Leave the vehicle running and unattended.
- Operators are responsible for any fines levied in situations where negligence has been proven.

ANY SERIOUS VIOLATIONS OF THE HIGHWAY TRAFFIC ACT, such as careless driving may result in discipline up to and including termination.

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Moving vehicles and equipment

This practice is intended to ensure the safe movement of vehicles, machines and equipment in accordance for “Regulations for Construction Projects”.

- The site superintendent shall ensure that all workers, contractors and subcontractors shall be informed of this procedure prior to moving or using vehicles, machines and equipment.
- When using vehicles, machines or equipment near energized overhead electrical conductors no part shall be brought closer than the minimum distance listed in the table below.
- Operators of machines, vehicles and equipment shall be assisted by signalers if the operator’s view of the intended path of travel is obstructed and / or a person could be endangered by the vehicle, machine or equipment and its load.
- A competent worker shall be designated as the signaler. Both the operator and signaler shall jointly establish the procedures by which the signaler assists the operator and both will follow those procedures. A signaling device (2 way radios etc.) should be used to indicate movement “STOP” or “GO”.
- The signaler should be walking with the vehicle, machine or equipment in a manner that gives the signaler an unobstructed view of the intended path of travel and in full view of the operator.
- The signaler shall station themselves in such a position that they have a clear view of the equipment and the electrical conductor and be in full view of the operator.
- The signaler shall warn the operator by the agreed method if any part of the equipment or its load may approach the minimum distance as listed in the table below.
- If the possibility exists that any part of the equipment or its load may encroach upon the minimum distance listed in the table below, a legible sign visible to the operator and warns of the potential electrical hazard shall be posted at the operator’s station.

Nominal phase to phase voltage rating	Minimum	Distance
750 or more volts, but no more than 150,000 volts		3 metres
More than 150,000 volts but no more than 250,000 volts		4.5 metres
More than 250,000 volts		6 metres

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Traffic Control

Traffic Control Person

- Stop the first lane of traffic closest to the curb as per previous procedure.
- Walk to a point where you can be seen by traffic but not directly into the path of oncoming traffic.
- Display the stop sign with your raised “free” hand while maintaining eye contact.
- When the first vehicle is stopped, walk to a position where you can be seen by traffic that is approaching behind the initial stopped vehicle.
- Ensure the stop sign is held high, continue to maintain eye contact and keep your free hand raised with the palm facing traffic.
- Allow construction activity to proceed after it is safe to do so while maintaining a safe distance from the equipment
- When it is safe for traffic to proceed, walk in a straight line back to the side of the road.
- If there is more than one lane stopped, release one lane at a time as you move toward the curb.
- Turn the paddle to display the “SLOW” sign to the stationary vehicles and with your free arm wave the traffic through.
- Do NOT wave the STOP / SLOW paddle.

Traffic Control (Temporary Signage)

When involved with road construction projects safety precautions must be in place to protect workers and the general public. The following steps should be implemented:

- Complete or review the project hazard assessment and ensure all findings are properly communicated to the workers.
- Ensure the vehicle is equipped with directional control signage as required.
- Ensure signs, poles and other traffic control devices are secure prior to proceeding to the worksite.
- Ensure appropriate PPE is available, in good condition and used properly (reflective vest, hardhat, foot protection, safety glasses).
- Do not ride in the back of the vehicle.
- Use approved lifting devices and proper lifting techniques.
- Be aware of pinch points.
- Always attempt to work facing the flow of traffic.

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Health and Safety Training Policy

Purpose

The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of the organization.

Policy

The company will provide and workers will participate in, all safety and related training that is necessary to minimize losses of human and physical resources of the company.

This training will include, but not be limited to:

- Health and Safety orientations for newly hired personnel, transferred, promoted, and any employee on a leave of absence in excess of a three month period.
- Internal company policy, all job descriptions, and safe operating procedures.
- Job specific training for all employees.
- Right to refuse work, right to participate (JHSC / Safety Representative)
- Health and Safety training for Supervisors and management.
- Task and trade specific training and certification.
- Specialized safety and related training.
- Refresher and update training as deemed necessary by legislated requirements, and per updates / revisions to internal policy and procedure.
- Early and Safe Return to Work obligations
- Records of training maintained for all training

Health and Safety Committee Policy

Contract Glaziers recognizes the need for and value and importance of health and safety committees. The company is committed to cooperating with health and safety committee decisions and recommendations. The company will support the operation of the committee by providing:

- Management representatives
- Access to all records and statistics as per legislated requirements.
- Provide the facility and time necessary for worker representative to attend meetings.
- Ensure that employees have access to the minutes of safety committee meetings.

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Health and Safety Committee Policy

- The objective of the committee is to assist workers, and management to identify, record, evaluate and resolve safety concerns in the workplace.
- Develop safe work practices and procedures.
- Provide education and awareness training for all levels of employees within the organization.

Project Safety Committees

- Where Contract Glaziers acts as the General contractor, a Project Safety Committee shall be established for the purpose of administering the Company Safety Program and all WSIB, OSHA requirements and regulations at the work site when the workforce exceeds 20 workers.
- Where Contract Glaziers is in the position of being a subcontractor on a project and receives a request to represent itself at a Project Safety Committee, a representative will be supplied to that committee.

Tool Box Talks

Tool box talks will be held once a week with all workers to discuss Health and Safety issues, identifying hazards and the prevention and correction of these unsafe conditions.

All subcontractors are to ensure tool box talks are conducted on a weekly basis.

Committee to meet regularly

The Health and Safety committee at any workplace shall meet regularly at intervals to be determined by the committee, but not less than once in each calendar quarter; (except in the case of certain jurisdictions that require monthly meetings).

All committee members will be notified at least three days in advance.

Health and Safety Committee Policy

- The quorum for the meeting shall contain half worker and half management members.
- The names of the committee members shall be posted in a conspicuous location, along with the scheduled meeting dates and times.
- There shall be two chair persons chosen for the committee; one shall be chosen by the employer, and one shall be chosen by workers.
- Meetings are to take place during the employee's regular working hours.
- The location, time and agenda will be posted in a prominent place.
- Once the minutes are signed by both the management and worker co-chairs of the committee, the minutes are to be circulated to:
 1. Committee members
 2. Committee files
 3. Health and Safety Board(s)

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Health & Safety Committee Policy

Committee Size

- The number of employer members must not exceed the number of worker members.
- Less than fifty workers - two worker members.
- Fifty to one hundred workers – three members
- For each one hundred workers thereafter – one additional worker member until the total is six.
- The purpose of determining the number of workers at the workplace, the workers deployed in smaller groups at sites away from the main work location, may be considered to be employed at the main work location.

Workplace Inspection Policy

Purpose

To ensure regular inspections are performed for the purpose of identifying and correcting unsafe hazardous conditions. Inspections are an opportunity for management to find and correct potential safety concerns / hazards before losses occur.

Policy

This company will maintain a comprehensive program of health and safety inspections at all facilities and job sites.

Pre-Inspection

- Review all informal inspection reports, and all previous inspection reports from safety meetings.
- Develop a checklist than will pertain to the hazards at the worksites being inspected.
- Identify specific machinery, equipment and jobs through accident trends and high risk potential.

During Inspection

- Take copies of previous reports and all hazardous situations that have been identified for corrective action.
- Also include all out of the way, and off the shop floor items that do not generally get included in daily inspections.
- Systematically cover all required areas. Any hazards identified that require immediate attention must have corrective action implemented without any delay.
- All unsafe conditions and defective items will be recorded on the inspection form.
- Identify all items according to potential for injury and damage, to ensure corrective action and follow up can be implemented.

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Workplace Inspection Policy

Post Inspection

- Ensure the inspection report is completely properly.
- Any items identified from previous inspections that have not been corrected must be identified with original recorded date.
- Forward completed inspection reports to all pertinent individuals responsible for corrective action and completion of items.

Workplace Inspection Responsibilities

- The manager is responsible for the overall operation of the program; to identify substandard conditions and practices.
- The company has identified the frequency of inspections through a formalized inspection schedule. It is as follows:
 - **Office- Bi monthly**
 - **Shops and Yard- monthly**
 - **Worksites- as per site requirements**
- Superintendents are responsible to ensure the inspection schedule is complied to, and to involve workers in the inspection process.
- Supervisors are responsible for conducting ongoing informal inspections of areas where the crews are working, and record contacts and /or activity observations with employees.
- Ensure hazards reported by workers are recorded during inspections.
- Supervisors are responsible to report all hazardous conditions to management for corrective action and ensure implementation occurs through proper follow up.
- Workers are responsible for participating in and contributing to the Inspection Program.

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Company Conduct and Work Rules

The owners and management of C.G.I. in order to ensure an orderly and productive operation is achieved, expect all employees to follow policy and procedure as indicated in this manual; as well as providing a professional work environment. By abiding by the rules of conduct, this in turn will protect the interests and safety of all employees within the organization.

C.G.I. incorporates the “Three Strikes Rule” as follows:

- ❖ **First offence - Verbal warning**
- ❖ **Second offence - Written warning**
- ❖ **Third offence - Dismissal**

The following infractions and incidents listed below are examples of behaviour that at a minimum; will result in progressive disciplinary action, up to and including termination of employment. This list is not conclusive, and revisions can and will be reviewed and / or updated as deemed necessary by CG management. Also be advised, that a more serious infraction / incident on a first offence does not follow progressive discipline and can lead to immediate termination of employment .

- Theft or inappropriate removal or possession of property.
- Falsifying company records (i.e. time cards)
- Working under the influence of alcohol or illegal drugs. Also included are legally prescribed drugs resulting in any job tasks that are performed in an unsafe manner.
- Position, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employee owned vehicles or equipment.
- Any form of harassing or abusive violent behaviour exhibited while on company property.
- Boisterous or disruptive activity while on company property. This includes threatening, coercing, intimidating, and any form of fighting while on company property.
- Any form of negligent or improper conduct leading to physical damage of employer owned or customer owned property.
- Insubordination or any other form of inappropriate disrespectful behaviour directed towards another co-worker or management representative of CG or subcontractor on company property.
- Violation of company safety policy / procedures, or government legislated policy.
- Possession of dangerous or unauthorized materials such as explosives or firearms in the workplace.
- Excessive absenteeism or any absence without prior notice to immediate supervisor.
- Unauthorized absence from work station / area during company paid time.
- Unauthorized use of telephone, mail systems, or other employer owned equipment.
- Unauthorized disclosure of business “secrets” or confidential information.
- Unsatisfactory performance or conduct, documented through progressive discipline.

Contract Glaziers **Health and Safety Manual**

Records and Statistics

Our Health and Safety Program management is a constantly evolving process. We will maintain our records at all times. These records provide ready reference to our program activities and results. Some records are required by legislation. If WCB or OH&S come to our site to do an audit or inspection, our records will be a demonstration of our safety achievements.

Records on File

The list below gives examples of records and reports that should be kept on file.

- Workers Health and Safety Training (copies of training certificates)
- Health and Safety Orientation forms (new hires, transferred, promoted, LOA)
- Minutes of health and safety meetings (filed by date)
- Hazard assessments and corrective action reports from recommendations
- Maintenance records and schedule of all repairs.
- Workplace Inspection Reports (filed by date)
- Accident / Incident Investigation reports (filed by date)
- Medical treatment reports (filed by date)
- Injury stat reports (include lost time, medical aid, first aid)
- Workers compensation reports

All forms and reports will be signed and dated by the appropriate worker, supervisor and/or manager.

Statistics

- Statistics are a means of measuring safety performance.

Injury Frequency Rate

$$\frac{\text{No. of recordable cases} \times 200,000}{\text{No. of employee hours recorded}}$$

Injury Severity Rate

$$\frac{\text{No. of work days lost} \times 200,000}{\text{No. of employee hours recorded}}$$

Contract Glaziers **Health and Safety Manual**

Legislation

Contract Glaziers Health and Safety Manual has been developed in conjunction with the follow legislative requirements, standards, and best practice safe operating procedures.

Contract Glaziers bases its Health and Safety Policy on the provincial / federal requirements for where it is working, and applicable for the work being performed.

The Ontario & Alberta Occupational and Safety Act, Regulation and Code apply to most work sites in the province. The legislation sets out obligations for Employers, Workers, Suppliers, Manufacturers, Owners, Contractors, and Prime Contractors. The legislation stipulates that these groups must be knowledgeable and “competent” and must follow the legislation on their work sites as prescribed.

Other legislation that deals with specific aspects of safety may include but not be limited to:

- The WCB Act and Regulation.
- Employment & Immigration-Alberta
- Workers Safety & Insurance Board (WSIB)
- Employment Standards Ontario.
- Ontario Health and Safety Act and Regulations
- Ministry of Labour / Health and Safety
- National Energy and Utility Board Legislation.
- National Fire and Prevention Association (NFPA)
- Building Codes (Alberta , Ontario)
- Highway /Traffic & Safety Act& Regulations.
- Environmental Protection Act & Regulations.
- Ministry of the Environment (MOE) Ontario
- National Safety Code.
- National Energy and Utility Board Legislation.
- Canadian Standards Association (CSA)
- American National Standards Institute (ANSI)

****Contract Glaziers also works internationally, and we are required to follow all State and/or local laws that may pertain.****

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Contract Glaziers Health and Safety Manual

Employee Acknowledgement Form

Contract Glaziers company safety policies and work rules must be observed. A copy of the company safety policy and procedures will be reviewed during your initial orientation with Contract Glaziers.

- I have received and have read the company safety policies & procedures and agree to abide by them. I understand these instructions, and will do my best to observe them at all times. I shall refer to these instructions for future reference.
- I understand that failure to observe these rules will result in disciplinary action up to and including termination of my employment.

Employee Signature Date

Supervisor Signature Date