Contract Glaziers

Contract Glaziers
Health and Safety Manual

CANADA
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Company Health and Safety Policy

Management of Contract Glaziers are vitally interested in the health and safety of their employees. Protection of employees from injury or occupational disease is a major continuing objective. We will maintain a health and safety program conforming to the best practices of organizations of this type.

Management recognizes the right of workers to work in a safe and healthy work environment. All employees, subcontractors, supervisors, and visitors will be held accountable for their health and safety performance.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

Contract Glaziers is committed to ensuring the health, well being and safety of all its users, including all contractors and visitors to the facility, by enforcing the same Health and Safety standards while performing work on any of our properties.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Contract Glaziers will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given priority over operating productivity where necessary.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

Mike Chlumecky
Vice President - Operations

Dated: January 1, 2010

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Management / Superintendent Responsibilities

Managers:

- Provide a Statement of Policy relating to health and safety program. The statement provides a commitment and philosophy that sets levels of expectations for health and safety performance in the field of operations.
  Maintain overall control of the Health and Safety Program.
  Ensure all established health and safety policies are administered and enforced in all areas.
- Ensure that all field operations personnel are aware of and effectively practice the policies and procedures set out in the health and safety program.
- Ensure policies and procedures are reviewed annually.
- Perform workplace inspections to ensure substandard acts and / or conditions are corrected.
- Recognize and commend accomplishments and contributions, along with identifying opportunities for improvement.

Superintendents:

- Ensure that all health and safety policies and procedures are effectively implemented in each project they pertain to.
- Ensure that the highest standards of performance are maintained according to health and safety program on their jobsites. They are also accountable for the safe performance of personnel and equipment on their project sites.
- Implement a site Health and Safety Program and develop a clear understanding of responsibilities and specific duties for each foreman or supervisor. They must be knowledgeable about and responsible for complying with all legislation, codes of practice, and best practices.
- Hold at least one safety meeting bi-weekly with foremen to review safety conditions and general health and safety policies. Ensure that sub-trades and foremen conduct weekly tool box meetings. Where there are only a few workers, Superintendents shall conduct a weekly toolbox meeting with all project personnel in attendance.
- Arrange to record minutes of meetings and forward copies to the manager.

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Superintendent Responsibilities

- Make daily observations of health and safety activities on the project.
- Accompany the government O.H. & S. Inspector or designate during a project inspection. If he or she is not available, Superintendents will assign another Supervisor to the inspection.
- Make themselves aware of the hazards that exist for the short term, temporary and new worker who is new to construction activities. Ensure the new workers receive detailed health and safety instructions before they are allowed to start work. Assign new workers to work with other workers who are familiar with the project and are aware of any specific rules and regulations that are in force.
- Formulate for all new workers a detailed hiring route, which includes a review of the project rules and legislation before workers start to work (New Hire Orientation).

Supervisors/Foremen:

- Provide safe working conditions for all workers under their supervision.
- Provide workers with instruction in safe work procedures. Supervisors shall require workers to use personal protective equipment, as appropriate, as part of their routine duties, e.g., hard hat, goggles, safety boots, safety vest, mask or other items deemed necessary.
- Undertake the investigation of incidents to determine the underlying causes. Report in detail to the Superintendent and complete the proper accident/ incident report forms in a timely basis.
- Provide a good example for workers by always directing and performing work in a safe manner.
- Conduct regular worksite / workplace inspections for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of incidents.
- Work in cooperation with other project supervisory personnel to determine safe work practices, enforce their observance, develop procedures for dealing with violation and develop other general safety and incident prevention measures.
- Provide each worker with information about the hazards of his/her job and how to avoid them.

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Supervisors / Foremen Responsibilities

- Maintain a housekeeping standard and assign definite cleaning and organizing responsibilities to individuals.
- Provide a minimum of one toolbox meeting a week with their crew and record the minutes on the prescribed form.

Workers:

- Report hazards all hazardous conditions to supervision.
- Report all incidents / accidents to the immediate supervisor.
- Comply with all company safety rules and procedures.
- Report all injuries for First Aid, no matter how minor, in the First Aid Log Book.
- Use machinery, equipment, and materials, only as authorized per training requirements.
- Follow job procedures and all safe work practices.
- Cooperate with the health and safety committee or representative.
- Wear personal protective equipment as required.
- Cooperate in the companies Early & Safe Return to Work Program to help in the prevention of Lost Time claims following an injury.
- Assist site supervision to help in the reduction and control of unsafe conditions / hazards on the work site.

Health and Safety Administrators

- Are responsible for the daily administration of the safety program on worksites.
- Post all health and safety bulletins posters, rules, and applicable legislation.
- Assist Project Superintendent(s) to investigate incidents and to prepare incident reports and summaries.
- Ensure all government legislated and company reports are submitted as required.
- Identify unsafe hazardous conditions and the corrective measure necessary to prevent reoccurrence.
- Establish workplace inspection schedules and provide completed checklists, including all equipment inspection reports.
- Involvement in safety training and seminars, keep updated on legislation changes, requirements.
- Note: On projects where a Safety Administrator has not been assigned, the duties described above become part of the Superintendent's duties.

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Job Hazard Assessment Policy and Procedure

Purpose:

To identify and define hazardous conditions in order to implement the necessary preventative measures to prevent reoccurrence.

Definition of a Hazardous Condition:

Hazard identification is to start with job profiles and identify all the tasks and functions of the department. Consider also materials used, special processes, and equipment used in the tasks. Included in this category are, any condition, situation or act that creates risk of injury to any individual.

How to do a Hazard Assessment

Basic stages in conducting a JHA are:

- Selecting a job or occupation or common hazard to be analyzed. You should start with an item that has been identified as a Health and Safety problem.
- Breaking the job down into steps. Describe in detail the sequence of all steps.
- Identifying the risk factors at each step. (Materials, equipment, processes, environmental, people).
- Identify hazards associated with each task / factor combination.
- Assess the hazards. Evaluate the degree of risk to which the hazard is likely to cause loss of life, permanent disability or serious injury and the probability of occurrence.
- Identify the controls. Identify procedures or modifications needed to eliminate or control the hazards.
- Validate the analysis. Implement the controls and validate the analysis by observing the task in operation. Ensure new hazards have not been introduced, and get the feedback from employees who are performing the job tasks.
- Evaluate. Assess the need to repeat the analysis. Continuous improvement should be implemented with Hazard Analysis with a review of a minimum of every three years.
- Once hazard controls have been validated, you will need to develop safe work procedures.
- Communicate all safe work procedures to employees who will be performing the job tasks.

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What is important to know when "selecting the job"?

Factors to be considered in assigning a priority for analysis of jobs include:

- Potential for severe injuries or illnesses: the consequences of an accident, hazardous condition, or exposure to harmful substance are potentially severe.
- Accident frequency and severity: jobs where accidents occur frequently or where they occur infrequently but result in disabling injuries.
- Newly established jobs: due to lack of experience in these jobs, hazards may not be evident or anticipated.
- Modified jobs: new hazards may be associated with changes in job procedures.
- Infrequently performed jobs: workers may be at greater risk when undertaking non-routine jobs and a JHA provides a means of reviewing hazards.

Determining preventive measures

The final stage in a JHA is to determine ways to eliminate or control the hazards identified. The generally accepted measures, in order of preference, are:

Eliminate the hazard

This is the most effective measure. These techniques should be used to eliminate the hazards:

- Choose a different process
- Modify an existing process

Determining preventative measures – Hazard Analysis

- Substitute with less hazardous substance
- Improve environment (ventilation)
- Modify or change equipment or tools

Contain the Hazard

If the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards, worker booths or similar devices.

Revise Work Procedures

Re-evaluate and then modify the steps which are hazardous, change the sequence of steps, or add additional steps.

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Reduce the Exposure

These measures are the least effective and should only be used if no other solutions are possible. Ways to reduce exposure can be:

- Minimize exposure is to reduce the number of times the hazard is encountered.
- Modify equipment so less maintenance is necessary.
- Utilizing appropriate PPE when required.
- Reduce the severity of accidents through proper emergency equipment.

The following information shall be used in assessing the control of hazardous conditions:

WORKING ENVIRONMENT

- Surface area that is being utilized
- The physical condition of the surface area.
- Workplace layout
- Location of material / equipment and distances moved.
- Types of equipment used.
- Energy hazards.

HUMAN FACTORS

- Knowledge and training
- Skills and experience
- Health , disabilities, fitness
- Age and body size
- Motivation
- Risk perception and value system
- Protective clothing, equipment, footwear
- Leisure interests

TASKS

- Task analysis
- Working postures and positions
- Actions and movements
- Duration and frequency of tasks
- Loads and forces involved
- Intensity
  Speed / accuracy / originality

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HAZARD TYPES:

Chemical	Compressed gases, flammables
Physical	Noise, weather, heat, cold
Biological	Blood, insect bites, plants
Ergonomic	Computer work stations incorrectly adjusted, repetitive motions
Safety	Housekeeping, inadequate machine guarding material handling

HAZARD SOURCES:

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

RATING THE RISK OF THE HAZARD -WITHOUT CONTROLS IN PLACE

The following classification system should be used to assess the level of risk:

- **Class A (major)=** High risk (immediately dangerous to life and health)
- **Class B (moderate) =** Medium risk (medium potential for non-life threatening injury/illness.
- **Class C (minor)=** Low risk (long term potential for slight injury / illness

Time frames for implementation of hazard controls:

Class A (major)	Immediately
Class B (moderate)	Short term (one month)
Class C (minor)	Timetable to be determined by management

Elimination –	Stop whatever is creating the hazard
Substitution –	Replace with something less likely to cause harm/damage
Isolation –	Separate the harm/damage from the hazard
Engineering –	Engineering controls to help remove the hazard
Administrative –	Controls in place through policy / procedure to reduce exposure to the hazard.

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Safe Operating Procedures for Hazard Assessments

Safe Operating Procedures are the direct outcome of Job Hazard Assessments, to ensure proper procedure is followed in handling job tasks that have been identified as major loss / risk potential.

- Validate the analysis. Implement the controls and validate the analysis by observing the task in operation. Ensure new hazards have not been introduced, and get the feedback from employees who are performing the job tasks.
- Evaluate. Assess the need to repeat the analysis. Continuous improvement should be implemented with Hazard Analysis with a review of a minimum of every three years.
- Once hazard controls have been validated, you will need to develop safe work procedures.
- Communicate all safe work procedures to employees who will be performing the job tasks.
- It is the responsibility of the Site Superintendent to determine if the job can be done safely through a combination of training, equipment modification or personal protective equipment.
- If the hazard can be reduced the Site Superintendent, with the assistance of their designee(s) shall ensure implementation.
- If the hazard cannot be reduced, the Site Superintendent shall consult with Ownership regarding the need to either remove the operation from the site or obtain different equipment.

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Fall Protection Systems

CG shall ensure that any worker who may use a fall protection system is adequately trained in its use and given adequate oral and written instructions by a **competent person.**

Section 26 .1 -26.9 of the OHSA Regulation 213/91 - "Construction Regulation," sets out requirements for fall protection. An approved method of fall protection must be used when there is risk or hazard of falling:

- A distance of more than three meters (10 feet)
- More than 1.2 meters (4 feet) if the work area is used as a path for a wheelbarrow or similar equipment
- Into operating machinery
- Into water or another liquid
- Into or onto a hazardous substance or object
- Through an opening in a work surface

Training

- The person providing the training will provide a written training and instruction record for all workers.
- The training records will include, name and date the training took place.
- The records will be made available to an inspector upon request.

Categories of Falls

- Fall to work surface (i.e., slips, trips)
- Fall against an object
- Fall from moving vehicle/equipment
- Fall from stairs, ramps, and ladders
- Fall from one work level to the other
- Fall from edge of work level
- Fall into/through an opening

Assessing the Workplace for Fall Hazards

- Assessing all hazards of the job through a Job Hazard Analysis.
- All pertinent steps of the job are listed, analyzed, and preventative measures will be taken to help in the protection of workers.
- Control measures include:
  - Surface protection – (non slip, housekeeping)
  - Fixed Barriers – (include handrails, guardrails)
  - Surface Openings- (Guardrails, covers).

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Fall Protection Systems

- Travel restraint systems (safety lines / harnesses)
- Fall arrest systems (safety lines, lanyards, harnesses)
- Fall containment (safety nets)

The selection of the fall protection system to control the hazard to the worker will be dependent on the job tasks being performed.

A fall arrest system

A fall arrest system does not prevent a fall. However it does reduce the chance of injury if a fall takes place. A complete fall arrest system consists of an anchorage point, lifeline, fall arrestor, lanyard, shock absorber and full body safety harness.

Anchorage Point: capable of supporting a static load of 22.3KN (5000 lbs) in any direction, and will handle a lifeline connection.

Lifeline: This is the part of the system that is attached to the anchor point and the user of the system. Lifelines must have a minimum strength equivalent to 60mm (5/8") diameter polypropylene fiber rope. Lifelines must be properly secured to the anchorage point and be protected from abrasion or damage along their full length. Lifelines may run vertically or horizontally (installed between two or more anchors), depending on the application. Horizontal systems must be engineered properly, due to the loading applied to the anchors.

Fall Arrestors-(Rope Grab): This is a device that automatically locks onto the lifeline when a fall occurs. It is fitted between the lifeline and lanyard and normally slides freely on the lifeline until there is a sudden downward motion. When this sudden motion occurs, the fall arrestor "grabs" the lifeline and holds firmly.

Lanyard: An approved device located between the fall arrestor and the worker's safety harness.

- Only one person at a time may use a lanyard.

Shock Absorber: A device that limits the force applied to the user when a fall occurs. It is designed to absorb the kinetic energy of the fall as the worker is stopped. The shock absorber prevents both injury to the worker and the amount of force transferred to the lifeline and anchor. A shock absorber may be a separate device or built into the lanyard design.

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Full Body Safety Harness: A device designed to contain the torso and pelvic area of a worker and to support the worker during and after a fall. “Full Body Harnesses” is the type to be used for a fall arrest system.

Be adequately secured to a permanent or temporarily fixed support or to a lifeline that is securely fastened to an independent fixed support.

- Full body harness, adequate attachment points, and a lanyard fixed with a shock absorber or similar device.
- Apply a peak fall-arrest force not greater than eight kilonewtons (1800 lbs) to the wearer.
- Be so arranged that in the event of a fall, the worker will not hit the ground or strike an object or level below the work.
- Inspected by a competent worker before each use.

The fixed support used in fall-arrest applications must be capable of supporting a static force or at least 8 kilonewtons (1800 lbs) without exceeding the allowable unit stress for each material used. If a shock absorber is used in the system, the support must be capable of supporting a static force of at least 6 kilonewtons (1350 lbs) without exceeding the allowable unit stress for each material used. The fixed support must also be free of sharp edges that might cut or chafe the connection between the fall-arrest systems and the fixed support.

Travel Restraint System

- A travel restraint system is intended to limit a worker’s movement so the worker is unable to reach a location where there is a risk of falling.
- The restraint system is made up of a safety belt (or safety harness), lifeline and/or lanyard and anchor.
- The safety belt is secured to a lifeline having a fixed length which is attached to a secure anchor. The length of the lifeline is such that the worker can only proceed to within approximately 1 metre of an opening or edge.
- A travel restraint system should never be rigged so that a worker is in a position to fall.

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The lifeline / lanyard must meet the requirements of the applicable CSA standards and comply with the following:

- Extend to the ground or be provided with a positive stop that prevents the rope grab from running off the end of the lifeline
- Be connected to an object capable of resisting the arrest forces in case of a fall
- Be free of knots, splices, and imperfections
- Be used in such a way that it is not likely to be cut, chafed, abraded or use with sharp edges.
- Be used by only one person at a time.
- It shall not be subjected to extreme temperature, flame, abrasive or corrosive materials or other hazards that may damage it.
- The free end of the lanyard or lifeline shall be kept clear of equipment and machinery.
- A guardrail system that meets the requirements of this section shall be used if a worker has access to the perimeter or an open side of any work surfaces and exposed to a fall of 2.4 metres.
- A guardrail system or protective covering required under section (1) & (2) may be removed temporarily to perform work in or around the opening if a worker is adequately protected and signs are posted.
- The system can arrest a fall only once. Any components involved in a fall-arrest shall be immediately removed from service and shall not be used again by a worker unless all components of the system have been certified by the manufacturer as safe for re-use.

Aerial Devices

Fall Protection systems are required for all workers working at elevation from aerial devices. These devices include ladder trucks, aerial baskets or bucket trucks, crane suspended lift baskets, and other similar devices that carry a worker to an elevated work position.

A proper fall arrest system must be incorporated into the work procedure, consisting of a full body harnesses, shock-absorbing lanyard and suitable anchorage.

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Fall Containment System

If it is impractical to provide a fixed barrier or fall arrest systems, an alternate solution is the provision of safety nets. Safety nets are used when it is difficult or next to impossible to arrange for guard railing or to provide a proper anchoring and lifeline system for fall arrest. The most common applications for safety nets are bridge work and structural steel erection.

- The net shall be installed so that it extends 2.5 metres (8 feet) beyond the edge of the work area and not further than 7.7 metres (25 feet) below the working surface.

Handrails

- On the open side of stairs, ramps and other similar means of access, proper handrails must be provided.
- These serve as both a physical barrier and a means of support to a worker moving up and down the access way.
- Handrails should be designed the same as a guardrail, with a top rail, intermediate rail and a toe board where workers may be working below.

Guardrails / Floor Coverings

Surface openings in floors and other walking surfaces where workers have access, must be protected by guard railing or secured wood or metal covers. The covering must be capable of supporting all loads to which it may be subjected. The covering must also be identified with proper signage to indicate that there is an opening below.

- When plywood is used to cover openings, the minimum thickness shall be 19mm (3/4”) with proper support for the plywood.
- If work must be completed near unprotected openings from where a worker could fall, access must be restricted to workers who are wearing full body safety harnesses and lifelines secured to proper anchorage.
- As soon as the necessary work is completed, the opening should be protected by guard railing or adequate covering.
- All openings in floors, roofs, or other surfaces to which workers have access must have a cover (marked legibly with its intended purpose) fastened securely in place and strong enough to withstand any load that may be applied to it. Alternatively, there can be a guardrail and posted signs to identify the hazard.

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Guardrails and Floor Coverings

- The perimeter, open sides, and open ends of roof and other surfaces where workers can fall must have guardrails or appropriate travel restrictions. Surfaces include floors, bridge decks, scaffold platforms, work platforms, runways, and ramps.
- Access to roofs and other surfaces where workers can fall must be controlled by other means of fall protection if guardrails or appropriate travel restrictions are not provided.
- Guardrails must meet all requirements of the Construction Regulation and the Ontario Building Code. (Basically be strong enough to resist the force of a worker falling against the guardrail.)
- A guardrail must consist of a top rail, intermediate rail, and toe board and be capable of resisting the point loads specified in the Construction Regulation. The top of a guardrail must be located not less than 0.9 metres (36”) and not more than 1.1 metres (42”) above the surface on which the guardrail is installed.

A wooden guardrail must have:

- A top rail that measures not less than 38 millimetres by 89 millimetres (2”x4”) securely supported on posts that measure not less than 38 millimetres by 89 millimetres (2”x4”) and are spaced at intervals of not more than 2.4 meters (8’).
- An intermediate rail of not less than 38 millimetres by 89 millimetres (2”x4”) securely fastened to the posts midway between the top rail and the toe board; and a toe board at least 89 millimetres (4”) high.

A wire rope guardrail must have:

- The top rail and intermediate rail shall be made of wire rope at least 10 millimetres in diameter, and kept taut by turnbuckle.
  The outward deflection of the top rail and intermediate rail shall not extend beyond that of the work surface.
  Shall have vertical separators at intervals not more than 2.4 metres (8’) and horizontal supports not more than 9 metres. The intermediate rail shall be located midway between the top rail and the toe board.

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Protection from Falling Objects

When guardrail systems are used to prevent materials from falling from one level to another, all openings must be small enough to prevent the passage of potential falling objects.

- Materials and equipment cannot be stored within four feet of any leading edge work.
- Any guardrail system that is used to prevent materials from falling from one level to another must have openings small enough to prevent passage of potential falling objects.
- A suitable rope with sufficient working load limit (WLL) must be used for raising and lowering tools and materials.
- Watch for vibrating equipment in the area that may cause objects to fall from storage containers. Some racks and shelves should be secured to the floor, ceiling or wall so they will not tip over.
- Always attach the proper material handling equipment to a crane or hoist hook to lift the load safely. These lifting devices should be checked routinely to see that they are in good condition so objects will not fall from them.
- Never throw articles or debris to the ground. Use proper chutes and containers.
- Where falling materials may present a hazard, overhead protection must be provided. If overhead protection is not practical, the hazardous area should be roped off and posted with warning signs.
- When working together, such as one person on a scaffold and the other person at the base of the scaffold, the person on the scaffold should secure all tools and materials so they will not fall and hit the person below.
- Tools must be secured with tool lanyards working at heights above 1.83 meters (6 ft) to help prevent injury and loss. Workers at heights must ensure proper lanyards are used for appropriate job tasks
    - Wrist Lanyards – tools weight- up to 0.9 kg / 2.5 lb
    - Tool Belt Lanyards – tools weight- up to 4.6kg / 10 lb
- Ensure proper Personal Protective Equipment is worn including hard hats including chin straps if required.

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Guidelines for Ladder Use

Portable Ladders

- Check for overhead electrical wires before setting up ladder.
- Clear the area around base and top of ladder of debris, tools and other objects.
- Tie off with a safety harness when working 3 m (10 ft.) or more off the ground or when working with both hands.
- Only one person shall be on a single width ladder. Only one person is allowed on each side of a double-width ladder.
- Always maintain a three-point contact by keeping two hands and one foot, or two feet and one hand on ladder at all times.
- Ensure you hold rungs when climbing ladder, not side rails. If your foot slips on ladder, it is easier to hold onto rungs than to side rails.
- Always were protective footwear with slip-resistant soles and heels.
- Ensure all electrical equipment used during ladder work is properly grounded.
- Do not splice together shorter ladders to make longer ladders. The side rails cannot support the extra load.
- DO NOT USE ladder in passageways, doorways, or driveways.
- Erect barricades, or lock doors shut to prevent entry into the area.
- Do not place ladders on moveable surfaces.
- Never straddle the space between the ladder and other objects.
- Never erect ladders on unstable surfaces (i.e. carts, table etc).
- Ladders always rest on both side rails.
- Do not allow anyone to stand under ladders.
- Ladders should be stored where there is no exposure to the weather.
- Ladders should be cleaned after each use (i.e. foreign materials).
- Store ladders horizontally on racks to prevent sagging.

Securing Portable Ladders

- Rest the ladder against a solid surface to ensure it can withstand the load.
- Ensure the area around the ladder is guarded or fenced off from pedestrian traffic (i.e. indicate with signage).
- Secure the ladder at the top to prevent from slipping sideways, or the footing from slipping outward.
- Attach support hooks on top of ladder rails where it is used at a constant height.

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Straight / Extension Ladders

- Erect extension ladders so that the upper section rests on the bottom section.
- Where ladder cannot be tied off at the top, station a person at the foot to prevent slipping.
- Place ladder on firm, level surface and ensure a secure footing.
- If the base is to rest on soft, un-compacted, or rough soil, a mudsill should be used.
- Raise and lower ladder from the ground. Ensure that locking ladder hooks are secure before climbing.
- Erect the ladder so that a minimum of 1 m (3ft.) extends above landing platform. Tie top at support points.
- Do not use ladder near electrical wires.
- Do not overextend Maintain minimum overlap of sections.
- Do not climb higher than the fourth rung from the top of ladder.
- Do not use ladder on ice, snow or slippery surface without securing ladder's feet.
- Do not extend top section of ladder from above or by "bouncing" on ladder. Straight ladders should be set up at an angle such that the horizontal distance between the top support and the base in not less than one quarter or greater than one-third the vertical distance between these points. (That's one foot out for every three or four feet up.)
- Ladder rails must extend at least 900 millimetres (3 feet) above the landing. This allows for a secure grip when workers step on or off the ladder.
- Never lash or tie extension ladders together to increase strength.
- Keep your centre of gravity between the side rails. Your belt buckle should always be inside the rails.
- Metal ladders must not be used close to overhead power lines or other sources of live electricity. A fiber glass ladder must be used.
- If a ladder is used for any purpose other than access or egress, fall protection must be provided, over 6 feet. To erect long, heavy, or awkward ladders, get help to avoid injury or overexertion.
- Do not use straight or extension ladders horizontally for scaffold planks, runways, or any other services for which they have not been designed.

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Stepladders

- When climbing up or down, keep body centered between side rails and maintain a firm grip. Always use both hands when climbing.
- Avoid pushing or pulling to the side of stepladder.
- Open stepladder spreader arms fully and secure in place.
- Position step ladders on a firm, level surface.
- Use a stepladder that is about 1 m (3 ft.) shorter than the highest point you have to reach.
- Never straddle a step ladder or use the pail shelf as a step.
- Never climb higher than the third step from the top. This lets your knees act as a brace to help stabilize you.
- Offset the hazards of falling by installing and properly using safety climbing devices according to safety regulations.

Ladder Inspections

INSPECT ladders for:

- Missing or loose steps or rungs (they are loose if they can be moved by hand) loose nails, screws, bolts or other metal parts cracked, split, worn or broken rails, braces, steps or rungs.
- Always check for rough or splintered surfaces damaged or worn non-slip feet, twisted or distorted rails.
- Check for corrosion, rust, oxidation and excessive wear.
- Stepladders should be checked for loose, bent hinges on spreaders, broken stops.
- Extension ladders should be checked for broken or missing extension locks, or defective locks that Do not seat properly when ladder is extended.
- Sufficient lubrication of working parts defective cords, chains and ropes missing or defective pads or sleeves.
- Fiberglass ladders should be checked for cracks and exposed fiber glass.
- Fiberglass ladders should be cleaned at a minimum of every three months.
- When a ladder is found to be defective, tag and take out of service immediately.
- CHECK the condition of ladders that have been dropped or have fallen, before using them again.

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Elevated Work Platforms

Scaffolds

Erect all scaffold parts according to the manufacturer's instructions. SELECT scaffold according to:

- Height required
- Duration of work
- Weather conditions
- Weight of workers, materials and equipment
- Location
- Erect scaffold on a base that will support all the loads to be applied.
- Compact and level backfill. Replace mud and soft soil with gravel or crushed stone.
- Provide adequate sills for scaffold posts and use base plates.
- Brace both sides of every frame. Install horizontal bracing at the joint of every third tier of frames.
- Use coupling devices, to join frames. Without these, the joints can pull apart.

Installation of Guardrails

Install guardrails consisting of:

- A top rail 1 m (40 in.) above platform a mid rail about halfway between the platform and the top rail on the inside of the posts.
- A toe board 100 mm (4 in.) high fastened to inner side of posts.
- Posts and rails capable of withstanding a force of at least 900 N (200 lb.) applied at any point, or withstanding any load to be applied.

Scaffolding Use:

- Remove snow and ice from scaffold platforms, ladders and access areas.
- Use an access ladder, not scaffold frame, unless it is specially designed to be climbed. Ensure that scaffold is securely attached to the building structure. The effects from winds increase when scaffolds are covered.
- Protect all planked or working levels with proper guardrails, mid rails and toe boards along all open sides and at the ends of scaffold platforms.

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Scaffolds

- Do not jump onto planks or platforms.
- Do not FORCE braces to fit. Level the scaffold until a proper fit can be made easily.
- Do not CLIMB or stand on cross braces or guardrails.
- Do not WORK on scaffolds during storms or high winds.
- Do not USE ladders or makeshift devices on top of scaffolds to increase height.
- Do not OVERLOAD scaffold frames or platforms.
- Do not REST materials or equipment on guardrails.
- Do not TRY to repair bent or kinked frames. Throw them out.
- Do not WORK below a scaffold without overhead protection.
- Do not USE scaffolds near electrical wires.

Guidelines for Scaffolds

- Under the supervision of a ***competent person***, scaffolds must be inspected before use for defects and adequate construction.
- The construction, alteration, or dismantling of a scaffold must be carried out under the supervision of a *competent person*.
- All scaffold planks must meet regulations. Manufactured platforms must be sound and end hooks must be in good condition.
- Wooden scaffold planks must be of good quality, free of defects, rough-sawn measuring at least 48mm by 24.8mm ($1\ ^{7}/_{8}$" by 9 ¾")
- Wheels on movable scaffolds must be locked when the scaffolds are being used.
- Locking pins must be in place at each joint and castor on rolling scaffolds.
- Any scaffolding exceeding three times its width in height must be secured against tipping. That mean tied into the structure or stabilized by adequate guy lines.
- Scaffolding must be level, plumb, and on a firm base.
- Scaffolds must be erected used, and maintained in plumb condition. Use base plates, and screw jacks for leveling after the first tier is erected. Mudsills used to support base plates must be continuous under at least two consecutive supports.

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Scaffolds

- Scaffold must be able to withstand two times the maximum loads to be applied.
- Scaffolds must be equipped with a proper ladder for access. Vertical ladder must be equipped with a 15cm (6in) stand-off brackets and a ladder-climbing fall protection device or safety cage when they are more than 5 meters (16 feet) high.
- Fall protection must be used during erection or dismantling.
- Platforms must never be loaded beyond rated capacities.
- No scaffold mounted on wheels or castors that have a platform more than 2.4 meters (8 feet) above the base shall be moved with a worker on it unless a) the worker is wearing a full body harness properly tied off to a separate anchorage point and b) the scaffold is being moved on a firm level surface. Use caution around floor chases, obstructions, or debris that may foul the castors and cause tip over.

Powered Elevating Work Platforms

Every worker required to work on or with this equipment must be trained in the inspection, operation, controls, load capacities, and limitations of the specific machine in us. **This training must be provided by a *competent person.***
Instruction is required in the following areas:

- Controls and their functions
- Load capacity
- Pre-start inspection requirements
- Inspection and preparation of the working surface
- Getting on and off the equipment
- Overhead hazard recognition
- Emergency procedures
- Manufacturers' recommendations' and instructions

Safe Operating Procedure for Elevated Use

- Check for overhead obstructions and electrical wires. Regulations set minimum distances that platforms must be from electrical wires.
- Place on a firm and level surface only. Outriggers should be positioned as stabilizers.
- Install platform guardrails properly and check that gates or openings are closed.

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Powered Elevating Work Platforms

- Clear area around platform of workers when raising or lowering platform; (includes ropes, electrical cords etc.)
- Ensure barriers are in place to prevent entry.
- Load platform evenly according to manufacturer's instructions.
- Have proper documented training by a competent trainer before operating controls on a job.
- Wear a safety harness that is fixed to a platform attachment point (lanyard).
- Always look in direction of travel and ensure that path is firm and level, while maintaining a firm footing on the platform.
- Measure the distance to electrical wires and maintain minimum clearance distances from power lines, according to safety regulations.
- Do not exceed platform load capacity.
- Do not attempt to enter or leave an elevated platform.
- Do not use planks, ladders or other devices on the platform to gain extra height.
- **DO NOT STAND** on guardrails to gain extra height, or lean over platform railing.
- **DO NOT CLIMB** up or down extension or scissor areas.
- **DO NOT USE** a defective platform, or use as a jack.
- Do not use guardrails to carry materials unless designed for this purpose.
- Do not lift overhanging loads.
- Doo not use platform for pulling, pushing or dragging materials of any kind.
- Do not use platform without guardrails in place.
- Operate controls with caution. Do not slam controls. Use slow deliberate movement to void excessive motions.
- Always remove keys when leaving the machine for any purpose.
- Never operate gasoline-powered lift indoors unless adequate ventilation is provided.
- Never try to correct any malfunctions without proper instructions.

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Suspended Access Equipment

This equipment includes boatswain chairs, suspended platforms, suspended scaffolds such as “swing stages,” and work cages such as “spiders.”

The construction Regulation (O.Reg. 213/91) requires design by a professional engineer for any suspended scaffold that consists of more than one platform or that weighs more than 525 Kilograms (1160 lb), including all components. The system must be erected according to the design and be inspected and approved in writing by the engineer.

Workers on suspended equipment must wear harness with lanyards tied off to an independent lifeline if the equipment has only one means of support or suspension. Workers may tie off to the equipment itself if:

- The equipment has more than one means of support or suspension, and
- The equipment is designed that the failure of one means if support or suspension it will not cause collapse of all part of the equipment.
- A worker getting on, working from, or getting off a suspended platform must be connected to a fall-arrest system. ***There must be a separate lifeline for each worker.***
- ENSURE that platform is installed and maintained according to safety regulations, standards and manufacturer’s specifications.
- INSPECT all equipment before each shift and before erecting.
- USE a safety harness attached to an independent life line. Maintain lanyard attachment at highest point possible.
- ENSURE that suspended platform roof beams and attachments are secure.
- ENSURE that the roof or parapet wall is structurally sound to support either outriggers or cornice hooks.
- CHECK for kinked or damaged supporting ropes.
- SECURE all ropes at anchor ends, ENSURE that all safety equipment, stops, override switches and brakes function.
- PREVENT contact between welding or grinding equipment and wire safety or suspension ropes.
- SECURE hand tools to the platform.
- ENSURE that power source is secured and properly grounded.

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Suspended Access Equipment

- Ensure that guardrails and toe boards are in place.
- Extend suspension ropes completely to the ground or terminate with wire rope clips. This prevents the stage from running off the end of the ropes.
- Test by raising the fully loaded platform a few feet off the ground before going aloft.
- DO NOT ENTER or leave the platform other than at ground level or at other safe access points.
- Do not allow electric cables or connections to lie in gutters or other areas where water can collect.
- Do not join platforms unless they are designed for this.
- Do not use damaged or defective equipment, and do not alter, substitute or remove components of platform.
- Do not work near exposed electrical circuits or equipment.
- Do not use lifeline for raising or lowering tools and materials.

Lifelines must be:

- Inspected before use
- Secured to anchored that can support ten times the weight of the worker using it
- Anchored separately from other lifelines and form tiebacks for outrigger beams
- Protected from abrasion, drifting, and entanglement in traffic or equipment
- Anchored perpendicular to the point where the line drops over the edge at leads 3 meter (10 feet) back
- Long enough to reach the ground or a working level above ground where the worker can safely get off the equipment
- Reasonably taut (loose coils on the roof should be lined out).

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Suspended Scaffolds (Swing Stages)

- Design, erection, use and dismantling of scaffold must be done by a **Competent person(s)** only.
- Scaffold should be inspected before each use to see that the assembly has not been altered.
- Operating and maintenance.
- Signed training documentation will be kept with Contract Glaziers onsite for all trained operators.
- Ensure all workers follow the fall protection requirements for swing stages.

Fly Bridge Platform

- Site superintendent for Contract GIaziers shall ensure that only trained, qualified personnel operate the platform.
- All operators shall also be trained in Fall Protection per CSA Standards / OSHA requirements.
- Signed training documentation will be kept with Contract Glaziers onsite for all trained operators.
- The site superintendent shall ensure that all loads shall not be greater than the rated lifting capacity.
- Only Contract Glaziers personnel will install the platform, and remove the platform when moving between floors on all jobsites that they are in use.
- When in use, the area shall be deemed a “controlled access zone”, taped off, and proper signage indicating such activity.
- When platform is not in use, the site superintendent shall ensure that safety chains are properly secured and locked at all times.

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Contract Glaziers
Health and Safety Manual

Hoisting and Rigging Safety

All rigging and hoisting operations should be carefully planned and directed by a ***competent supervisor.***

- Rigging and hoisting operations require workers who are properly trained and familiar with procedures to be followed including international hand signals.
- Adhere strictly to accepted principles and safety factors.
- Always check the condition of all rigging components- daily checklist.
- Never exceed working load limits (WLL) stated on equipment used.
- Hoist from directly over the load. If not centered, the load may swing when lifted.
- Hang hoists solidly in the highest part of the hook area. Rigged this way, the hook support is directly in line with the hook shank
- Lever operated hoists can be used to pull in any direction, but a straight line pull must be maintained. Side pulling or lifting increases wear and sets up dangerous stress levels on hoist parts. Only one person should pull on hand, chain and lever hoists.
- When loading the lower hook, place the load directly in line with the hook shank. Loaded this way, the load chain makes a straight line from hook shank to hook shank.
- Use tag lines to control load that is elevated.
- Be extra cautious around power lines or energy sources.
- Stand completely clear of the load.
- Seat the load properly in the hook.
- Move hoist controls smoothly. Avoid abrupt, jerky movements of the load. Remove slack from the sling and hoisting ropes before lifting the load.
- Remove all loose materials, parts, blocking and packing from the load before starting the lift.
- Make sure everyone is away from the load before starting to hoist.

What to avoid when using material hoists

- Do not use hoisting equipment for lifting people.
- Do not pass a load over workers.
- Do not tip a load. The load is unstable and harms the hook and hoist.
- Do not insert the point of the hook in a link of the chain.
- Do not exceed a hoist load limit.
- Do not leave suspended loads unattended.

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- Do not hammer a sling into place. Do not leave slings dangling from the load hook. Place sling hooks on the sling ring when carrying slings to the load.

Hoisting / Rigging Inspections

- Supervisor to ensure detailed inspections of all hoists are completed.
- Follow the manufacturers' recommended maintenance schedules.
- Inspect hooks, ropes, brakes and limit switches for wear and damage every working day.
- Replace items not operating properly. Tag defective items and remove from service for repair by a competent person. Ensure all maintenance and repairs are documented in a log book.
- Post the safe load limit on the hoist.
- Inspect the hoist before lifting a load. Check the upper and lower hooks to see that they swivel. Replace any worn chain or wire rope immediately. Tag any defective chain or rope and remove from service.
- Keep wire ropes and chains lubricated.

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Forklift Trucks / Propane Refueling

Forklift trucks are to be operated by experienced workers who are trained, certified or licensed as professional operators.

Safety Standards for Forklift Trucks

- Qualifications for forklift truck operators and operator training have been established to achieve and maintain standards for safe vehicle operation. The objective is to ensure that the operator has the necessary skills and knowledge to operate a forklift truck safely.
- All operators are responsible for conducting daily visual and operational checks of the vehicle at the beginning of each shift. This shall ensure that the vehicle is safe to operate. A daily inspection checklist shall be completed at the start of each shift and handed in to the Supervisor and / or designate for review.
- Formal inspections and maintenance checks shall be made on each forklift truck. They shall be made on a regularly scheduled basis by a qualified mechanic. A log of all formal inspections and repairs shall be maintained giving the date, nature of the work, and the person by whom the work was performed.
- Upon the completion of work performed by the mechanic, the forklift trucks shall be safely parked with the engine switched off, forks lowered to the ground and the brake applied.
- When conditions in the workplace change including weather and new processes, it is the operator's responsibility to slow down and proceed with caution. If in doubt, consult your supervisor immediately.

Safety Standards for Refueling Propane Gas Forklift Trucks

- Full and empty cylinders shall be stored in clearly labeled and segregated areas away from heat, and other sources of ignition. Also cylinders need to be kept secured so they do not fall.
- Personal protective equipment must be worn while exchanging or refilling cylinders (gloves, eye protection and foot protection).
- Smoking is not permitted within fifty (50) feet of the truck while the cylinder is being removed, installed or refilled.
- The engine must be shut-off and exchanges must be made outside or in a well ventilated area away from any source of ignition.

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Safety Standards for Refueling Propane Gas Forklift Trucks

- The cylinders shall be inspected at the start of each shift for excessive damage; if any cylinder appears to be in a dangerous condition, tag it and report to the immediate supervisor.
- The shut off valve shall be closed before loosening any coupling on the fuel line. The pressure relief valve must be at the 12 o'clock position when the cylinder is installed.

Forklift Truck Safety Rules and Guidelines:

The following safety rules and guidelines are to be adhered to at all times by all lift truck operators at Contract Glaziers:

- Only trained and authorized employees are to operate a forklift truck.
- All appropriate PPE must be worn while operating a forklift truck. This includes but is not limited to safety shoes, safety glasses with attached side shields, hearing protection and the provided seatbelt. A restraining system is required to be used by the operator under CSA Standard B335-04 section 4.9.2.3.
- Forklift truck operators and pedestrians should share the responsibility of safety related to avoiding forklift trucks from being involved in accidents.
- Complete the daily inspection of your forklift truck, complete the daily inspection checklist and hand in to your immediate supervisor at the beginning of your shift.
- Use the horn and overhead mirrors when approaching and passing through hidden intersections.
- Never attempt to lift beyond the rated capacity.
- Trailer tires must be chocked or restrained before entering.
- Loads must not be higher than the mast.
- Drive in reverse with loads that restrict or obstruct forward view.
- Do not use careless or abusive driving methods.
- Report all oil leaks and discontinue use if oil leak is severe.
- When leaving the truck unattended temporarily, leave the forks in the lowered position, the shift selector in the neutral position, the parking brake engaged and shut off the engine.

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Forklift Truck Safety Rules and Guidelines:

- Only trained and authorized employees are to refill propane tanks, and appropriate PPE must be used.
- Never tilt an elevated load forward.
- Keep all employees clear when raising or lowering a load and when servicing a work area.
- Keep loads centered when lifting.
- Trailers without a tractor must have the landing gear secure and the trailer jack under the nose.
- Use headlights when entering a trailer or going outside at night where the area is not lit.
- No passengers are allowed on forklift trucks.
- Never drive up to an employee between the truck and a fixed object.
- Do not allow any employee to pass under an elevated load or forks.
- Do not operate the lift truck with arms or legs placed between the uprights of the mast or outside the running lines of the truck.
- Always stop with the load immediately when it is break or lunch time. Walk to break, do not drive.
- Inspect the floor of a trailer before entering it.
- Do not block emergency exits, aisles, fire equipment or electrical panels at any time.
- When following another forklift, a minimum of three truck lengths must be maintained.
- Slow down on slippery surfaces.
- Stay on asphalt and cement surfaces where possible.
- Slow down before making turns.
- If for any reason a forklift truck is defective causing it to be unsafe to operate, the forklift truck shall be taken out of service.
- No forklift truck is to be operated with a leak in the fuel system.
- The forks of the lift truck are the only part to be used for moving items. Do not back into any object to move it.
- Always apply the brake before getting off the truck and shut off the engine.
- Always look behind you before backing up to make certain there are no pedestrians behind you.
- Pedestrians always have the right of way.

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Power-Actuated Tools

- All workers required to use these tools must be trained in their proper use by a qualified instructor and possess a certificate for that type of tool or equivalent.
- When using these tools, all workers must wear the personal protective equipment required by regulations. Hearing protection shall be used when the noise level remains in excess of 85DBA.
- Do not wear loose clothing, ties or jewelry while operating tools.
- Loads and tools must be kept apart in locked containers.
- Wear appropriate gloves and footwear while using tools.
- It is very important to use slow and deliberate movements when fastening materials. The tool must be held securely to the surface to be fastened and the trigger squeezed slowly to prevent and unwanted movements during fastening process.
- Avoid using these tools when standing on a ladder. The recoil could cause you to fall.
- Keep guards in place, in working order, and properly adjusted. Safety guards must never be removed when any type of tool is in use.
- Know the application, limitation, and potential hazards of the tool. Operate according to the manufacturer's instructions.

- Inspect the cord for the proper type. Electric-powered tools must either have a three-wire cord with ground or be double insulated.
- Never use a plug that has its ground prong removed. Inspect the tool for frayed cords, loose or broken switches, and other obvious problems.
- Tools that fail this inspection must not be used. These must be removed from service and labeled "Do not Use" until repairs are made.
- Observers should remain a safe distance away from the work area.
- Work areas should have adequate lighting and be free of clutter.
- Avoid accidental starting. Do not hold a finger on the switch button while carrying a plugged-in tool.
- Safety switches must be kept in working order and must not be modified. If you feel it necessary to modify a safety switch for a job you're doing, use another tool.
- Never modify a tool to use for a job it's not intended to do.
- Disconnect power tools while servicing or storing.
- Do not wrap the cord around the tool for storage.
- Store tools in a dry place.

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Electrical Safeguards

Electrical Hazards in Construction

Due to the dynamic, rugged nature of construction work, normal use of electrical equipment at your site causes wear and tear that results in insulation breaks, short-circuits, and exposed wires If there is no ground-fault protection, these can cause a ground-fault that sends current through the worker's body, resulting in electrical burns, explosions, fire, or death.

Ground-Fault Circuit Interrupters (GFCI)

The GFCI is rated to trip quickly enough to prevent an electrical incident. If it is properly installed and maintained, this will happen as soon as the faulty tool is plugged in. If the grounding conductor is not intact, the GFCI may not trip until a person provides a path. In this case, the person will receive a shock, but the GFCI should trip so quickly that the shock will not be harmful.

The GFCI will *not* protect you from line contact hazards. However, it protects against the most common form of electrical shock hazard, the ground-fault. It also protects against fires, overheating, and destruction of wire insulation.

If the power supply to the electrical equipment at your site is not grounded or the path has been broken, fault current may travel through a worker's body, causing electrical *burns.* Even when the power system is properly grounded, electrical equipment can instantly change from safe to hazardous because of extreme conditions and rough treatment.
Ground all power supply systems, electrical circuits, and electrical equipment.

- Frequently inspect electrical systems to insure that the path to ground is continuous.
- Visually inspect all electrical equipment before use. Take any defective equipment out of service.
- Do not remove ground prongs from cord- and plug-connected equipment or extension cords.
- Use double-insulated tools.
- Ground all exposed metal parts of equipment.

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Electrical Safeguards

Equipment Not Used in Manner Prescribed

If electrical equipment is used in ways for which it is not designed, you can no longer depend on safety features built in by the manufacturer. This may damage your equipment and cause employee injuries.

- Use only equipment that is approved to meet OSHA standards.
  Use all equipment according to the manufacturer's instructions
- Do not modify cords or use them incorrectly]
- Be sure equipment that has been shop fabricated or altered is in compliance.

Improper Use of Extension and Flexible Cords

The normal wear and tear on extension and flexible cords at your site can loosen or expose wires, creating hazardous conditions. Cords that are not 3-wire type, not designed for hard-usage, or that have been modified, increase your risk of contacting electrical current.

- Use factory-assembled cord sets.
- Use only extension cords that are 3-wire type.
- Use only extension cords that are marked with a designation code for hard or extra-hard usage.
- Use only cords, connection devices, and fittings that are equipped with strain relief.
- Remove cords from receptacles by pulling on the plugs, not the cords.
- Continually audit cords on-site. Any cords found not to be marked for hard or extra-hard use, or which have been modified, must be taken out of service immediately.

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Contract Glaziers

Health and Safety Manual

Lockout / Tag out Policy / Procedure

Purpose:

To ensure that all energy sources are isolated and effectively controlled prior to any work being done on or in close proximity to any machinery.

Scope:

Applies to all workers involved in managing, administering or completing work on energized equipment. This also applies to all sub contractors working on the jobsites and all energy sources including kinetic, chemical, potential, thermal, electrical and radiation.

Lockout Procedure:

- The person in charge of the work will notify all affected personnel of the extent and duration of the shutdown of the machinery, equipment or process.
- The supervisor in charge of the work will ensure that all machinery, equipment and / or processes are shut down, locked and tagged.
- All apparatus capable of being electrically, pneumatically, hydraulically, gravity or otherwise operated must be de-energized or de-activated by physically disconnecting, establishing barriers or otherwise rendering the equipment inoperable.
- A lock and tag is used for making certain that equipment is isolated and cannot be energized by clearly identifying that the system has been isolated for the purpose of protecting personal safety and physically securing the isolation.
- Switches, power sources, controls, valves, interlocks, pneumatics, and hydraulics must be appropriately locked and tagged by each worker involved in the operation.
- After all isolation sources have been identified and the system has been isolated / de-energized by the supervisor and / or designate, each worker who may be required to work on the equipment must be protected by placing an individually keyed safety lock (as supplied) on the isolation device.
- The key for the lock must be placed on their person while the lock is in place.

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- Each worker must attach to the lock a durable TAG (provided) containing the information required including the name of the tag owner, date, the date the tag was applied, and the system that has been isolated / work activities.
- The tag must be made of non-conductive material with the words “DO NOT OPERATE” written on it.
- A tag used to identify the purpose of the lock must clearly identify that the system is not to be energized / operated or that any guards, locks, temporary ground cables, chains, tags or other safeguards that are not to be removed until the work is complete.
- The system must be adequately tested to ensure it has been isolated and may include physical verification of the isolation.
- Test the equipment controls to ensure equipment / machinery will not operate.
- Ensure machinery, equipment, and process controls are returned to the off or neutral position immediately after the test.
- After the assigned work is complete, and the equipment is to be energized, the supervisor or qualified designate must be notified to receive authorization prior to removal of any locks or lockout devices from equipment or machinery.
- The supervisor and / or designate must verify that the work is complete, all isolations have been removed and the equipment is free to safely operate prior to removing the tag / lock.
- The individual workers lock and tag must remain on any system rendered inoperable until the repairs of the system are completed and it is safe to operate or;
- They turn over responsibility of the system to another worker / supervisor and the new lock / tag is properly affixed to the equipment.
- Workers coming on shift must place their personal locks on all lockout points before workers going off shift can remove their locks.

Multiple Person Lockout

- Each person working on the machinery, equipment or process is responsible for locking out the energy isolating device.
- Multiple locks are applied with scissor adapters.
- The first person who applies the lock (must be an authorized company employee).
- They must make sure the lockout is effective and the equipment will not start.
- When each worker has finished maintenance, the worker is to remove only their own lock.
- The worker who removes the last lock shall check to ensure all workers are in the clear and equipment can be safely restarted.

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Lockout Removed by the Owner

- If an employee fails to remove a lock and tag and leaves the site, and can be reached, authorization may be given to the Site Superintendent / Supervisor to cut off the lock.
- If the employee cannot be reached, the Site superintendent / supervisor may authorize the removal of the lock and tag. (Refer to Emergency Removal of Lock Form).
- A written record of such removal must be kept on file.
- The worker is to be contacted at the earliest opportunity to ensure that he does not return to work on the equipment, and not realize that his lock has been removed and the equipment may be energized.

Stored Energy Hazards

Can include electrical, batteries, spring loaded devices, suspended weight, compressed air, gas, hydraulic, pneumatic, gravity.
The supervisor and appropriate personnel shall inspect the jobsite prior to starting work. Need to develop a plan for the safe performance of the job.
All potential hazards associated with the job and plan is to be evaluated to prevent injury.
Each type of energy source requires an appropriate means of isolation.
Some equipment may require a specific “isolation” procedure to ensure all sources of energy are de-energized.

Completion of Maintenance / Repairs

Once work has been completed, the supervisor in charge of the work will make a final inspection to ensure all repairs are completed, and guards etc., have been replaced.
All personnel within the area are informed prior to equipment being re-energized.
Locks are removed in reverse sequence (last on, first off). The equipment will be put back online by the supervisor in charge of the area.

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Confined Spaces

A confined space is a work area where entry and exit are restricted by location, design, or construction and where equipment, operations or atmosphere may pose hazards to your health and safety. A confined space is not normally designated or intended for continuous human occupancy. Workers required to enter confined spaces must be protected by special precautions against flammable or harmful atmospheres, oxygen depletion or enrichment, and possible entrapment. Examples of confined spaces include tanks, silos, storage bins, process vessels pipelines, sewers double hulls, underground utility vaults, boilers, pits, vats, and tunnels.

Confined spaces

- Are not designated or intended for continuous human occupancy.
- Oxygen content of the atmosphere is at least 19.5% and not more than 23% by volume.
- Provide limited means of entry and exit
- Are poorly ventilated
- Present, or have potential for, dangerous atmospheres
- Pose physical dangers such as temperature extremes and entrapment
- Require special precautions for entering and working in the space, including means for immediate rescue.

Key Elements of a Confined Space Plan / Procedure

Before any worker enters a confined space, the worker will be adequately trained in accordance with the plan to perform the work safely and properly.

The plan will contain the duties of the workers, onsite rescue procedures, rescue equipment provided and communicated to workers, all necessary personal protective equipment, proper isolation of energy and control of materials being transported in the area, constant testing of potential atmospheric hazards, and proper ventilation and purging processes.

- All written updated records of training will be maintained and the date provided.
- Training shall include onsite rescue procedures, first aid / CPR and proper use of rescue equipment.

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Confined Space

- All rescue equipment is inspected as often as necessary to ensure it is in good working order by a “competent person”. This includes adequate knowledge, training and experience.
- Separate entry permits will be issued each time the work is performed in a confined space, even before entering.
- Before the start of each shift a “competent” person shall verify that the entry permit complies with the relevant plan.
- Employer shall ensure that the entry permit during the time period that it applies, and is readily available to all workers entering the confined space.
- Protect the worker against the release of hazardous substances into the confined space, contact with electrical energy, and moving parts of equipment.
- An adequate means for entering and exiting shall be provided to all workers in the confined space and secured against unauthorized entry.

Physical Hazards

- Poor entry or exit
- Cramped work conditions
- Extremes of temperature
- Operating equipment
- Reactive or corrosive residues
- Electrical, hydraulic, and pneumatic hazards

Confined spaces may not allow easy walk-in. Ladders or stairways may provide poor access because of slope, width, or length. Bulkheads, collapsed material, or machinery may impede entry and exit. These factors not only make escape or rescue difficult but can also restrict natural ventilation.

Atmospheric Hazards

- Flammable
- Explosive
- Oxygen-enriched
- Oxygen-deficient

Poor natural ventilation can result from unpredictable or limited air movement. Currents may even draw contaminated air into the space.

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Confined Space

- Even when a confined space is open on one side or at the top, hazardous atmospheres may result from the entry of a gas heavier than air, the release of gas from the disturbance of waste at the bottom of the space, or a temperature inversion above the space, preventing air movement.
- Even vessels less than 1.5 meters (5 feet) deep may have poor natural ventilation

Atmospheric Testing

Definition: The employer shall appoint a person with adequate knowledge, training and experience to perform tests as often as necessary before and while a worker is in a confined space. Acceptable atmospheric levels must be maintained in the confined space in accordance with the relevant plan.

"Sample": An individual reading of the composition of the atmosphere in a confined space.
"Test": A collection of samples.

Key Points

- If the space has been unoccupied and unattended, tests must be performed before a worker enters or re-enters.
- The instruments must be calibrated, in good working order and appropriate for the hazards identified.

Ensure all samples of testing are recorded.

- If testing is performed using continuous monitoring, the employer must ensure test results are recorded at adequate intervals.
- All testing is to be performed in such a matter that it does not endanger the Health and Safety of the person performing them.
- The employer shall ensure that no worker enters or remains in a confined space that contains or is likely to contain an airborne combustible dust, mist, flammable gas or vapour.
- Inspection work - In the case of an explosive, flammable gas or vapour, the atmospheric concentration is less than 25% of the lower explosion limit; (determined by a combustible gas instrument).
- Performing cold work – the atmospheric concentration is less than 10% of the lower explosion limit.

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Back Care and Manual Material Handling

- Don't use maximum strength. Your ability to lift loads should never be stressed by any lift. Lifting should be guided by loads you can handle without undue physical stress. For most individuals, this is a load of about 40-45 pounds.
- When manual lifting is excessive, consider mechanical means available to reduce the risk of back injuries.
- Ensure that good handholds are available before attempting the lift. Trying to hold and lift a load at the same time can be difficult and tiring.
- Maintain stable footing and a clear line of sight along the pathway.
- Lift comfortably with your upper body erect where possible.
- Do not twist when lifting. Rotate with feet, not the body.
- Lift smoothly without abrupt movements.
- Utilize a two person lift when necessary for weights over 45 pounds.
- Wear proper gloves when handling objects that are hot or cold or have sharp edges.
- When putting an object on a surface above the floor, place the edge of the load on the surface and slide it into place.
- When reaching above your head or below your waist, put one foot in front of the other and tighten your stomach muscles (this will help transfer the load from your back to your hips and pelvis, which are much stronger.
- Whenever possible, lift with hoists, dollies, hand trucks, conveyors, etc.
- Wear the correct footwear to protect your feet and reduce slip hazards.
- Avoid lifting a load that is awkward or too heavy for you – get help.
- Increase the height at which a lift starts and decrease the height at which it ends.
- Use spring-loaded bottoms for storage bins and boxes.
- Set a limit as to how high material should be stacked. No higher than shoulder level is a good guideline.
- Use slope-surfaced bins for small components.
- Don't store bulky containers back to back in deep shelves.
- Maintain floor surfaces so they are not slippery or excessively rough, and allow loads to be moved easily.

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Back Care / Manual Material Handling

Temperature and humidity affect the worker performing MMH. When it is too hot and too humid, the worker tires more quickly and becomes more susceptible to back injury. On the other hand, cold temperatures decrease the flexibility of muscles and joints. This stiffness also increases the likelihood of musculoskeletal injuries.

Inadequate lighting in the work area indirectly affects the worker performing MMH, particularly where the precise placement of handled objects is important. In compensating for poor visibility the worker often must handle objects in an awkward position for extended periods of time. Poor lighting on steps and stairways, ramps, and loading docks increases the potential for accidents resulting in back injuries. By misjudging distances, the height of steps, or ramp angles the worker can easily lose balance and fall while carrying a load.

Whole body vibration alone can cause back pain. It imposes compression on the spine that gradually damages the discs between the vertebrae. Combining MMH with vibration multiplies the risk for injury.

It is also important that workers take advantage of rest periods to relax tired muscles and that they report discomfort experienced during work to help identify hazards and correct working conditions BEFORE injury can occur.

Another cause of back injury is that workers sometimes undertake physically demanding tasks they are not ready for. Muscles, tendons and ligaments are not prepared to meet the physical stress of Manual Material Handling tasks when they are not "warmed up". They are more likely to pull, tear or cramp when stretched or contracted suddenly under such conditions, and can lead to more serious and permanent injury if physically stressful work is continued. It is equally important that the worker be mentally prepared for the task. Accidents happen when fatigue, stress or distractions are involved, especially when the worker is not accustomed to handling heavy or awkward loads.

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Health and Safety Manual

Manual Material Handling

Manual Lifting Techniques

- Use safe lifting techniques; (putting weight on leg muscles instead of back).
- Ask for help and utilize a two person lift for large or awkward loads.
- Assess all material handling tasks and ensure that the path is clear of obstructions or trip hazards when carrying items.
- Move objects as close to the body as possible.
- Avoid lifts below knuckle or over shoulder level, shelf heights should be in this range.
- Use gravity whenever possible (lower rather than lift).
- Avoid carrying objects up and down stairs if two hands are needed to hold objects. One hand should be kept free to hold the hand rail.
- Take breaks or rotate tasks to allow muscles to recover.
- Ensure there are no obstacles between the employee and the load being lifted.
- Continued improvement on housekeeping to help in the prevention of trip and falls.
- Minimize the distance to carry objects.
- Organize the workplace to limit how high a load has to be lifted.
- Require suppliers to include the weight on all objects manually handled.

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Injury / Illness reporting

Purpose

To ensure the necessary steps are taken to report injuries, accidents and illnesses that may have occurred in the workplace.

Scope

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- To inspect injuries/incidents which result in outside medical attention, or lost time.
- These factors include fatalities, critical injuries, lost time, occupational illness, property damage, fire or environmental release.
- To identify and analyze all hazards and implement controls to ensure the appropriate corrective action can be implemented and monitored to prevent reoccurrence.
- To identify all factors contributing to the injury/incident.

Objective

- Determine all conditions and practices contributing to the injury/incident.
- Evaluate the severity of the problem and the potential for reoccurrence.
- Communicate the injury/incident control information to those directly concerned.
- Analyze trends for the development of appropriate loss control methods, procedure, and programs.
- Implement necessary controls to minimize risk.

Definitions:

Unsafe acts: **Any behaviour, which could lead to an accident.**

Unsafe Conditions: **Are circumstances, which could allow the accident to occur.**

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APPLICATION and PROCEDURES

- Supervisor and Safety Representative will conduct the investigation together.
- The location of the injury will be identified and cordoned off.
- Assume control of the site as soon as possible.
- Carry out the formal investigation with all appropriate parties. **(WHO, WHAT, WHY, WHERE, WHEN).**
- Include drawings and photos of the accident scene if feasible.
- Prepare diagrams of the zones and locations of evidence.
- Complete the Injury/Incident Investigation Report within 24 hours of the incident.
- Ensure all witness and employee statements are taken and signed off.
- Notify the appropriate emergency services and plant personnel immediately.
- Preserve the injury/incident scene until released.
- Collect records and examine equipment, materials, substances and tools.
- Record the names of witnesses to the injury. These are the people who were at or near the scene of the injury that actually saw or heard all or part of what happened: or the first people on the scene after the injury.

ROLES AND RESPONSIBILITIES

Supervisor

- 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 management and worker representative of the safety committee.
- All parties will investigate and complete the report. A copy of the completed report will be provided to the worker representative.
- In the case of outside medical attention, the supervisor is to ensure the injured worker is given a “Return to Work” package.

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Roles and Responsibilities

- The doctor will return the forms with regard to the employee injury and what he /she is capable of performing as far as the tasks associated with their normal duties.
- The supervisor in the area where the accident / incident occurred investigates and completes the Investigation Report within 24 hours of the incident or hazardous situation.
- Copies of the completed report are submitted to the Site Super indent, Health and Safety and owner for review.

COMMUNICATION

- The injury/ illness reporting procedure will be communicated on an annual basis by the Supervisor.
- The employer will ensure all key personnel are trained in the injury / illness reporting procedure and relevant forms per legislated requirements.
- 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 meetings
- Postings on the safety bulletin boards at jobsites
- Follow up on Action Plan completed by the supervisor/leader to affected individuals

EVALUATION

Evaluation of this procedure and the Injury /Illness report form will be done on an annual basis or as required through revisions to the procedure and / or legislated requirements...

FORMS

Hazard Report Form, Hazard Assessment Form
Injury / Illness Reporting Form

REFERENCE MATERIALS

Occupational Health and Safety Act and Regulations
WSIB Certification Manual I & II

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Modified Work Program

Policy

The management of CG is committed to conducting its operations in a manner that responsible promotes and protects a safe and healthy work environment.
In keeping with this goal, the company will strive to provide suitable employment to any employee unable to perform the regular duties of his / her job as a result of a work-related injury.
The company will make every effort to encourage and support an early and safe return to work of employees who have suffered a workplace injury through the provision of suitable modified work.

Purpose:

To provide injured workers a return to safe and productive work within restrictions provided by the treating physician.
Minimize the impact of workplace injuries on employee and employer interests and enhance workplace morale by providing support for a safe workplace.
Reduce the potential for workplace injury by providing proper training on policy and procedure to all personnel.

Return to Work Program

Objectives:

- Early and safe return to work of any employee who is injured.
- Ability to respond to a workplace injury in compliance with the Occupational Health and Safety Act and the Workplace Safety and Insurance Act.
- Ensure all injuries are reported to the appropriate staff immediately. Ensure appropriate completion of the Employer's Report of Injury.
- Ensure the CG Incident Investigation Report is completed for all injuries and corrective action is implemented.
- Communicate and train every employee on injury reporting and Return to Work procedures and responsibilities to help reduce further injuries. Ensure all training provided is documented and revised as per legislated requirements.
- Use every injury investigation to implement recommendations and update unsafe work practices.
- Provide education and awareness to all personnel at CG.

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Investigation Policy

Purpose

The purpose of this procedure is to identify the duties, roles and responsibilities of workplace parties so that an effective and immediate investigation and reporting process are in place. This includes identifying all contributing factors of the incidents and hazardous situations and making the necessary recommendations to prevent the incidents from recurring.

Policy

The following categories of accident/incidents **require an immediate investigation** as they may produce a loss to people, equipment, material and environment:

- Fatalities / Critical Injuries
- Lost Time Injuries
- Property Damage
- Occupational Illnesses
- Environmental Releases
- Fire / Explosion

All incidents that fall within legislative requirements must be reported to the appropriate external contacts:

- **Ministry of Labour**
- **Ministry of Environment**
- **Emergency Services (i.e. police, ambulance)**
- **Federal**
- **Workers Compensation**

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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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Health and Safety Manual

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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Health and Safety Manual

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:

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

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 he 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 41ºC/105ºF, 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
25-29ºC / 77 - 84ºF	Workers encouraged to drink water on an 'as needed' basis
30-33ºC / 86-91ºF	Workers encouraged to drink extra water;
34-37ºC / 92-99ºF	Workers to be notified to drink extra water;
38ºC / 100ºF 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 OHSA Act & Regulations (851 and 855) the following requirement 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.

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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.

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Contract Glaziers
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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.

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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.

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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.

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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.

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Contract Glaziers
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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_____

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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 in 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.

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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**.

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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, OHSA 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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Contract Glaziers
Health and Safety Manual

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.

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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

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

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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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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

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