



44 Christopher St
Sunnyside, MB
R5R 0E5
PH: (204) 334-2446
FAX: (204) 334-2586

SAFETY, HEALTH & ENVIRONMENTAL POLICY

The safety and health of the employees of **Kornerstone Masonry (2007) Ltd.** is of vital importance and their right. Safety is a condition of employment with our company and shall not be sacrificed for the sake of expediency.

It is our belief that all incidents can be prevented and every effort shall be made to:

- Identify and Assess hazards;
- Tell others about them;
- Control or reduce the risk of those hazards.

As outlined in our company manual, safety is a shared responsibility by all employees and shall be an integral component of work activities – together we can create a positive safety culture and ensure a safe workplace.

All employees will be expected to fulfill their safety responsibilities and to follow our company safety manual.

Employees Legislated Rights

- Right to Refuse – work that is unsafe
- Right to Know – about hazards you may encounter in the course of doing work
- Right to Participate – in your own safety and health
- Right to work without being subject to discriminatory action.

Management, Safety and Health Representatives and Employees will abide by our company safety manual, the Workplace Safety and Health Act and its Regulations.

Name: Harold Sehn

A handwritten signature in black ink, appearing to be "H Sehn", written over a faint, light-colored rectangular stamp or watermark.

Position: President

Date: May 17, 2020

Revised March 2016

RESPONSIBILITIES & ROLES

OWNER / MANAGER

- To provide a safe workplace.
- To establish and maintain a safety program.
- To understand and enforce a safety program.
- To ensure compliance with current safety legislation.
- To ensure proper training of employees.
- To ensure that proper personal protective equipment (PPE) is available.
- To provide well maintained tools and equipment.
- To ensure that all accidents are investigated and that all injuries are reported to the Workers Compensation Board.
- To provide ongoing safety training and approved first aid training courses as required.
- To monitor employee safety performance.
- To warn all employees of any potential dangers or actual hazards and to advise them how to isolate, control or eliminate them.
- To arrange for medical treatment in case of injury or illness, including transportation to a doctor or hospital when necessary.
- To conduct regular (daily, weekly, monthly or job specific) inspections of the workplace to ensure a safe and healthy environment.
- To help in the resolution of Right to Refuse situations.
- To set a good example at all times and provide leadership by personal example.

SUPERVISORS / FOREMEN

- To provide safe working conditions for all workers under his/her supervision.
- To provide instruction to workers in safe job procedures. As part of the routine duties, the Supervisor shall require employees to use personal protective equipment as appropriate eg. hard hats, safety glasses, masks or other items deemed necessary.
- Take corrective action to ensure physical conditions which are liable to cause or have caused accidents are corrected.
- Undertake the investigation of accidents, incidents or near misses to determine the underlying causes. These must be reported in detail to the Owner and General Contractor and the required report forms completed on a timely basis.
- Provide a good example for employees by always directing and performing work in a safe manner.

To conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of accidents.

- To work in cooperation with other project supervisory personnel in determining safe practices, enforcing their observance, developing procedures for dealing with violations and developing other general safety and accident prevention programs and materials.
- Provide each employee with information about the hazards on the job and how to avoid them.
- Maintain a housekeeping standard and assign definite responsibilities to individuals for good housekeeping.
- Enforce all established safety regulations and work methods. Take corrective action as necessary to ensure consistent compliance with the safety rules.
- Provide a minimum of one toolbox meeting a week with the work crew and record minutes on the prescribed form.

WORKER RESPONSIBILITIES

- To read, understand and comply with the safety program, work practices, procedures and rules.
- To wear personal protective equipment, devices, and clothing required by the employer.
- To report any substandard conditions or acts that may be hazardous to other workers, or themselves.
- To correct any hazards or unsafe conditions noticed while working.
- To report all incident / accident and injuries as soon as possible.
- To take every reasonable precaution to protect the health and safety of other workers and themselves as well as the environment.
- To follow instructions and training received.
- To use tools and equipment as intended.
- To make co-operative safety suggestions.
- To comply with rules and legislation.
- To participate in toolbox talks (safety meetings).
- To set a good example at all times.

WORKER SAFETY REP RESPONSIBILITIES

- Responsible for daily administration of safety program activities.
- Post all safety bulletins, safety posters and safety rules and regulations.
- To assist the manager or foreman in accident investigations, analysis and preparation of accident reports and summaries.
- To ensure that pertinent safety reports are submitted as required.
- To prepare descriptions of identified unsafe conditions and the steps taken to correct these conditions.

- To maintain a list of safety equipment purchased. Suggest and advise of PPE requirements.
- To prepare a copy of inspection reports on equipment.
- To prepare a copy of Field Safety Inspection check lists.
- To follow up to ensure that corrective action has been taken whenever deficiencies are identified.
- To conduct toolbox safety talks for employees..
- To maintain current knowledge of Safety literature, regulations and codes of practice.
- To establish schedules of inspection.
- To review all incident reports to keep informed about the project and company safety performance.
- To provide leadership by personal example.

SUB CONTRACTOR RESPONSIBILITIES

- To comply with safety program.
- To ensure use of personal protective equipment.
- To comply with company rules and legislation.
- To take every precaution to protect the safety and health of themselves and workers as well as the environment.
- To set a good example at all times.

EMPLOYEE LIST

NAME	POSITION	RESPONSILITIES	TRAINING
HAROLD SEHN	Owner	Supervisor	
ROBERT WIEBE	Owner	Supervisor	
CAMPBELL Darren	Bricklayer		
COLES Curtis	Bricklayer	Forklift operator	Safety Rep / Auditor
DENCHUK Doug	Bricklayer	Foreman	
FRIESEN Garret	Bricklayer		
GRETTLER, Allan	Bricklayer		
HAMM Rick	Bricklayer		
HARDY Chris	Bricklayer	Foreman	
HJOLEIFSON Tom	Bricklayer		
KUSKO Tim	Bricklayer		Safety Rep / Auditor
MIRAU Maria	Bricklayer		
MORRAN Peter	Bricklayer		
PILLOUD Norm	Bricklayer		
SIVONEN Gary	Bricklayer	Foreman	
STEINKE Blair	Bricklayer		
COLLINGRIDGE Derrick	Labourer		
FURTADO Tony	Labourer		
HJORLEIFSON Colby	Labourer	Forklift operator	
PETERSON Thomas	Labourer	Forklift operator	
HARRIS Chris	Labourer		
JOHNSON-DAUDET, Zachary	Labourer		
CHOEZ LUCAS, Josue	Labourer		
GROVER Austin	Labourer		
KROEKER, Zachary	Labourer		
JOSH FEHR	Estimator		
TAMMY FEHR	Office Manager / Safety Officer		

Revised 03/02/2021



44 Christopher St
Sunnyside, MB
R5R 0E5
PH: (204) 334-2446
FAX: (204) 334-2586

HAZARD ASSESSMENT POLICY

Kornerstone Masonry (2007) Ltd. is committed to a thorough examination of operations, be it at the job site or shop, with the purpose of identifying all actual and potential hazards. Hazard assessments will be conducted prior to commencing new work, whenever the scope of the work changes, or when new workers or subcontractors are entering the site.

Hazard assessments will be reviewed and / or revised when problems arise, equipment changes or operations change.

Recognition and control of hazards are necessary to ensure the corrective actions are completed in a timely fashion in order to reduce risk therefore reducing injury.

Name: Harold Sehn

A handwritten signature in black ink, appearing to be 'H Sehn', is positioned to the right of the name text.

Position: President

Date: May 17, 2020

Revised March 2015

CONDUCTING HAZARD ASSESSMENTS

- Take a tour of the entire job site.
- Use the check list to determine whether possible hazards originate from environment, material, equipment or people.
- Mark all items that need attention on the checklist.
- Identify and prioritize the hazards seen.
- All hazards must be ranked as to severity
 - Imminent danger
 - Serious
 - Minor
 - Okay
 - Not applicable
- Secondly hazards must be ranked by probability
 - Probable
 - Reasonably probable
 - Remote
 - Extremely remote
- Review findings with the workers present and management to solicit their input for control measures.
- Discuss all potential hazards with employees.
- Implement corrective action plan.
- Once these hazards are identified, control measures must be put in place.

HAZARD RECOGNITION & CONTROL

- Identify hazards present.
- Prioritize the hazard.
- Assess level of risk for each hazard.
- Determine corrective measures to ensure control strategy
 - Elimination
 - Substitution
 - Engineering controls
 - Administrative controls
 - Personal Protective Equipment (PPE)
- Implement control strategies to eliminate or reduce risk involved.
- Monitor and follow up to ensure effectiveness of control strategies.

HAZARD PREVENTION & CONTROLS

- Prior to starting work, take a few moments to evaluate the work area and work activity for potential hazards.
- Inspect all tools and equipment prior to use.
- Maintain good housekeeping standards.
- Maintain protective equipment in good, clean condition.
- Follow established procedures, and not taking any shortcuts.
- Report all hazards and incidents as soon as possible. **This could prevent a serious accident.**

CRITICAL TASK LIST

#1 SCAFFOLDS / LADDERS

1. Working at heights.
2. Hoisting of material.
3. Erection & Dismantling.
4. Manual lifting of masonry blocks.

#2 FORKLIFTS (TELEHANDLERS)

1. Lifting a palletized load.
2. Traveling on the job site.
3. Mounting and dismounting.

#3 MORTAR MIXERS

1. Mixing mortar compound.
2. Shovelling.
3. Handling hazardous materials.
4. Cleaning the mixer.

#4 QUICK CUT SAWS / TABLE MASONRY SAWS

1. Cutting a masonry block.
2. Installing discs and blades.
3. Maintenance.

#5 CONCRETE LINE PUMP

1. Laying pipe.
2. Lubricating the system.
3. Pumping concrete.
4. Unclogging a plug.
5. Cleaning the pipes.
6. Cleaning the pump.
7. Maintenance.

#6 ELECTRIC PALLET JACK

1. Moving a palletized load.

#7 SHOP

1. Grinding.
2. Powered hand tools.
3. Propane.
4. Housekeeping.

#8 LOCKOUT - TAGOUT

Hazard Assessment Checklist

Location:	Date:
------------------	--------------

Assessment Personnel:

SEVERITY

- 1 Immediate Danger** (death, disaster)
- 2 Serious (major injury or damage)**
- 3 Minor** (non-serious injury or damage)
- 4 Negligible** (first aid or less)
- 5 Not Applicable**

PROBABILITY

- A Probable** (immediately or soon)
- B Reasonably Probable (eventually)**
- C Remote** (could at some point)
- D Extremely Remote** (not likely)

Item #	Identified Hazard	Hazard Ranking	Control	Action By	Completed
1	Housekeeping				
2	Site condition				
3	Material Storage				
4	Hazardous Materials (WHMIS)				
5	Forklifts				
6	Mortar mixers				
7	Scaffolds				
8	Ladders				
9	Hoisting of materials				
10	Work at Heights				
11	Quick cut saws				
12	Masonry table saws				
13	Concrete line pump				
14	Concrete piping				
15					
16	Other contractors				

Hazard assessments are to be conducted prior to conducting work in a new area or in an unfamiliar way to identify the potential hazards in which employees may be exposed



Box 38115
East St. Paul, MB
R2E 1H3
PH: (204) 334-2446
FAX: (204) 334-2586

SUB - CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of Kornerstone Masonry will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Reg.# _____

DECLARATION

As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and WSH Regulation (MR 217/2006).

As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulation.

As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.

To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Name: _____ Signature: _____

Title: _____ Date: _____



44 Christopher St
Sunnyside, MB
R5R 0E5
PH: (204) 334-2446
FAX: (204) 334-2586

WORK PRACTICES POLICY

It is the policy of Kornerstone Masonry (2007) Ltd. to conduct safe and environmentally responsible work practices. Proper work practices control hazards with minimal risk to people, property and the environment.

Kornerstone Masonry will ensure these practices:

1. Are in writing
2. Relate to the scope of work
3. Include management, supervisors and workers in their development and revision annually
4. Are followed by all employees who will understand the safe practices that apply to them
5. Are known to the supervisors who will ensure that they are followed

Name: Harold Sehn

A handwritten signature in blue ink, appearing to be 'H Sehn', is written over a faint rectangular box.

Position: President

Date: May 17, 2020

Revised March 2015

SAFE WORK PRACTICES

1. Housekeeping	page 3	
2. Use of fire extinguishers	page 3-4	
3. Use of propane	page 4	
4. Identifying defective tools	page 5	
5. Powered hand tools / saws	page 6	
6. Mortar / Cement mixers	page 7	
7. Forklifts	page 7-8	
8. Scissorlifts	page 8-9	
9. Extension ladders	page 9-10	
10. Scaffolding	page 10-11	Revised October 16, 2013
11. Working on elevated platform (Swing Stage)	page 11	
12. Fall Protection	page 11-12	
13. Musculoskeletal plan	page 12-14	
14. Thermal Policy	page 14-16	

SAFE WORK PRACTICE

HOUSEKEEPING

Housekeeping is an essential part of every job. All work areas and equipment shall be kept clean of loose materials, tools, refuse and scrap materials. Housekeeping includes storage cleanup and maintenance. The following steps will be taken to prevent injury:

1. Keep work area clear of all obstructions at all times.
2. Pick up, store or dispose of tools, materials or debris, which may cause tripping or other hazards.
3. Gather up and remove debris as often as required to keep work and travel areas orderly.
4. All spills should be covered with absorbent immediately after it occurs (follow MSDS standards).
5. Throw all refuse into acceptable receptacles at all times.
6. Coil extension cords when not in use.
7. Keep equipment and the areas around equipment clear of debris and waste.
8. Organize and maintain areas so that pedestrians and mobile equipment can move freely.
9. Keep lunchroom or eating areas clean of litter and waste.
10. Materials and supplies must be stored safely and in such a manner that it not block access to fire equipment.
11. Securely stack all materials to prevent falling over, collapsing or sliding.

USE OF FIRE EXTINGUISHERS

Good housekeeping is essential in the prevention of fires. It is essential to learn the proper use of fire extinguishers to put out or control small fires. A small fire, if not checked immediately, will soon spread out of control. The following steps will be taken to prevent injury:

1. Ensure personal safety first.
2. If fire is small, call for assistance.
3. Hold and pull pin, release the lock latch or press the pull lever on the fire extinguisher.
4. Test that the extinguisher works before you approach the fire.
5. Take care, speed is essential but it is important to be cautious.
6. Stand at least 6 to 8 feet from the fire.
7. Aim the nozzle at the base of the fire.
8. Depress handle and sweep from side to side towards fire.
9. Expect 10 seconds of extinguisher power.
10. Direct the extinguisher at the base of flame until fire is out.

11. If fire is large, do not endanger yourself attempting to extinguish it, and leave the area. Back out with the lever squeezed and the nozzle pointed at your feet. This will protect you until you are out of the area.

Maintenance:

1. Extinguishers must be properly maintained to ensure that they work when needed and they are safe to use.
2. All extinguishers shall be promptly refilled after use.
3. All instructions of the manufacturer as to the recharging of the extinguisher and its maintenance shall be followed.
4. All extinguishers shall be inspected at regular intervals (monthly) and shall be tagged with the date of inspection and or refill. The inspection will include the following:
 - a. It is in working order.
 - b. It is fully charged.
 - c. It is not damaged, the ring pin is in place.
 - d. The seal is intact
 - e. Hose is not cracked or corroded.

USE OF PROPANE

Since propane is heavier than air and invisible, it is a special concern when it is used on the job site.

All installations and use of this product or setting up the equipment at the site must be part of the safe work practice.

Suppliers delivering the product or setting up the equipment at the site must be part of the safe work practice.

Safety rules to follow:

1. Wear gloves when handling propane cylinders.
2. Do not smoke or have an open flame around or near propane cylinders.
3. Inspect propane cylinders for damage prior to use or filling. Cylinders containing dints or gouges to their walls larger than the size of a quarter shall not be filled or used.
4. Inspect cylinder's protective collar and foot ring for broken welds or corrosion.
5. Ensure that the cylinder valve outlet has a safety plug installed when not in use and that the cylinder safety relief valve is unobstructed.
6. Handle propane cylinders in an upright position. Avoid dropping, bumping or rolling cylinders on their sides.
7. Store cylinders outside, at ground level, in a level upright position on an elevated base to prevent ground thawing and cylinder tipping.
8. Do not store propane cylinders indoors, in a heated, enclosed or inhabited space.
9. Place a charged ABC type fire extinguisher in the work area. Do not place the extinguisher next to the propane cylinder.

IDENTIFYING DEFECTIVE TOOLS

The purpose of the work practice is to address the issue of defective tools, which can cause serious and painful injuries. If a tool is defective **DO NOT USE IT**.

The following must be reported at once:

1. Tools with split or cracked handles
2. Broken or inoperative guards.
3. Insufficient or improper grounding.
4. No ground wire on the plugs or cords of standard tools.
5. An on / off switch not in good working order.
6. A cracked tool blade.
7. The guard on a power saw has been wedged back.
8. Tool which are not complete.

Proper use of hand tools:

1. Select the right tool for the job. Substitutes increase the chance of having an accident.
2. Use tools designed to allow the wrist to stay straight. Avoid using hand tools with your wrist bent.
3. Ensure that employees are properly trained in the safe use of hand tools.
4. Use good quality tools.
5. Keep tools in good condition at all times.
6. Inspect tools for defects before use. Replace or repair defective tools.
7. Keep cutting tools sharp and cover sharp edges with a suitable covering to protect the tool and to prevent injuries from unintended contact.
8. Maintain tools carefully. Keep them clean and dry, and store them properly after each use.
9. Carry tools in a sturdy tool bag to and from the worksite.
10. Wear safety glasses and well-fitting gloves appropriate for the hazards to which you may be exposed when doing various tasks.
11. Use a heavy belt or apron and hang tools at your sides, not behind your back.
12. Do not use tools for jobs they are not intended to do.
13. Do not apply excessive force or pressure on tools.
14. Do not cut towards yourself when using cutting tools.
15. Do not wear bulky gloves to operate hand tools.
16. Do not carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work. If working on a ladder or scaffold, tools should be raised and lowered using a bucket and hand line.

POWERED HAND TOOLS / SAWS

All powered hand tools present hazards. Operators of such equipment must demonstrate operational competency. Operators must wear the proper PPE as required and be familiar with the location and the use of a fire extinguisher.

Hazards include:

1. Pinch points and cuts.
2. Eye injuries.
3. Electrical shock.

Pre and post-operational inspection:

1. Inspect tools, power cords, and electrical fittings for damage prior and after use.
2. Repair or replace damaged equipment.
3. Have any cords that feel more than comfortably warm checked by an electrician.

Powered hand tool safety:

1. Do not wear gloves, loose clothing or jewelry while using revolving power tools.
2. Switch tools off before connecting them to a power supply and disconnect the power supply before making adjustments.
3. Ensure tools are properly grounded or double insulated.
4. The grounded tools must have an approved 3-wire cord with a three-pronged plug that should be plugged into a properly grounded 3-pole outlet.
5. Do not use electrical tools in wet conditions or damp locations unless the tool is connected to a Ground Fault Circuit Interrupter (GFCI).
6. Do not operate power tools in an area containing explosive vapours or gases.

Power cord safety:

1. Keep power cords clear of tools during use.
2. Position power cords so as they do not present a stumbling or tripping hazard.
3. Do not use light duty power cords.
4. Do not tie power cords into a knot, knots can cause short circuits and shocks.
5. Pull the plug not the cord.
6. Never break off the third prong on a plug.

PPE required:

1. Approved safety footwear.
2. Hearing protection as needed.
3. Safety glasses.

MORTAR / CEMENT MIXERS

Protecting workers from injuries is important. The mixers are integral to the masonry industry, which requires a trained worker to operate the equipment. Supervisors are responsible to provide proper instruction to their workers on protection requirements and training. Maintain good housekeeping around the area the mixers are to be used.

Protective mechanisms:

1. Safe work procedure
2. Manufacturers specifications
3. MSDS for mortar / cement used
4. PPE as per job procedure
5. Emergency response plan

Safety rules to follow:

1. Position the mixer on a firm solid base.
2. Ensure that operating parts are secure.
3. With gasoline powered mixers, fill the tank using a funnel.
4. If gear-driven, ensure the mixer is out of gear before starting.
5. On electric mixers, ensure power outlet and motor frame are properly grounded.
6. Ensure that guards over drive belts and gears are in place.
7. Ensure proper mixture as recommended by manufacturer.
8. Do not insert any tools while equipment is running.
9. Keep hands out of mixer when equipment is running.
10. Ensure good housekeeping.

FORKLIFTS

Forklift training and proficiency in its operation is mandatory prior to operating this equipment. Supervisors are responsible in ensuring that this training has been fulfilled.

Protective mechanisms:

1. Forklift certification.
2. Safe work procedure.
3. Pre-operational checklist.
4. Proper PPE of safety boots and high visibility vest.

Safety rules to follow:

1. Use the 3 point technique for getting on and off the forklift. Grab the forklift in two secure places with the hands, and position one foot in another secure place, before stepping into the truck.
2. Fasten the seat belt at all times.
3. NO smoking while operating the forklift or during refuelling.

4. Always keep hands, arms and feet and legs inside the confines of the lift truck.
5. Do not drive up to anyone standing in front of a fixed object such as a wall.
6. Make sure that the forklift load capacity is appropriate for the work to be done.
7. Always check the stability of the load before travelling and always ensure the load cannot tip sideways.
8. Site and highway speed limits must be adhered to at all times.
9. Only the operator is allowed to ride on the forklift. The forks must never be used to raise an employee to a work platform.
10. No joyriding will be allowed.

WORKING ON AN ELEVATED PLATFORM (SCISSORLIFT)

Training is mandatory in obtaining the skills necessary to perform safety inspections on elevated platforms as well as the safe operation of one.

Protective mechanisms:

1. Manufacturer's Specifications
2. Fall Protection Devices.
3. Fall Protection Plan
4. Emergency Response Plan.
5. Safe Work Procedures.
6. Proper PPE

Health & Safety hazards:

- a) Vapour hazard if using a propane fuelled lift.
- b) Machine hazards from moving parts, absence of guards, pinch points.
- c) Energy hazards such as electrical lines, gravity, such as falling from heights.
- d) Work hazards such as poor housekeeping on the site.

Safety rules to follow:

1. Follow all Equipment Manual Recommendations.
2. Wear appropriate PPE such as safety footwear, safety glasses, head protection and fall protection equipment.
3. Ensure there is adequate lighting in the work area.
4. Operate the platform on firm and level surfaces only.
5. Operate the platform smoothly when starting, stopping, raising and lowering.
6. Fall protection equipment must be properly secured to an anchorage point that is approved by the manufacturer.
7. The Manufacturer's Operating & Maintenance manuals must be available at the workplace with the platform.
8. Ensure that a safe means is provided to get on and off the platform.
9. Use cordless power tools where possible.
10. Do not transport workers on an elevated work platform unless the transport is in accordance

with the manufacturer's instructions.

11. Do not operate any equipment if you feel drowsy or unwell.
12. Do not operate a platform if the operating and Maintenance manuals are not available.
13. Do not operate if the rated capacity is not clearly marked on the platform.
14. Do not exceed the rated load capacity of the platform.
15. Do not use platform without guardrails in place.
16. Do not use ladders or other devices on the platform to gain height.
17. Do not stand or climb on guardrails.
18. Do not lean over guardrails.
19. Do not climb up or down the extension or scissor area.
20. Do not use the platform as a jack.
21. Do not use the platform for pulling, pushing or dragging materials.
22. Do not lift loads that overhang from the platform.
23. Do not work outdoors on a platform during a storm or high winds.
24. Do not permit workers or other persons near the base of the platform while it is being raised, lowered or moved.
25. Do not throw or drop materials, tools or objects from heights.
26. Do not enter or leave a platform when it is elevated.
27. Do not use guardrails to carry materials unless designed for this purpose.
28. Do not remove guardrails while the platform is raised.
29. Do not hang items over the outside of the platform.
30. Do not place the platform against any structure to steady wither the structure or the platform.
31. Do not leave the machine unattended without locking it or otherwise preventing unauthorized use.
32. Do not charge a leaky battery.
33. Do not disarm any safety features such as tilt or level warnings.
34. Never operate equipment on which you have not been trained.

EXTENSION LADDERS

All ladders must be inspected prior to use. Read and follow all manufacturer labels and markings on the ladder. Maintain good housekeeping around the area a ladder is to be used.

Hazards include:

1. Falls
2. Slips
3. Muscle strain
4. Electrocution
5. Unstable ground

Safety rules to follow:

1. Avoid electrical hazards. Check for overhead electrical lines or power sources.
2. Inspect the ladder before each use for broken or missing steps, broken side rails etc... A defective ladder must be tagged, and removed from service and reported to the supervisor immediately.

3. Ladders must be free of any slippery material on rungs, steps or feet.
4. Be sure there is a stable, level footing and tie off ladders at the top and secure the bottom. If tie off is not possible another worker must hold the ladder.
5. The ladder must be on a one to four angle and extend at least three feet above the top support point.
6. Be sure that all locks on an extension ladder are properly engaged.
7. Do not exceed the load rating of a ladder including the weight of equipment and tools.
8. Do not use the top two rungs of a ladder.
9. Always maintain a three point stance (two hands and one foot or two feet and one hand) on a ladder when climbing. Keep your body near the middle and always face the ladder.
10. Do not move or shift a ladder when someone is on it.
11. Only allow one worker at a time on a single ladder and do not overreach, keep body between the rails.
12. Do not allow anyone to stand under a ladder.
13. Maintain the ladder in good condition including rungs, ropes and foot pads.

SCAFFOLDING

All scaffolding used shall be erected, maintained and dismantled by a competent worker, in accordance with manufacturers specifications and legislation. Supervisors are responsible to provide proper instruction to their workers on protection requirements and training.

Protective Mechanisms:

1. Manufacturers specifications.
2. Fall protection devices.
3. Safe work procedure.
4. PPE.
5. Emergency response plan.

Safety rules to follow:

1. Ensure grounding on a firm and level base.
2. Maintain the established minimum clearances from all power lines.
3. Provide a safe access ladder that must be properly secured top and bottom.
4. Ensure scaffold has a platform perimeter handrail.
5. Anchor or tie a free standing scaffold according to legislation.
6. Do not use a ladder sloped against the side of a scaffold at any time.
7. A toe board is required on all platforms.
8. Ensure tube and clamp modular construction is utilized.
9. Ensure proper safe scaffold tags are installed.
10. Utilize a tag line when hoisting material.
11. Minimize tools, material and debris on the platform.
12. Ensure a hand line with a tool bag for tools is utilized.
13. When working at 3m (10 ft.), a fall protection system must be used.
14. Follow scaffold safe work procedure step by step.

15. Ensure all bolts and pigtails are in place frame to frame.
16. Ensure braces are installed and properly in place.
17. No climbing in the middle of the scaffold or climbing up and down the braces.

WORKING ON AN ELEVATED PLATFORM (SWING STAGE)

Training and certification is mandatory in obtaining the skills necessary to perform safety inspections on suspended platforms as well as the safe operation of one.

Protective mechanisms:

1. Manufacturer's Specifications
2. Fall Protection Devices.
3. Fall Protection Plan
4. Emergency Response Plan.
5. Safe Work Procedures.
6. Proper PPE

Safety rules to follow:

1. Follow all Equipment Manual Recommendations.
2. Survey the site for all hazards:
 - a) exposed electrical wires.
 - b) obstructions that could overload or tip the swing stage when it is raised or lowered.
 - c) unguarded roof edges or openings.
 - d) missing tie anchorages.
3. Complete a Motor pre-use checklist.
4. Complete a Suspended Platform Pre Use Checklist
5. Always use Fall Arrest Equipment.
6. All users must be trained and certified.
7. Continual inspections must be performed throughout the day and repeated after every break.
8. Do not operate near live power lines. Stay at least 3 meters away.
9. Do not continue working if you feel dizzy or unsteady in any way.
10. Do not work during storms or very high winds. Wind velocity must not exceed 50 km per hour.
11. **NEVER TAKE CHANCES!** If in doubt regarding safety or use of a swing stage, consult a qualified person or the scaffold supplier.

FALL PROTECTION

Fall Arrest Protection shall be utilized where there is or may be a danger to workers falling. NO person shall use fall protection devices until they have received adequate training. Supervisors will provide proper instruction to their workers on protection requirements and training.

Protective mechanisms:

1. Emergency Response Plan
2. Fall protection plan
3. PPE
4. Manufacturers specifications
5. Safe work procedure
6. Barricades and warning tape

Safety rules to follow:

1. Be fully conversant with Fall protection systems.
2. Ensure you know the capabilities of Fall Protection Equipment.
3. Ensure barricades, ribbons and signs identify restricted areas.
4. Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area.
5. Ensure you know your anchor points.
6. Ensure you do not wrap the lanyards and or rope around beams, girders, pipes, etc.
7. Utilise a buddy system and continually check each other's harness and D-ring to ensure that the harness is not too loose and or the D-ring has not slipped down the back.

MUSCULOSKELTAL PREVENTION PLAN

Manual Materials Handling (MMH) is the act of manually loading, unloading, unloading and moving of objects such as masonry and construction materials. It may include lifting, carrying, pushing, and pulling. MMH is associated with a large number of injuries to the muscles and joints of the body. These injuries are referred to as musculoskeletal injuries (MSI) and occur due to inappropriate design of the work area, awkward shaped or balanced objects, and improper work techniques.

The following are examples of MMH hazards:

1. **Awkward / Sustained posture** – When performing tasks, the use of awkward postures place the individual at higher risk of injury. Examples include bending through your back, overhead reaching, twisting of the back etc.
2. **Forceful exertions** – There is a limit to the amount of weight a person can handle without increasing their risk of injury. This limit is different for each person. Know and respect your limits. Use mechanical aids wherever possible, ie mechanical lift, scissor lift etc.
3. **Repetitive movements** – Repeated actions cause fatigue which reduces the amount of weight the body can safely lift, carry, push or pull. An inadequate amount of rest between exertions increases the risk of injury.

How to control the hazard: To help prevent MMH injuries, employers and workers need to:

- 1) **Spot the hazard:** Identify conditions that prevent you from using proper MMH techniques

2) **Assess the risk:**

- (a) Test the weight of the materials before handling.
- (b) If the weight is too heavy do not handle without assistance.
- (c) Does the material shape or surface make it hard to hold?
- (d) Is the load balanced?
- (e) Does the weight shift when handled?
- (f) Is the path clear of obstacles and debris?

3) **Find a safer way**

- (a) Always use proper techniques to lift, carry, push and pull.
- (b) Design work area to allow proper posture and eliminate restricted or awkward postures.
- (c) Use a mechanical lift, scissor lift etc.
- (d) Ask for assistance with the materials handling task.
- (e)

4) **Everyday**

- (a) It is your right to be safe at work.
- (b) Taking short cuts increases the chance you will be hurt.
- (c) Ensure appropriate measures are taken to promote safe MMH.

Below are a few techniques to keep in mind when performing MMH tasks. Mechanical assists that may help reduce the risk of injury are also listed.

LIFTING:

1. See SAFE Work Bulletin No. 246 for detailed lifting technique information
2. Use forklift to maintain lifting height between waist and chest.
3. Offer training to workers in proper lifting techniques.

CARRYING:

1. Hold the object close to the body and at waist to chest height.
2. Never twist through the back when carrying a load.
3. Use the forklift in positioning the load to reduce the need to carry an object over a distance. Ensure proper lifting technique is used when loading and unloading.
4. Design the work area to reduce the distance of the carry.

PUSHING:

1. Never twist through the back when pushing.
2. Ensure wrists are not compressed in an awkward posture when pushing the material.
3. Use a motorized pallet jack when available.
4. Place handles or pushing area between waist and shoulder height.

PULLING:

1. Pushing is better for the muscles and joints.
2. Object size/shape and work area should allow for pushing.
3. Never twist through the back when pulling.
4. Position handles or pulling area between waist and shoulder height.

If an employee does suffer from a MSA instruct them to contact their physician or other specialized professional.

THERMAL POLICY

Extreme Cold and Heat Conditions

Kornerstone Masonry (2007) Ltd recognizes it's responsibility to protect the safety and health of employees when the workplace is subjected to extreme heat or cold conditions. The requirements for protection are contained in Regulation 217/0 and the Guidelines for Thermal Stress.

Heat:

We will implement safe work procedures and control measures when there is potential risk for a negative impact of excessive heat that may result in heat fatigue, heat rash, heat giddiness or fainting, cramps, heat exhaustion, heat stroke or heat hyperpyrexia or similar heat related hazards.

These conditions may be caused by one or more of: air temperature, high humidity or moisture, inappropriate clothing, heat radiation, lack of air circulation, heat sources (furnaces, ducts, piping), exposure to the sun.

We will train supervisors to recognize potential heat hazards and physical symptoms. Depending on the workplace environment, we will implement one or more of the appropriate measures:

- engineering controls for a cooler workplace (fans, ventilation, shelter etc)
- administrative controls (scheduling, rest breaks, mandatory water intake, etc)
- acclimatizing workers where heat conditions may be prolonged

Cold:

We will implement safe work procedures and practices in situations in which workers may be exposed to extremely cold temperatures, in order to prevent frostbite, hypothermia, and related risks to the workers safety and health.

We will train supervisors to recognize early signs of cold induced health risks to workers, which can be caused by temperatures, wind speed, moisture, exposure duration, type of clothing, work schedules, certain medications, age and physical state of the workers.

Depending upon the nature of the work and the environment the Company will implement those Guideline measures which are appropriate to the situation. These may include one or more of the

following:

- insulated dry clothing if temperature chill is below minus 4 C
- warm up periods in heated shelters in chill temperatures below minus 7 C
- reduced work requirements when chill temperature are below minus 12 C
- increased rest breaks when temperatures are below minus 20 C and there is a wind

Information for Supervisors

Frostbite:

Human tissue freezes, causing scarring, possible permanent tissue damage or disability. Symptoms: mild prickling or burning, followed by extreme pain.

Hypothermia:

Core body temperature falls below normal - even a degree or two. Symptoms include sensation of cold followed by pain, reduced pain after added exposure leading to numbness. Signs may also include muscle weakness, confusion, slurred speech and drowsiness. Can rapidly progress to coma and even death.

Dry Clothing:

Hard work and heavy lifting can cause perspiration that may not evaporate due to the type of clothing worn. That moisture will increase the risk of freezing. When a worker enters a heated rest area, he must remove his outer clothing in order to allow the perspiration to evaporate. Employers are required to ensure that the worker has insulated dry clothing when working in temperatures below 4 C.

Wind Chill:

Wind creates colder temperatures than the actual environment temperature. A 16 km/h wind will create a wind chill of -14 C on a day that the temperature is actually -5 C

A wind of 30 km/h would create a wind chill of -21 C on that same day. If the day temperature was -20 C and the wind was 24 km/h the wind chill would be -38 C. Wind chill is to be taken as a factor in determining the protection to be provided to the workers.

Rest Breaks:

The Guideline sets out the number of rest breaks needed depending upon the wind chill factor for the work place and it is the responsibility of the supervisor to assess the chill effect of the reported temperature and wind velocity for the day. Examples for a four hour work shift are:

- -26 C and an 8 km/h wind - 1 break per four hours of work
- -26 C with 16 km/h wind - 2 breaks, maximum work periods 75 minutes each
- -26 C with 24 km/h wind - 3 breaks, maximum work periods 55 minutes each
- -32 C with 32 km/h wind - 4 breaks, maximum work periods 40 minutes each

The lower the temperature and higher the wind, the greater number of rest breaks required. For example, at a temperature of -32 C and a wind of 32 km/h, WPS&H Guideline requires that no work is to be done that would expose workers to the cold temperature.

Kornerstone Masonry will include Thermal Stress in its Employee Orientation training.



44 Christopher St
Sunnyside, MB
R5R 0E5
PH: (204) 334-2446
FAX: (204) 334-2586

SAFE WORK PROCEDURE

1. QUICK CUT SAWS	Page 2
2. TABLE SAW	Page 4
3. MASONRY TABLE SAWS	Page 6
4. CHOP SAW	Page 8
5. ANGLE GRINDERS	Page 10
6. MORTAR / CEMENT MIXERS	Page 11
7. CONCRETE LINE PUMP	Page 12
8. SCAFFOLDING – ERECTING & DISMANTLING	Page 14
9. SCAFFOLDING - RAISING OUTRIGGERS & PLANKS	Page 16
10. HOISTING MATERIAL ONTO SCAFFOLD	Page 17
11. ROLLING SCAFFOLD	Page 17
12. ELEVATED WORK PLATFORMS – SCISSOR LIFT	Page 18
13. FALL PROTECTION	Page 19
14. PRESSURE WASHER	Page 20
15. FALL RESCUE PROCEDURE	Page 24
16. FORKLIFTS	Page 25
17. MANUAL OR ELECTRIC PALLET JACKS	Page 27
18. ERECTING A BLOCK MASONRY STRUCTURAL WALL	Page 28
19. BRACING A BLOCK MASONRY STRUCTURAL WALL	Page 29
20. MODIFICATION OF INTERIOR DOOR OPENINGS	Page 30
21. MODIFICATION OF EXTERIOR WINDOWS	Page 31
22. CIRCULAR SAW	Page 33
23. Concrete Mixer Safety Rules	Page 34
24. Hand Tools	Page 35
25. LOCKOUT / TAGOUT PROCEDURE	Page 37

SAFE WORK PROCEDURE

QUICK CUT SAWS

Quick cut saws, otherwise known as quickie saws are high powered gas saws. Operators must be trained and deemed competent, must demonstrate operational competency and/or have received approval from their immediate supervisor. Operators must wear the proper PPE as required and be familiar with the location and the use of a fire extinguisher.

Hazards include:

1. High speed blade rotation.
2. High noise levels.
3. Exhaust from the internal combustion engine – the usual power source.

Pre-starting inspections should include the following:

1. Make sure work area is free of debris.
2. Warn other workers in the area to keep clear and/or wear the proper PPE.
3. Inspect saw for any signs of wear or damage, report any damage to the immediate supervisor.
4. If any damage is noticed or suspected, the equipment should be tagged out and repaired.
5. Make sure you have the right blade for the material being cut.
6. Ensure that the wheel guard is in the proper position to protect operator.

Starting the saw & cutting:

1. Hold the saw firmly on the ground. Point the blade away from your body and nearby obstructions. Use a sharp quick motion on the starter cord. DO NOT “drop start” the saw.
2. The guard should be properly set for the type of cut beforehand.
3. Place left hand on front handle and your right hand on rear handle and throttle finger. Left-handed people should comply with this rule.
4. Ease the blade down into the cut line. Don’t drop or jam the blade down hard.
5. Hold the saw so that the disk or blade is at right angles to the work and use only the cutting edge of the disk or blade.
6. Always use the saw so that it is always pulling away from you never pulling towards you.
7. Keep pressure on the saw reasonably light. Too much pressure can cause the disk to chip or go “out of round”. This in turn will make the saw vibrate.
8. When cutting masonry, wear safety glasses and a dust mask.
9. Do not use the saw on a ladder or any other insecure support.

Carrying the saw:

1. DO NOT carry the saw any distance with the engine running.
2. Stop the engine and carry with the muffler away from you.
3. Always stop the engine and make sure that the cutting wheel has stopped before placing on any surface.

Kickback and Pull-in:

1. Kickback can happen quickly and with tremendous power. If the cutting wheel starts to climb out of the cut, it can throw the saw up and back toward the operator with great force.
2. Pull-in occurs when the lower part of the cutting wheel is stopped suddenly, for instance by a cut closing up and binding. The saw pitches forward and can pull the operator off balance.
3. To protect against kickback and pull-in, maintain a well-balanced stance and two-handed grip on the saw at all times when cutting.

Post-operational inspection:

1. Inspect the saw, if you suspect any damage, notify the immediate supervisor.
2. If applicable, hand the saw in for cleaning and/or servicing.
3. Maintain good housekeeping and clean up your work area.

Fuelling the saw:

1. Fuel or refuel only in a well-ventilated place away from flammable material.
2. Smoking is strictly forbidden when filling the fuel tank.
3. Use a funnel to avoid spills.
4. Always turn off saw before fuelling.
5. Only use the cap provided by the manufacturer.

PPE required:

1. Approved hard hat.
2. Approved safety footwear.
3. Approved safety glasses.
4. Hearing protection (ear plugs)
5. Sturdy pair of gloves (tight fitting).
6. The worker should wear sturdy, close fitting apparel. Avoid loose jackets, jewelry and cuffed pants.

Care of the saw:

1. Quick cut saws must be serviced and maintained in accordance with the manufacturer instructions.
2. Replacement parts should be those recommended by the manufacturer.
3. Cracked, broken or worn parts should be replaced before the saw is used again.
4. Guards and air intakes should be cleaned regularly and often.

TABLE SAW

A table saw is a circular saw mounted under a table or bench so that the blade projects up through a slot.

Operators must be trained and deemed competent, must demonstrate operational competency and/or have received approval from their immediate supervisor. Operators must wear the proper PPE as required and be familiar with the location and the use of a fire extinguisher.

Hazards include:

1. High speed blade rotation.
2. High noise levels.
3. Blade exposure during operation.

Site safety:

1. Practice good housekeeping around the saw.
2. Post safety reminders on all saws.
3. Know the proper procedure in case of an accident.
4. Keep power cables strung high enough to prevent interference with other workers and equipment.
5. Use no extension cords longer than 100 feet.
6. Ground the saw frame to prevent electrical shock.
7. Do not wear loose clothing or rings that project from your fingers.
8. Warn other workers in the area to keep clear and/or wear the proper PPE.

Pre- operational checklist:

1. Inspect the saw every day before starting it.
2. Assure that all saws have all guards in place.
3. Make sure the blade is on the saw correctly and tightened before starting the saw.
4. Do not operate if wires are frayed (worn) or bare.
5. Never start the saw unless the masonry unit to be cut is clear of the blade.
6. Know where the emergency cut-off switch is.

Cutting the material:

1. Wear safety glasses, goggles or a face shield at all times while using the saw.
2. If the cutting operation is dusty, wear a dust mask.
3. Do not wear gloves while operating a table saw.
4. Avoid long sleeves, ties, dangling jewelry or any other loose-fitting clothing while operating a table saw. The clothing could get caught in the blade.
5. Wear non-slip footwear.
6. Make sure that the masonry units are flat on the cart, and hold them firmly against the conveyor cart to prevent binding or kick back at the operator.
7. If using wet, don't be afraid to get wet from the blade spray.
8. Do not try to cut more than one unit at a time.
9. Never force the blade to cut faster than it will freely cut.
10. If the blade binds, turn off the power to clear it.
11. Do not cut close to the fingers. Back up the cut with a waste piece of masonry unit.
12. Do not reach behind or over the blade unless it has stopped turning.
13. Do not use the saw blade to dress chisel edges or points.
14. Keep the blade clean to prevent material being cut from rocking back and forth.
15. Use the miter gauge on the saw table when cutting angles.
16. When operating dry, face the saw so the wind carries the dust away.
17. Wear a dust mask or respirator when running the saw dry.
18. Never mark a unit on the saw table while the blade is running.
19. If the saw blade binds in a cut, DO NOT attempt to hold or grab it. LET IT GO.
20. Do not cut a cracked masonry unit.
21. Do not operate the saw if you are ill.
22. Do not leave the saw until the blade has come to a complete stop.
23. Always disconnect the power prior to changing the blade or performing any other maintenance operation.
24. Make sure that the blade has stopped turning before you adjust the table saw.
25. After any adjustment, make sure that the blade is free before you turn on the power.
26. The height of the blade should be set just slightly higher than the stock being cut. It should never be more than 6mm above the height of the stock. This is to ensure that if your hand slip you only receive a slight cut and do not lose a limb.
27. Keep the blades' guards, spreaders and antikickback devices in place and operating properly. The spreader must be in alignment with the blade and the antikickback device must be in place and operating properly. Their action must be checked before cutting.

Revised 08/31/2017

Post-operational inspection:

1. Inspect the saw, if you suspect any damage, notify the immediate supervisor.
2. If blade guard was removed, lower guard below table level before leaving the station.
3. If applicable, have the saw serviced or cleaned.
4. Maintain good housekeeping and clean up your work area.

PPE Required:

1. Approved hard hat.
2. Approved safety footwear.
3. Shatterproof eye protection.
4. Hearing protection – ear plugs or ear muffs (ear muffs are best because they are highly visible)
5. Dust mask or respirator (essential for dry cutting)
6. Gloves are optional – many experts recommend against using gloves around saw blades. If using gloves make sure they are tight-fitting.
7. Proper clothing shall be worn at all times when using the saw. The worker should wear sturdy, close-fitting apparel. No loose jackets or protruding jewelry.

Care of the saw:

1. Masonry table saws must be serviced and maintained in accordance with the manufacturer instructions.
2. Replacement parts should be those recommended by the manufacturer.
3. Cracked, broken or worn parts should be replaced before the saw is used again.
4. Guards and air intakes should be cleaned regularly and often.

Revised 08/31/2017

MASONRY TABLE SAWS

Masonry table saws are electrical saws. This saw has 3 distinct advantages:

1. Greater operator safety.
2. Better cutting control.
3. Higher production capacity.

Operators must be trained and deemed competent, must demonstrate operational competency and/or have received approval from their immediate supervisor. Operators must wear the proper PPE as required and be familiar with the location and the use of a fire extinguisher.

Hazards include:

1. High speed blade rotation.
2. High noise levels.
3. Blade exposure during operation.

Site safety:

1. Clear ground area from any debris or tripping hazard.
2. Practice good housekeeping around the saw.
3. Post safety reminders on all saws.
4. Know the proper procedure in case of an accident.
5. Keep power cables strung high enough to prevent interference with other workers and equipment.

6. Use no extension cords longer than 100 feet.
7. Ground the saw frame to prevent electrical shock.
8. Do not wear loose clothing or rings that project from your fingers.
9. Warn other workers in the area to keep clear and/or wear the proper PPE.

Pre- operational checklist:

1. Inspect the saw every day before starting it.
2. Assure that all saws have all guards in place.
3. Make sure the blade is on the saw correctly and tightened before starting the saw.
4. Do not operate if wires are frayed (worn) or bare.
5. Never start the saw unless the masonry unit to be cut is clear of the blade.
6. Know where the emergency cut-off switch is

Cutting the material:

1. Wear safety glasses, goggles or a face shield at all times while using the saw.
2. If the cutting operation is dusty, wear a dust mask.
3. Do not wear gloves while operating a table saw.
4. Avoid long sleeves, ties, dangling jewelry or any other loose-fitting clothing while operating a table saw. The clothing could get caught in the blade.
5. Wear non-slip footwear.
6. Make sure that the masonry units are flat on the cart, and hold them firmly against the
7. conveyor cart to prevent binding or kick back at the operator.
8. If using wet, don't be afraid to get wet from the blade spray.
9. Do not try to cut more than one unit at a time.
10. Never force the blade to cut faster than it will freely cut.
11. If the blade binds, turn off the power to clear it.
12. Do not cut close to the fingers. Back up the cut with a waste piece of masonry unit.
13. Do not reach behind or over the blade unless it has stopped turning.
14. Do not use the saw blade to dress chisel edges or points.
15. Keep the blade clean to prevent material being cut from rocking back and forth.
16. Use the miter gauge on the saw table when cutting angles.
17. When operating dry, face the saw so the wind carries the dust away.
18. Wear a dust mask or respirator when running the saw dry.
19. Never mark a unit on the saw table while the blade is running.
20. If the saw blade binds in a cut, DO NOT attempt to hold or grab it. LET IT GO.
21. Do not cut a cracked masonry unit.
22. Do not operate the saw if you are ill.
23. Do not leave the saw until the blade has come to a complete stop.
24. Always disconnect the power prior to changing the blade or performing any other maintenance operation.
25. Make sure that the blade has stopped turning before you adjust the table saw.
26. After any adjustment, make sure that the blade is free before you turn on the power.
27. The height of the blade should be set just slightly higher than the stock being cut. It should never be more than 6mm above the height of the stock. This is to ensure that if your hand slip you only receive a slight cut and do not lose a limb.
28. Keep the blades' guards, spreaders and antikickback devices in place and operating properly. The spreader must be in alignment with the blade and the antikickback device must be in place and operating properly. Their action must be checked before cutting.

Post-operational inspection:

1. Inspect the saw, if you suspect any damage, notify the immediate supervisor.
2. If blade guard was removed, lower guard below table level before leaving the station.
3. If applicable, have the saw serviced or cleaned.
4. Maintain good housekeeping and clean up your work area.

PPE Required:

1. Approved hard hat.
2. Approved safety footwear.
3. Shatterproof eye protection.
4. Hearing protection – ear plugs or ear muffs (ear muffs are best because they are highly visible)
5. Dust mask or respirator (essential for dry cutting)
6. Gloves are optional – many experts recommend against using gloves around saw blades. If using gloves make sure they are tight-fitting.
7. Proper clothing shall be worn at all times when using the saw. The worker should wear sturdy, close-fitting apparel. No loose jackets or protruding jewelry.

Care of the saw:

5. Masonry table saws must be serviced and maintained in accordance with the manufacturer instructions.
6. Replacement parts should be those recommended by the manufacturer.
7. Cracked, broken or worn parts should be replaced before the saw is used again.
8. Guards and air intakes should be cleaned regularly and often.

Revised 08/31/2017

CHOP SAW

Hazards include:

1. Pinch points there are gears and exposed moving parts on machinery.
2. Electrical
3. High sound levels
4. Foot injury

PPE Required:

1. Safety glasses must be worn at all times in work area!
2. Work Boots must be worn at all times when working in an area where there is risk of serious foot injury due materials falling onto the foot.
3. Work Gloves should be worn when there is a risk of hand injury during the course of work tasks.

4. Hard hats must be worn when working in an environment where there is a risk of objects falling from above or where there is a high risk of striking your head on objects.
5. Close fitting/ protective clothing must be worn.

Pre-shift inspection:

1. Ensure the saw is properly secured to a worktable by bolts/clamps at approximately hip height.
2. Ensure the saw is operated on ESD protected circuit.
3. Check workspaces and walkways to ensure no slip/trip hazards are present.
4. Check that all safety guards are in position and are operational.
5. Ensure you are familiar with the operation of the ON/OFF starter.
6. Keep table and work area clear of all tools, off-cut timber and sawdust.
7. Start the dust extraction unit before using the machine.
8. Faulty equipment must not be used. Immediately report suspected equipment

Cutting the material:

1. For operation of the chop saw, face shield and safety glasses must be worn.
2. Loose clothing, jewelry, or any dangling objects including long hair should not be worn as they may catch in the rotating parts of the saw. Hair must be contained.
3. The maximum cut for the machine must not be exceeded.
4. Ensure all adjustments are secure before making a cut.
5. Use clamps to secure and support the work piece to a stable platform. Do not use a length stop on the free scrap end of a clamped work piece
6. Do not cut more than one work piece at a time.
7. Before turning on the saw, perform a dry run of the cutting operation to ensure that no problems will occur when the cut is made.
8. All guards must be in place and operating. If a guard seems slow to return to its normal position or hangs up, adjust it or repair it immediately. Unplug before adjusting or cleaning.
9. Do not start the saw with the blade touching the work piece. Allow the blade to reach full speed before contacting the work piece.
10. Avoid reaching over the saw line. Do not cross arms when cutting.
11. Hands and fingers must be kept clear of the path in which the blade travels.
12. When using the right hand to pull the saw down, keep the left hand, especially the thumb well clear of the line of cut.
13. Clean the lower guar frequently to help visibility and movement. Unplug before adjusting and cleaning
14. Use only the recommended RPM and sizes of blades.
15. Regularly check and tighten the blade, be sure to lockout or unplug equipment
16. When installing or changing a blade, ensure that the blade and its related washers and fasteners are correctly positioned and secured on the saws arbor.
17. Long material should be supported at the same height as the saw table.
18. Use the brake if one is installed. To avoid contact with a coasting blade, do not reach into the cutting area until the blade has come to a complete stop.
19. After completing a cut, release the trigger switch and allow the blade to come to a complete stop, and then raise the blade from the work piece. If the blade stays in the cutting area after the cutting is complete, injury can result from accidental contact.

ANGLE GRINDERS

Angle grinders are standard equipment on construction sites.

Hazards include:

1. Moving and rotating parts
2. Movement of work piece
3. Inhalation of fumes and dust particles
4. Burns from hot materials or friction
5. Electrocution from power faults, faulty equipment or incorrect use

Pre-shift inspection:

1. Use only in designated grinding area – erect screens if necessary.
2. Examine the power cord, extension lead, plugs, sockets and power outlet for damage.
3. Ensure that the grinding disc, guard and attachments (including handle) are secure and correctly fitted.
4. Inspect the grinding disc for damage. Do not use damaged grinding disc.
5. Always inspect the work piece to ensure that there aren't any items which might damage the grinding wheel or cause injury to the operator.
6. Secure and support the work piece using clamps, bench vices, etc.

Potential safety checks:

1. Ensure all other students are clear of the immediate work area.
2. Keep fingers and hands & power cords clear of the grinding disc.
3. Never make adjustments while the angle grinder is running.
4. Do not switch off the angle grinder when it is under load, except in an emergency.
5. Allow angle grinder to reach operating speed before applying to work piece & increase load gradually.
6. Do not lift or drag angle grinders by the cord.
7. Keep flexible electrical cords clear of oil, grease, machines and sources of heat.
8. Be aware of flying sparks. Hold grinder so that sparks fly away from you, other people and flammable materials.
9. Do not leave the angle grinder running & only use the grinder when hand held.
10. Do not touch the work piece immediately after grinding operation as it may be extremely hot.

Housekeeping:

1. Avoid trip hazards & prevent damage to electrical cord/s.
2. Do not walk on, wheel objects over, or drop materials / tools on flexible electrical cords.
3. Clean bench and work area & place all waste material in bin.
4. Return angle grinder & rolled up extension leads to storage area.

Revised 08/31/2017

MORTAR / CEMENT MIXERS

The mortar mixer is an integral part of the masonry industry, which requires trained workers to operate the equipment.

Hazards include:

1. Skin reactions.
2. Dust inhalation.
3. Electrical hazard.
4. Eye injury.
5. Hand injury.

Pre-shift inspection:

1. Make sure the area is clear and safe and that no one is near you or could distract you.
2. Inspect the mixer for any defects such as cables, plugs, drum and stand. If anything is found to be damaged, do not use the mixer.
3. Check that the plug on the machine matches your supply. Do not try to force connections or improvise them.
4. Check the drum and stand to ensure that it sits firmly and safely near your work area.
5. Check the on/off switch, before you switch the mixer on you must know how to turn it off.
6. Make sure the switch is in the off position before plugging it in to the power supply.
7. Protect other people from the noise and dust. Warn others to keep away, if possible put barriers around your work area.
8. Do not use this mixer where there is danger of explosion. It will ignite fumes.

Operating the mixer:

1. Always start the drum rotating before loading. Starting the mixer with a full load puts a severe strain on the motor and drum shaft.
2. Do not put your hand, shovel, or anything other than the mix into the drum while it is rotating.
3. The rotation of the drum is slow but very powerful. It will not stop rotating until the power switch is turned off. Keep your hands out of the way.
4. Ensure the drum is rotating while emptying the mix.
5. Electricity and water make a very dangerous combination. Be wary of this hazard when operating the mixer.

Cleaning the mixer:

1. When you have finished work, make sure the drum and the mixer are washed clean before the mix hardens.
2. Two shovels full of clean gravel, with water, in the rotating drum will greatly assist in removing any stubborn residue of the mix.
3. Always store the mixer in an upright position.
4. End of shift greasing should be done at this point to make the mixer ready for the next day of work.

Mortar and cement mixes:

1. Many of the mixtures are harmful to the eyes, lungs and skin. Follow any instructions given by the manufacturers of these products.
2. The wet mixture is a substance that can cause contact dermatitis, a rash that can vary but is usually itchy and causes flaky skin. Wash off any mix immediately upon contact with your skin.
3. If mixture splashes into the eyes, immediately rinse out your eyes and seek medical advice.

PPE Required:

1. Sturdy work gloves.
2. Safety eyewear.
3. Dust mask.
4. Safety footwear.
5. Approved hard hat.
6. Hearing protection.
7. Proper clothing, especially long sleeves and full trousers to prevent the mixtures from coming into contact with bare skin.

Training:

1. Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.

CONCRETE LINE PUMP

Safety is one of the major concerns of every person involved in the process of pumping concrete. Preventive safety is key when operating, cleaning and maintaining concrete pumps.

Hazards include:

1. Skin reactions.
2. Electrocution.
3. Falling and tripping.
4. Eye injury from projectiles.
5. Hand injury.
6. Hose whipping.

Line Pump set-up:

1. When setting up the pump, make sure the area is level, capable of supporting the load and free of obstructions.
2. Check the manufacturer's instructions if the pump is to be placed on an angle or incline.
3. Consider the safe approach and departure of the ready-mix trucks and adjust your setup accordingly.
4. Secure the immediate area of the machine from public traffic.
5. Ensure electrical safety including safeguards from nearby power lines.

Laying pipe:

1. It is best to set up the outlet pipe and/or hose from the required point of discharge backwards toward the pump.
2. Once the pipe is in place, move the pump to meet the pipe.
3. Chock the wheels and set the manual outriggers.
4. If the setup must start from the pump to its final destination, make sure you set up the pipe in such a fashion that you will not have to add pipe or hose during the pour.
5. Make certain all clamps are pinned and tight.
6. Any and all pipes, hoses, clamps, adapters, or reducers must be able to withstand the maximum pressure of the concrete pump.
7. Check all pipe and hoses for wear and possible thin spots. Make sure there are no loose ends or loose rubber on the inside.

Pre-start inspection:

1. Make a visual inspection to make sure the area is clear and safe.
2. Make sure no one is near you to distract you.
3. Inspect the concrete pump for any defects. Report any problems to the immediate supervisor prior to starting the engine.
4. Make sure the waterbox is filled with water. Replace the cover before starting the engine.
5. Spray the back of the hopper with form oil to ease in cleanup after the pump is no longer needed. Make sure the hopper grate is in the down position.
6. Lubricate the delivery system before attempting to pump concrete through. Get your slurry mixing items ready, but do not mix it until concrete is on the job.
7. Talk to the hose handler and agree on hand signals for starting, stopping, speeding up, slowing down and so on.
8. Protect other people from danger. Warn others to keep away by putting barriers around your work area.

Starting the concrete pump:

1. All E-stop buttons must be in the out (not activated) position.
2. Adjust the throttle to about $\frac{1}{4}$ to start.
3. Once the machine is turned on, check that the oil and alternator lamps illuminate. Do this before starting the engine to make sure no bulbs are burned out.
4. Turn the switch to the start position.
5. Operate the pump from the control panel or with the remote-control box. When operating, you must be able to see both the pump and the point of discharge. A spotter must be used if both cannot be seen.
6. Mix your slurry once the concrete truck arrives and you have checked that the load is ready to be pumped (the concrete should be well mixed).
7. Lubricate the delivery system according to manufacturer specifications.

Operating the concrete pump:

1. Fill the hopper with concrete. Be sure the volume control setting is set to low at the start of the pump.
2. Until concrete comes out at the discharge, monitor the pressure gauge to get a warning of plugs. Get the spotter to do this if you cannot see the point of discharge.

3. If the pressure reaches the maximum setting of 2500PSI, immediately switch the forward/reverse switch to the “reverse” position and pump a couple of strokes. Switch back to forward and watch the pressure gauge.
4. Monitor the hopper level at all times so that air does not get into the system.
5. Stop the pump with a full hopper if the next truck has not arrived yet.
6. Be wary of concrete lines bursting, lines becoming unrestrained, and pipe clamps becoming dislodged.

Clean the delivery system and hopper:

1. Water rather than air should be used for cleaning.
2. Fill the hopper with water and pump until you reach the minimum hopper level. Keep refilling the hopper until the pipes run clear.
3. The pipeline must not be dismantled for cleaning or other purposes until the pressure is relieved.
4. When the concrete has disappeared from the hopper and concrete valve area, stop the pump, reverse it to remove any residual pressure, and disconnect the delivery system from the concrete valve outlet.
5. Always control the discharge end of the pipeline while cleaning.
6. Clean the clamps and gaskets. Do not leave any concrete, stones, or sand on them or the clamps won't close properly the next time you use them.

PPE required:

1. Sturdy work gloves.
2. Safety eyewear.
3. Safety footwear.
4. Approved hard hat.
5. Safety glasses.
6. Hearing protection.
7. Proper clothing, especially long sleeves and full trousers to prevent the cement from coming into contact with bare skin.

Training:

1. Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.

SCAFFOLDING – ERECTING & DISMANTLING

This safety practice is intended to provide information for workers for the safe erection, use and maintenance of scaffolding in the workplace. A scaffold is a temporary structure usually made of metal frames and tubing, which provides temporary support and access for workers and materials used in construction, demolition, repair and maintenance work.

The following are major factors:

1. Improper erection and dismantling.
2. Platform planks sliding off or breaking.
3. Platforms insufficiently planked.
4. Platforms without guardrails.

5. Failure to install all scaffold components such as base plates, screw jacket, connecting devices and braces.

Requirements:

1. Wooden scaffold planks must be no less than 50mm by 250mm construction grade lumber, laid tightly together and secured against movement.
2. Wooden planks to extend 150mm, but not more than 300mm beyond end supports.
3. Guardrails as per regulations must be installed on all scaffolds more than 3 meters above the ground.
4. When a scaffold exceeds 3 times its lateral width it must be either tied to the support structure, adequately securely guyed, or have outriggers installed, to maintain the ratio of 3:1.
5. An open access scaffold more than 10 meters in height must be designed by an engineer.

Pre-erection inspection: Before use, inspect scaffold material for:

1. Damage to frames, braces and other structural components.
2. Damage to hooks on manufactured platforms.

Split knots and dry rot in planks.

3. Compatibility of components.
4. Enough components to build the structure.
5. Structural components that are bent, damaged or severely rusted should not be used.

Site safety:

1. Check ground conditions.
2. Check for overhead wires.
3. Check for all obstructions.
4. Check for variations in surface elevations.
5. Check tie-in locations and methods.
6. When erected on uneven ground, mudsills should be used and secured to the base plates.

Assembly & Disassembly:

1. Install all parts, fittings and accessories in accordance with the manufacturer specifications.
2. The erection and dismantling must be supervised by an experienced worker.
3. Bracing on the vertical must be on both sides of every frame or ends.
4. Braces on the horizontal must be used on all scaffolds, to help square the scaffold. It is absolutely essential that the scaffold is erected plumb, to ensure maximum structural capability of the system.
5. Horizontal bracing must be used at the joint of every third tier and should coincide with the point the scaffold is tied to the structure.
6. Tie lines are to be used when erecting scaffolds.
7. Install coupling devices on every leg of the scaffold with pins tying the sections together, to ensure that the sections do not pull apart.
8. Guardrails and toe boards must be installed when the elevation of the platform exceeds 3 meters. While being installed, all workers must be tied off to prevent falls.
9. When moving work platforms or erecting the next tier, workers must lift platform sections, planks or frame sections from the previous tier, letting 1 platform section or 2 planks to remain as a platform.

10. Dismantling proceeds in the reverse order to assembly. Ensure to use tie lines to each lower section to the ground. Each tier should be completely dismantled and the material lowered to the ground before dismantling the next tier.

Scaffold setup on wood-based surface:

1. All mud sills must be nailed into the floor joists below.
2. Screwjacks must be nailed into the mudsills.
3. Screwjacks must be wired to the first frame with a #9 wire.
4. All scaffolding components must have pigtails.
5. Place planking all the way around the middle and top nailing them in place to secure the scaffold from movement.
6. When hoarding is required for winter work, all tarps must be nailed to the floor to prevent the wind from getting inside the hoarding.

Maintenance / Housekeeping:

1. Ensure that all scaffolding systems are totally inspected prior to workers utilizing the system and when work from the scaffolding is suspended for periods of 2 days or more, or during periods of severe weather conditions.
2. Tools and materials to be used should be stored in an orderly fashion. Debris and waste materials should not be allowed to collect on the platform.

PPE Required:

1. Approved hard hat.
2. Safety vest.
3. Approved safety footwear.
4. When practicable, proper fall protection systems. (see next section)
5. If the scaffold is more than one frame or tier in height (in excess of 3 meters), personnel on the platform must be tied off with a safety harness and lanyard to a secure anchor if the scaffold is not yet equipped or have had the guardrails removed.

SCAFFOLDING

RAISING OUTRIGGERS & PLANKS

This safety practice is intended to provide information to workers for the safe way to raise the planks and outriggers as the work continues.

1. Make sure all employees not involved in the raising of the planks stay clear and off the foot planks.
2. The two workers in charge of the raising will be tied off with a full body harnesses to the top middle of the frame. They will work in unison to lift the planks & outriggers.
3. Once the foot planks have been properly secured after the raising, other workers may resume their duties.

HOISTING MATERIAL ONTO SCAFFOLD

This safety practice is intended to provide information to workers on the steps involved in getting material onto the scaffold. Only those employees certified to use a forklift may be involved in this procedure.

1. The forklift operator and worker receiving the material must be in constant visual contact. All other workers must be asked to stand away from the receiving load.
2. The forklift will boom up the material to the area discussed between operator and worker.
3. The worker must wear a harness while in that location and will be tied off to the tie off location.
4. The worker will then remove the guardrail & unload the material.
5. When the load is secured, the guardrail will then be replaced and the worker may untie from the harness.

ROLLING SCAFFOLD

Hazards Include:

1. Working at a height of approximately 7'
2. Debris and mechanical holes in path of scaffold
3. Working with concrete pump
4. Overhead hazards

Erecting and Inspection:

1. All wooden planks will support 10 times the load they are expected to
2. Each level is plumbed to make sure it's aligned with the others
3. All other sections are fastened together by pins or bolts
4. All components are in good condition
5. All crossmembers are in place, each frame is braced to at least one other frame, and all braces fastened
6. All platforms and hooks are inspected first
7. Locking devices are operable and anchor lines are secure

Scaffolds should be inspected before use and daily by you, your supervisor, or another competent person. It must be rigid, stable, and built according to legislation.

Good housekeeping in the work area and on the scaffolding is essential to minimize hazards. Railings, ladders, and walkways should be free of litter, grease, and oil to prevent slips and other accidents.

Operation:

1. If people must remain on the Scaffold when being moved, they must be tied off with fall protection equipment
2. If scaffold is being moved with persons on, only 1' to 2' will be moved at a time
3. After scaffold is moved wheels must be locked
4. Workers are to wear all proper PPE including harness and lanyard

ELEVATED WORK PLATFORMS - SCISSORLIFT

The Workplace Safety and Health Act requires employers to ensure that a worker who is assigned to operate an elevated work platform is competent and qualified to do so.

Hazards Include:

7. Moving equipment.
8. Overhead obstacles, for example power lines.
9. Pedestrian and worker traffic.
10. Tipping / unsecure loads.
11. Uneven ground surface.

Pre – shift inspection:

8. Inspect the platform thoroughly before starting the shift and complete the pre-operation checklist. Report defects affecting safe operation to the supervisor immediately.
9. Ensure the guardrails are secure and gates can close.
10. Ensure the barriers on scissor type lifts are in place to prevent entry.
11. Ensure that the lifting mechanism is adequately guarded or identified with appropriate hazard warning labels/signs.
12. Ensure that ropes, electrical cords and hoses will not become available with the equipment.
13. Ensure the Operating and Maintenance manuals are available with the equipment.
14. Inspect the work location for uneven ground, holes, bumps, debris, untapped earth, overhead obstructions, electrical wires, wind and weather conditions.
15. Ensure the operating controls are clearly marked to indicate their function, are the continuous pressure type and are protected against inadvertent operation.
16. Ensure the operating controls have an emergency stop device that is within easy reach of the operator, is labelled “STOP” and is red in color.
17. Ensure that a clearly marked overriding lowering control is provided at the lower controls to stop and lower the platform in the event of an emergency.

Operation:

9. Set up the barricades and warning signs wherever necessary.
10. Ensure the carrier vehicle of the platform is secured against inadvertent movement before a worker occupies the work platform.
11. Load the platform evenly according to the manufacturer’s instructions.
12. Maintain three-point contact and use proper climbing techniques when getting on and off the platform.
13. Attach your fall protection equipment to the approved anchor spot.
14. Maintain a firm footing and balance on the platform.
15. Ensure the gate is securely closed before moving the platform.
16. Check for overhead obstructions before raising the platform.
17. Maintain a safe clearance from electrical wires.
18. Keep your hands, arms, feet, legs and head inside the work platform at all times when the lift is raising, lowering or moving.

19. Ensure that the warning system (both the intermittent horn and flashing light) automatically activate when the platform is in motion.
20. When moving the platform look in the direction of travel. Ensure that the path is clear, and the ground is firm and level.
21. If the manufacturer permits the platform to be elevated on sloped ground then ensure the wheels are secured according to the manufacturer's instructions.

Charging batteries:

8. Charge batteries in a dry and well-ventilated area free from sparks, flames and ignition sources.

PPE required:

1. Approved safety footwear.
2. Approved safety hat.
3. Safety glasses.
4. Fall Arrest safety harness and lanyard.

FALL PROTECTION

Fall protection is a means of minimizing the risk of injury to a worker due to a fall from elevations usually exceeding 3 meters. All employees must be trained regarding equipment used to reduce or eliminate the risk of injury from falls.

Hazards include:

1. Falls.
2. Equipment failure.
3. Inadequate knowledge / training.
4. Inadequate anchor point.
5. Hanging in harness after fall.
6. Defective equipment

Requirements:

1. Proper guardrails at every open edge of a floor, roof or scaffold platform or other area from which a worker may fall.
2. Fall arrest equipment – Full body harness, shock absorbing lanyards, retractable lanyards/lifelines, vertical and lifelines, rope grabs etc.
3. Anchor points – must be engineered for 5000 lbs. or be of unquestionable strength.
4. Equipment inspection checklist.
5. Fall rescue plan.

Pre-shift inspection: Before use, inspect all fall equipment for:

1. Hardware - which includes D-rings and buckles for damage, distortion, sharp edges, cracks and corrosion.
2. Webbing - for cuts, burns, tears, abrasion, frays, excessive soiling, and discoloration.
3. Stitching - for pulled or cut stitching.
4. Labels - make certain all labels are securely held in place and legible.

Site safety:

1. Perform a hazard assessment before commencing work.
2. Determine what equipment will be needed from the hazard assessment that was completed.
3. Determine the control zone – a minimum distance from the edge of 6 feet is used to protect workers not wearing fall arrest system.
4. Do pre-inspection checklist of all fall arrest equipment before use. Defective equipment is to be removed from service.
5. After donning your harness (as per training and instruction), have a co-worker or partner check to make sure dorsal D-ring is in proper position and harness is properly fitted.
6. Set up all anchor points / safety lines before proceeding to any leading edge.
7. Hook to safety line before proceeding to any leading edge. Have partner check to make sure lanyard is hooked up properly.
8. Always be very aware of the locations of any open edges in your work area.
9. When finished task, leave the area and unhook yourself from the safety line.
10. When work is completed for the day, make sure to place all fall equipment in a dry ventilated area. Full body harnesses should be hung up in a dry area.

PRESSURE WASHER

Hazards include:

1. Repetition of movement
2. Water pressure (reaction force)
3. Vibration
4. Awkward posture
5. Shock/electrocution
6. Slips/trips/falls
7. Muscle fatigue (duration of activity)
8. Impact from back spray (dirt and debris)

Pre-operational safety checks:

1. Check all parts, cords, hoses and electrical compliance for any damage before use. Do NOT use if machine or cord are damaged or require maintenance. Check hoses for splits/damage regularly as constant dragging across concrete surfaces can abrade hoses.
2. Use spray lances with cushioned handles to reduce fatigue by minimising vibration and triggers that require minimum force to ease grip pressure.
3. Caution: high pressure/noise. Wear appropriate PPE including suitable eye and ear protection and enclosed non-slip waterproof footwear. Do not wear loose clothing, gloves, or jewellery. Tie back long hair. Place safety signs in prominent areas.
4. Check immediate work area before each use for hazards. Remove all objects such as rocks, broken glass or rubbish which can be thrown up or become entangled in the machine.
5. Connect electrical cord to mains supply GPO. Where possible use an earth leakage protected GPO, if one is not available, use a portable safety switch protected extension lead. Keep cord dry.

Operational safety checks

1. Read all instructions before using high pressure cleaner. Be familiar with the controls. Know how to start and stop the unit and bleed pressure quickly.
2. Clear area of all personnel. Do NOT operate if students or others are nearby.
3. Do not turn power on until water is flowing to machine. Maintain water pressure. If machine doesn't operate correctly turn off immediately and seek help.
4. Pick up the cleaning lance and ensure it is pointing away from people or equipment. Ensure firm footing and hold the handgrip and spray lance firmly in both hands whilst in operation. Use of spray lance requires repetitive hand movements and grip in combination with reaction force.
5. When cleaning, do not direct the nozzle at people, animals, electrical components, wiring, lights, window seals etc. as pressure can damage paint work and softer items (e.g. skin, feet, tyres, window seals).
6. Stay alert and exercise control. Hold the lance strongly- high pressure cleaner jets produce a powerful reaction force. Adjust the jet to suit the type of cleaning being undertaken to control reaction force.
7. Do not operate machine when you are tired. Do not rush. Take short breaks to relax tensed muscle groups, share the task or complete it in stages to prevent strain, sprain, muscle overuse and to minimise the effects of vibration and fatigue.
8. Alternate cleaning between high and low areas to reduce back flexion and neck strain from working above shoulder level when cleaning high objects (e.g. cleaning buildings, tall vehicles).
9. Swap grip and stance from left to right regularly to reduce muscle overuse and uneven force across the body.
10. Never leave machine running while not in use or unattended. Turn the power off.

Housekeeping

1. Press the trigger to release any remaining pressure in the system.
2. Turn off the power and water supply and disconnect the hose. Roll up and store the hoses correctly. Roll up and store the electrical cable correctly.
3. Store the handgun and spray lance in the accessory point and store appropriately. Always leave unit clean and tidy.
4. Return the pressure cleaner to the correct storage area

FALL PROTECTION PLAN

Work Site Name:			
Address / Location:			
FALL HAZARDS			
FALL PROTECTION SYSTEMS TO BE USED			
Identify the fall protection systems to be used at the work site to protect workers from the hazard (i.e. Travel restraint, personal fall arrest system, safety net, control zone)			
PROCEDURES			
Identify detailed procedures to assemble, inspect, use, maintain, dismantle the fall protection system identified above			
RESCUE PLAN			
Describe the procedures that will be followed if a worker falls and needs to be rescued			
This fall protection plan was developed by:			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Name:</td> <td style="width: 33%; border: none;">Signature:</td> <td style="width: 33%; border: none;">Date:</td> </tr> </table>	Name:	Signature:	Date:
Name:	Signature:	Date:	

FALL RESCUE PROCEDURE

After an arrested fall, the fallen worker remains suspended in mid-air from his or her full body harness, awaiting rescue. In most cases, the worker is not injured and can alter body position within the harness to be more comfortable.

Unfortunately, a worker suspended in a near upright position with the legs dangling in a harness of any type is subject to what has come to be known as “suspension trauma”. This is one of the reasons that the fall protection plan must include rescue procedures.

Suspension trauma can begin as early 3.5 to 10 minutes in most subjects, with a few very fit subjects developing symptoms after 30 minutes.

Instructions for a suspended worker:

1. Call to nearest worker for help.
2. Push down forcefully with the legs by positioning the body in a horizontal or slightly leg-high position or by standing up in the harness.
3. Be aware of the early symptoms of suspension trauma
 - a. General physical discomfort
 - b. Intense sweating
 - c. Nausea
 - d. Dizziness
 - e. Hot flashes
4. Be aware of progressing symptoms
 - a. Difficulty breathing
 - b. Increased heart rate
 - c. Worsening heart function
 - d. Loss of consciousness

Instructions for rescue personnel:

1. Call 911. Be aware of the site address and directions to the site in order to get the ambulance there as quickly as possible.
2. Notify the supervisor on site.
3. Monitor the condition of the suspended worker for symptoms as noted above.
4. From above the suspended worker, have a worker lower a loop of rope into which the worker can place his or her feet and then stand up, relieving the pressure of the harness straps until the rescue can be completed.
5. Mobilize the forklift on site towards the suspended worker.
6. If no forklift is available have a ladder on site capable of reaching the suspended worker.

If a worker is suspended long enough, rescue personnel must be careful in handling such a person or the rescued worker may die. This post-rescue death is caused by the heart's inability to tolerate the abrupt increase in blood flow. The current recommended procedure is to:

1. Remove the harness.

2. Allow 30 to 40 minutes to move the worker from a kneeling to sitting to laying position
3. A physician or EMT should examine the rescued worker.
4. Mobilize worker to the hospital. A reduction in the blood flow could cause permanent damage to the kidneys.

If a worker has lost consciousness, death may be imminent. A motionless, suspended victim suggests serious injury and a rescue must be performed quickly. Do not wait for the ambulance. Get the suspended victim down quickly. A non-breathing, motionless victim must be ventilated with CPR within 4 minutes of when they stop breathing in order to prevent irreversible brain damage.

FORKLIFTS

The Workplace Safety and Health Act requires employers to ensure that a worker who is assigned to operate a forklift (telehandler) is competent and qualified to do so. Forklift operators are to follow all applicable Vehicle and Mobile Equipment safety rules.

Hazards include:

1. Moving equipment.
2. Overhead obstacles, for example power lines.
3. Pedestrian and worker traffic.
4. Tipping / unsecure loads.
5. Uneven ground surface.

Training requirements:

1. Forklift operator's certificate (renewed every 3 years).

Pre – shift inspection:

1. Inspect the forklift thoroughly before starting the shift.
2. Report defects affecting safe operation to the supervisor immediately.
3. Make sure floor is clear of objects that could cause an accident.
4. Check for obstructions overhead.
5. Check for nearby objects to avoid as you drive away.
6. Check for fluid leaks – no damp spots or drips.
7. Fill out a pre-start checklist (see section 7)

Loading:

1. Check the rating capacity on the forklift nameplate.
2. Determine if the load weight is within the capacity of the forklift. Note that for every one inch further away from the carriage that the load is placed, there is a loss of approximately 100 pounds of carrying capacity.
3. The forklift should be started with the forks down.
4. Always wear your seatbelt.
5. Lift the forks to three inches and tilted back slightly.

Lifting a palletized load:

1. Drive to the pallet. Stop with the forks 3 inches from the load.
2. If necessary, adjust fork spread.
3. Level the mast. The mast must be at right angles to the load.
4. Raise the forks to 1 inch below the slot on the pallet.
5. Drive forward into the pallet.
6. Lift fork 4 inches.
7. Tilt back load until secured for travel. If load will obscure vision, drive the lift in reverse taking care while turning as the extra swing may cause load instability
8. Look back. Honk. Drive back so that the load clears the pallets below.
9. Lower the load to 3 inches above ground. Do not drag forks on the ground.
10. Material and equipment are to be loaded on the forklift in a manner that prevents any movement of the load that could create a hazard to workers and others.
11. All loads that could be subject to shifting during transport are to be restrained if shifting would result in the forklift becoming unstable.

Traveling:

1. Do not drive with arms, head or legs outside the confines of the forklift.
2. Turn forklift only when the forks are lowered to a safe travelling height.
3. Use the horn as a warning device for other employees in the vicinity of the forklift when in use.
4. Move only when sure that the load is stable.
5. Operate at a speed that will permit a safe stop under all conditions.
6. Keep steering wheels aligned when picking up or setting down a load.
7. Be alert to adverse ground condition.

Parking:

1. When parking, ensure that forks are fully lowered.
2. Set the parking brake.
3. Put the transmission in neutral.
4. Power off making sure wheels are straight.

Mounting and dismounting: Many injuries occur from the simple act of getting in and out of the machine. The safest bet is to face the machine when mounting and dismounting. Maintain a three-point contact (two feet and one hand, or one foot and two hands).

PPE required:

1. Approved safety hat.
2. Approved safety footwear.
3. Hearing protection.
4. Communication devise / procedure (such as the use of hand signals).

MANUAL OR ELECTRIC PALLET JACKS

A pallet jack operator is able to move loads through the workplace quickly and safely. By learning to use a pallet jack, product can be moved with less physical strain and fewer injuries.

Hazards include:

1. Moving equipment.
2. Tipping / Unsecure loads.
3. Uneven surface.
4. Musculoskeletal injury.
5. Hand injury.

Training:

Do **NOT** operate the pallet jack until trained and authorized by your supervisor.

Pre-shift inspection:

1. Always check the pallet jack to see that it is in good working order before attempting to handle a load.
2. Notify your supervisor about any faulty equipment immediately.

Operating the pallet jack:

1. Always examine the pallet before attempting to move it. Determine that the load is not severely shifted or too tall to go through the opening.
2. When pulling loads always be watchful for obstacles.
3. Make sure the jack is in the pallet straight and in the center of the pallet.
4. Use both hands when jacking up the pallet jack to prevent muscle strain.
5. Never attempt to lift a load with one fork.
6. When pulling the pallet jack make sure it is in the neutral position. This will reduce fatigue.
7. When pulling heavy pallets, pulling on wet floor, or on a grade, have someone assist by pushing the pallet or holding back the pallet, whichever is needed.
8. Swing wide on corners to avoid hitting door frames or other construction obstacles.
9. Use extra caution when operating the jack on a grade. Never turn sharp on a grade.
10. Always leave the jack down when left unattended.
11. Make sure the pallet jack is at a complete stop and in the down position before releasing the handle.
12. Keep all body parts (hands, arms, feet, etc) from getting underneath a pallet when it is in a raised position.
13. Pallet jacks are for work only. Horseplay, including riding the jacks, is strictly prohibited.

PPE Required:

8. Sturdy work gloves.
9. Safety footwear.
10. Approved hard hat.

ERECTING A BLOCK MASONRY STRUCTURAL WALL

Employees must be trained and deemed competent, must demonstrate competency and/or have received approval from their immediate supervisor. Employees must wear the proper PPE as required.

Hazards include:

1. Working at heights.
2. Working in high winds.
3. Lifting.

Pre-starting inspections should include the following:

1. Work instructions, including plans, specifications and quality requirements are obtained, confirmed and applied.
2. Safety requirements are followed in accordance with safety plans and policies.
3. Signage/barricade requirements are identified and implemented.
4. Tools and equipment are selected to carry out tasks that are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to starting.
5. Material quantity requirements for the work are identified, obtained, prepared, safely handled and located ready for use.
6. Environmental protection requirements are identified for the project and implemented.

Setting out the masonry structure:

1. Location and structural details of masonry structures are determined from plans and specifications.
2. Work platform (scaffold) is erected in accordance with regulatory and workplace requirements.
3. Setout area is correctly located and footing checked for proper dimensions and location as per job specification.
4. Masonry structure is set out from drawings and specifications.
5. Mortar materials are prepared and mixed in accordance with specifications.

Constructing load bearing wall:

1. Masonry walls are laid out the same as the floor plan with all measurements followed exactly.
2. Masonry wall is constructed maintaining the bond, and completed to job specifications.
3. Walls are to be straight, plumb, and level within standard tolerances.
4. Tie down and lateral support structures are installed to walls in accordance with plans, specifications, codes and standards.

Constructing load bearing walls with piers:

1. Masonry block work is laid to set out on reinforced concrete footing slab and to specified bond.
2. Masonry block work gauge is determined and set out rod is prepared to gauge dimensions in accordance with specifications.
3. Masonry blocks are cut to work bond and control joints.

4. Columns are formed using walls and attached/engaged piers, incorporating and maintaining bond and perpendicular intersections of both vertical surfaces.
5. Reinforcement material is placed and secured to form tie down, bracing and vertical supports.
6. Cores and blocks are cleaned out in preparation for installation of formwork for concrete core filling in accordance with manufacturers' recommendations and specifications.
7. Concrete grout is mixed, placed and compacted to hollow blocks in accordance with manufacturers' recommendations and specifications.
8. Completed wall is to be straight, plumb and level within standard tolerances.

Cleaning and finishing mortar joints:

1. Joints to laid face brickwork are raked and ruled to correct profile and depth.
2. Block work is brushed down prior to drying.
3. Work area is cleared and materials disposed of, reused or recycled in accordance with legislation/regulations/codes of practice and job specification.

BRACING A BLOCK MASONRY STRUCTURAL WALL

Employees must be trained and deemed competent, must demonstrate competency and/or have received approval from their immediate supervisor. Employees must wear the proper PPE as required.

Hazards include:

1. Working at heights.
2. Working in high winds.
3. Lifting.

Pre-starting inspections should include the following:

1. Work instructions, including plans, specifications and quality requirements are obtained, confirmed and applied.
2. Safety requirements are followed in accordance with safety plans and policies.
3. Signage/barricade requirements are identified and implemented.
4. Tools and equipment are selected to carry out tasks that are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to starting.
5. Material quantity requirements for the work are identified, obtained, prepared, safely handled and located ready for use.
6. Environmental protection requirements are identified for the project and implemented.

Setting out the masonry structure:

1. Location and structural details of masonry structures are determined from plans and specifications.
2. Work platform (scaffold) is erected in accordance with regulatory and workplace requirements.
3. Setout area is correctly located and footing checked for proper dimensions and location as per job specification.
4. Masonry structure is set out from drawings and specifications.
5. Mortar materials are prepared and mixed in accordance with specifications.

Constructing a load bearing wall:

1. Masonry walls are laid out the same as the floor plan with all measurements followed exactly.
2. Masonry wall is constructed maintaining the bond, and completed to job specifications.
3. Walls are to be straight, plumb, and level within standard tolerances.
4. Tie down and lateral support structures are installed to walls in accordance with plans, specifications, codes and standards.

Bracing distances:

1. Masonry walls are braced every 25 feet excluding corners. For wall heights, every floor will be braced at 15-foot intervals.
2. Scaffold (Hoarded) below 7.5 meters will be cabled every 4th frame. Anything above 7.5 meters must have engineered drawings.

MODIFICATION OF INTERIOR DOOR OPENINGS

Employees must be trained and deemed competent, must demonstrate competency and/or have received approval from their immediate supervisor. Employees must wear the proper PPE as required.

Hazards include:

4. Working at heights.
5. Working with saws, grinders & other small tools
6. Lifting.

Pre-starting inspections should include the following:

7. Work instructions, including plans, specifications and quality requirements are obtained, confirmed and applied.
8. Safety requirements are followed in accordance with safety plans and policies.
9. Signage/barricade requirements are identified and implemented.
10. Tools and equipment are selected to carry out tasks that are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to starting.
11. Material quantity requirements for the work are identified, obtained, prepared, safely handled and located ready for use.
12. Environmental protection requirements are identified for the project and implemented.

Part One - Removal

10. Caution tape is used to cordon off the area around the door opening.
11. Place shoring posts under existing CIP slab bearing on CMU above existing door opening if required.
12. Mark out block to be removed on both sides of the wall.

13. Warn others in the area of the work and noise about to happen.
14. Set up Hilti Vac and electric quickie saw system and prepare for cut.
15. Ensure all PPE is in place prior to cutting – hearing protection, glasses, face shield, respiratory protection as required.
16. Turn on the vacuum, engage saw and begin the cutting. Cut block as required to ensure minimal damage to adjacent masonry. Make cuts on both sides of the wall.
17. Remove vacuum and saw from work area to avoid tripping hazards.
18. Set up the electric Chipping Hammer and begin chipping out block as required to enlarge the opening.
19. Remove and discard all broken block and rubble, also remove unnecessary tools and power cords from the work area to avoid any tripping hazards on both sides of the wall.

Part Two - Installation

5. Clear path from material stockpile to door opening work area to ensure no trip hazards.
6. Load material as required for opening repair.
7. Prepare mortar mixing area, clear area to avoid mortar splatter.
8. Put on appropriate PPE to mix mortar – Safety glasses, respiratory protection, face shield if required.
9. Pour water into pail and add preblended mortar mix as required to reach desired consistency. Let sit 2 to 3 minutes and remix with drill and mixing paddle.
10. Divide mortar into 2 pails as required to balance the weight of the mortar while carrying it to the work area.
11. Pour mortar onto the mortar board and begin building jambs as required.
12. Once the jambs are built with new CMU's up to the top of door frame, grout each side up to top of newly laid jambs
13. Install new "U-Blocks" above new door frame. Install reinforcement bars and grout fill.
14. Once grouting is complete remove any scaffold or foot planks that have been set up to complete the task, clean up tools, sweep floor and prepare for the next opening.
15. Once this work has cured for 24 to 48 hours, remove shoring posts and remove caution tape.

MODIFICATION OF EXTERIOR WINDOWS

Employees must be trained and deemed competent, must demonstrate competency and/or have received approval from their immediate supervisor. Employees must wear the proper PPE as required.

Hazards include:

1. Working at heights.
2. Working with saws, grinders & other small tools
3. Lifting.

Pre-starting inspections should include the following:

1. Work instructions, including plans, specifications and quality requirements are obtained, confirmed and applied.
2. Safety requirements are followed in accordance with safety plans and policies.
3. Signage/barricade requirements are identified and implemented.

4. Tools and equipment are selected to carry out tasks that are consistent with the requirements of the job, checked for serviceability and any faults are rectified or reported prior to starting.
5. Material quantity requirements for the work are identified, obtained, prepared, safely handled and located ready for use.
6. Environmental protection requirements are identified for the project and implemented.

Part One – Removal:

Interior Portion of Work

1. Clear area to allow space for the required work to be completed at new window opening.
2. Place Caution tape around perimeter of work area.
3. Work platform (scaffold or foot planks.) is erected in accordance with regulatory and workplace requirements to allow access to the work area.
4. Mark out the new opening on both sides of the wall
5. Set up Hilti vacuum and concrete saw dustless system.
6. Put appropriate PPE on - safety glasses, hearing protection, face shield, respiratory protection as required.
7. Give workers in area notice of noise.
8. Make saw cut as required.
9. Use hammer drill to drill holes in each corner to identify new opening from outside.

Exterior Portion of Work

1. Identify area of exterior scaffold where the new opening is to be installed.
2. Work platform (scaffold or foot planks.) is erected in accordance with regulatory and workplace requirements to allow access to the work area.
3. Ensure scaffold has been identified as “ready for use”
4. Locate scaffold access point.
5. Transport all necessary power tools, hand tools and power cords to the new area.
6. Install temporary wood enclosure at foot planks, sides and back of scaffold to ensure all debris is contained and not falling to the ground harming other workers or newly installed windows.
7. Once completed, put on appropriate PPE – hearing protection, safety glasses, respiratory protection, face shield.
8. Make sawcut at top of opening to allow for installation of steel angle lintel. Bolt on as required.
9. Once angle lintel is secured, finish saw cutting jambs and base of opening.
10. Clean up tools as required to allow for the removal and salvage of existing exterior “striated” block.
11. Use chipping hammer, chisels as required to remove the block.
12. Clean / stockpile salvaged “striated” blocks to be used at future infill locations.
13. Clean up all debris.

Part Two – Installation

1. Angle lintel – to be installed as part of the block removal
2. Identify the preferred method of finish at the new window opening jambs.
3. Prepare mortar as required to patch jambs and window sill to receive new drywall finish.
4. Use appropriate PPE while mixing mortar – safety glasses, respiratory protection and face shield.
5. Once jambs are patched, clean up all power tools, vacuum, hand tools and power cords inside and outside of the scaffold.

6. Remove plywood protection from scaffold, store for use at next window location.
7. Sweep up debris / broken block and prepare for the next window.
8. Remove Caution tape around interior work area.

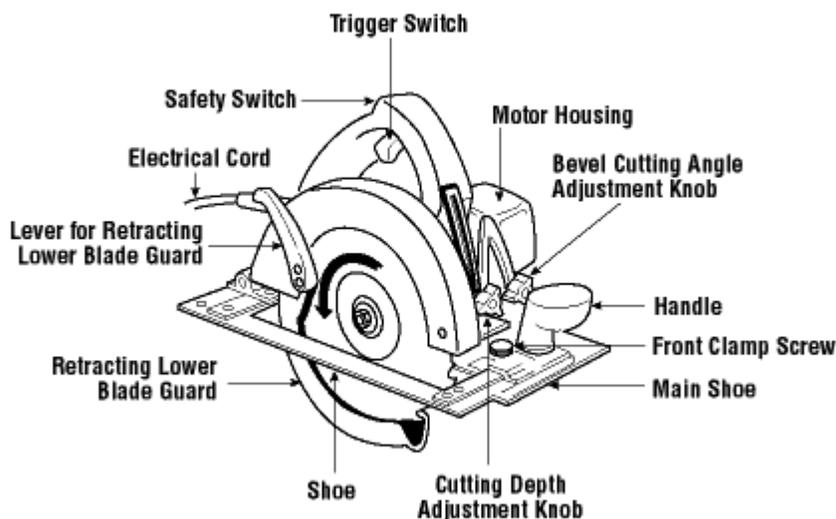
Circular Saw Safety Rules

What should you do before start cutting with a circular saw?

- Wear safety glasses or goggles, or a face shield (with safety glasses or goggles).
- Wear an approved respirator or dust mask when exposed to harmful or nuisance dusts.
- Use appropriate hearing protection equipment in noisy areas.
- Check the retracting lower blade guard to make certain it works freely.
- Ensure that the blade that you have selected is sharp enough to do the job. Sharp blades work better and are safer.
- Check the saw for proper blade rotation.
- Set the depth of the blade, while the saw is unplugged, and lock it at a depth so that the lowest tooth does not extend more than about 0.3 cm (1/8") beneath the wood.
- Keep all cords clear of cutting area.
- Circular saws are designed for right-hand operation; left-handed operation will demand more care to operate safely.

What should you do to work safely with a circular saw?

- Check the retracting lower blade guard frequently to make certain it works freely. It should enclose the teeth as completely as possible, and cover the unused portion of the blade when cutting.

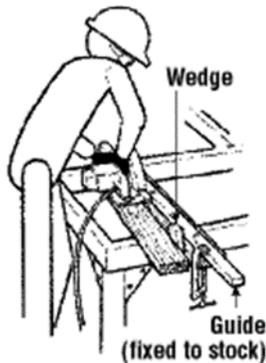


- Check that the retracting lower blade guard has returned to its starting position before laying down the saw.
- Keep upper and retracting lower blade guard clean and free of sawdust.
- Disconnect power supply before adjusting or changing the blade.

- Allow the saw to reach full power before starting to cut.
- Use two hands to operate saws - one on a trigger switch and the other on a front knob handle.
- Keep motor free from accumulation of dust and chips.
- Select the correct blade for stock being cut and allow it to cut steadily. Do not force it.
- Secure stock being cut to avoid movement.

What should you avoid when cutting with a circular saw?

- Do not hold or force the retracting lower guard in the open position.
- Do not place hand under the shoe or guard of the saw.
- Do not over tighten the blade-locking nut.
- Do not twist the saw to change, cut or check alignment.
- Do not use a saw that vibrates or appears unsafe in any way.
- Do not force the saw during cutting.
- Do not cut materials without first checking for obstructions or other objects such as nails and screws.
- Do not carry the saw with a finger on the trigger switch.
- Do not overreach. Keep proper footing and balance.
- Do not rip stock without using a wedge or guide clamped or nailed to the stock.



Concrete Mixer Safety Rules

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure the mixer is in a suitable, safe work area and select a firm, level and stable ground surface.
2. Confirm the mixer has a current electrical safety tag.
3. Ensure that the power lead can be kept dry, off the ground and connected through an RCD safety switch.
4. Ensure all safety guards are correctly fitted and secured.
5. Ensure that the unit is mechanically sound.
6. Check the tyres for appropriate inflation.

OPERATIONAL SAFETY CHECKS

1. Never use the electrical mixer outdoors in the rain.

2. Never use the mixer without all guarding in place.
3. Ensure that the area does not contain any hazards that may impact on the safe operation of the mixer.
4. Never insert your hands into a rotating mixer bowl.
5. Be conscious of your manual handling techniques when adding cement powder, gravel or sand to the mixer bowl using a shovel or similar.
6. Regularly inspect the mixer bowl for consistency and suitability for the concrete mix.
7. Never leave the mixer running unattended.

HOUSEKEEPING

1. Empty the mixer drum of all contents.
2. While still wet, wash out with clean water.
3. Allow the mixer to revolve to wash the interior and carefully clean off the exterior.
4. Disconnect the electrical AC power source.
5. Clean up the work area.

POTENTIAL HAZARDS

- Moving, rotating parts
- Entrapment
- Eye injuries
- Skin irritation from cement or additives
- Manual handling
- Electricity

Safe Operating Procedures for Hand Tools

Purpose:

To define the safe operating procedures in a manner that informs and instructs employees of Kornerstone Masonry (2007) Ltd. on the key health and safety hazards and controls to remember when using hand tools, including pruners, loppers, air labelers, tying machines and other hand tools.

The following hazards may occur when using hand tools:

- Critical injury
- Cuts
- Eye injury
- Puncture
- Musculoskeletal disorder

Personal Protective Equipment:

- Safety footwear
- Eye protection
- Gloves
- Respiratory protection as required

Safe Operating Procedure

- Applicable employees must be trained on how to choose the right tool for the job, how to properly use each tool, and how to identify when tools need repair.

- Complete a pre-use inspection. Inspect for cracking or wear along the body that may cause it to break. If any defects are noted, the equipment must be removed from service and the supervisor must be notified immediately to ensure equipment is repaired.
- Ensure the equipment is used properly as per manufacturer's directions.
- Complete a walkaround of the immediate work area prior to starting. Look for obstacles that may need to be removed.
- Be sure you are familiar with the tool.
- Ensure the tools are in good condition.
- No hand tools may be used for any purpose other than for that which they were intended.
- Look for wear at the points on the tools that come in contact with the materials being worked on.
- Ensure that accessories are sharp and properly installed.
- Never rush the work and do not let yourself be distracted while operating them.
- Avoid motions that bring the tools or objects being worked on towards the body.
- Do not use excess force, awkward posture or sustained force when using hand tools.
- Carefully store tools after use. Always return tools to storage areas, stray tools become trip and fall hazards.
- Employees operating any of the tools must not engage in any prank or horseplay of any kind.
- Use the right tool for the work.
- Do not use a wrench as a hammer.
- Do not use a screwdriver as a chisel.
- Pull on a wrench or pliers. Do not push unless you hold the tool with your palm open.
- Do not use broken or damaged tools, dull cutting tools, or screwdrivers with worn tips.
- Cut in a direction away from the body.
- Make sure your grip and footing are secure when using large tools.
- Carry tools securely in a tool belt or box. Never carry sharp or pointed tools such as a screwdriver in your pocket.
- Do not carry tools up ladders. Use a hoist or rope.
- Keep close track of tools while working at heights. A falling tool can seriously injure someone.
- Pass a tool to another person by the handle, never toss it to them.
- Use the right personal protective equipment (PPE) for the work.
- Select ergonomic tools for your work task when movements are repetitive and forceful.
- Always keep tools in top condition.
- Point sharp tools such as saws, chisels and knives laying on benches away from aisles and handles should not extend over the edge of the bench top.
- Replace cracked, splintered or broken handles on files, hammers, screwdrivers or sledges.

LOCKOUT / TAGOUT PROCEDURE

It is the policy of Kornerstone Masonry (2007) Ltd. to maintain all tools, equipment, machinery and vehicles in a condition that will maximize the safety of all personnel.

This procedure establishes the minimum requirements for lockout of energy sources that could cause injury to personnel.

Responsibility

The responsibility for seeing that this procedure is followed is binding upon all employees. All employees shall be instructed in the safety significance of the lockout procedure by a designated individual. Each new or affected employee shall be instructed by this designated individual in the purpose and use of lockout procedure.

Preparation for Lockout

Employees authorized to perform lockout shall be certain as to which switch, valve or other energy isolating devices apply to the equipment being locked out. More than one energy source may be involved whether mechanical, electrical or others. Any questionable identification of sources shall be cleared by the employees with their supervisors.

Sequence of Lockout Procedure

1. Notify all affected employees that a lockout is required and the reason.
2. If the equipment is operating, shut it down by the normal stopping procedure.
3. Operate the switch, valve or other energy isolating devices so that the energy source is disconnected or isolated from the equipment.
4. Tagout the piece of equipment until maintenance or repairs can be completed.
5. Perform the servicing and maintenance in isolation of other employees.
6. To safely restore machines, equipment or process to normal production operations, replace all guards and safety devices. Remove all tools and equipment.

Restoring Equipment to Service

When the repair or maintenance is complete and the equipment is ready for testing or normal service, check the area to see that no one is exposed. When equipment is clear, remove the tag and test the piece of equipment.

Rules for Using Lockout Procedure

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device that has been tagged or locked out

Revised 04/06/2021



WORKING ALONE PROCEDURE

HAZARD ASSESSMENT

Date of procedure: _____ Employee name: _____

Detail of task and location while working alone: _____

Potential hazards associated with task: _____

CONTROL METHODS

Time of working alone procedure **Start** _____ **End** _____

Phone contact with employee shall be every: _____

Phone contact shall be initiated by: _____

A record of contact with employee to be documented on this procedure

Time _____ **Time** _____ **Time** _____ **Time** _____ **Time** _____

EMERGENCY PROCEDURE

Both the Employee and Buddy Contact shall keep a copy of this procedure and ensure they are accessible at their stated phone number.

If contact with the employee is not established at the agreed upon time, the buddy contact shall continuously try to phone the employee for **10 MINUTES**.

If no contact after the ten minutes, the buddy contact shall immediately attend the location of the employee working alone to determine the worker's well being and to take appropriate control measures.

IMPLEMENTATION OF THE PROCEDURE

Both the employee and employer representative verify that each understand this procedure. Failure of either party to fulfill their responsibilities as stated shall be deemed in serious breach of company policy and violations will be dealt with accordingly.

EMPLOYEE: _____ **EMPLOYEE REP:** _____

Revised March 7, 2013



44 Christopher St
Sunnyside, MB
R5R 0E5
PH: (204) 334-2446
FAX: (204) 334-2586

COMPANY SAFETY RULES

MANDATORY REQUIREMENTS

1. Wear hard hats, safety boots at all times in all work areas.
2. Maintain good housekeeping in your work area.
3. Perform all work in accordance with safe work practices and your foreman's direction.
4. Report to your supervisor all unsafe acts, unsafe conditions and near miss incidents.
5. Report all injury or damage accidents immediately.
6. First aid treatment is to be obtained promptly for any injury.
7. Operate all vehicles and mobile equipment in accordance with site rules and highway regulations. **DO NOT** operate equipment unless you are trained in its use.
8. Workers must wear safety belts, and life lines when working at elevations higher than 10 feet above grade level.
9. Only those tools that are in good repair, with all guards and safety devices in place, shall be used.

PROHIBITIONS

1. Possession or consumption of alcohol or illegal drugs.
2. Possession of firearms.
3. Fighting, horseplay, or practical jokes.
4. Theft, vandalism, or any abuse of company property or equipment.
5. Damaging, disabling, or interfering with safety, fire fighting, or first aid equipment.
6. Arriving for work or remaining at work when the ability to perform the job safely is impaired.
7. Attempting to operate any equipment unless you are instructed or trained in its use.

DISCIPLINARY POLICY

DISCIPLINE FOR INFRACTION OF SAFETY REGULATIONS

Kornerstone Masonry (2007) Ltd. reserves the right to administer whatever discipline is necessary to ensure safety regulations are complied with.

Supervisory staff have the authority to suspend an employee who willfully and knowingly disobeys the rules.

Any employee who violates the Company Regulations will be subject to the following disciplinary action:

1. For the first infraction - A verbal warning.
2. For the second infraction - A written warning.
3. For the third infraction - A suspension from work.

Documentation will be done at each stage of this disciplinary policy.

If the violation is of a serious nature and/or further disciplinary action is necessary, then it will be subject to the discretion of the management whether dismissal occurs.

Name: Harold Sehn



Position: President

Date: May 17, 2020

DISCIPLINARY ACTION NOTICE

Employee name: _____

Date: _____

Job Site: _____

Disciplinary Action:

1. _____ Written warning
2. _____ Sent home for the day
3. _____ Sent home for the day plus next
4. _____ Indefinite suspension and/or termination

Infraction:

1. _____ Safety rules
2. _____ PPE
3. _____ Unsafe use of tools or equipment
4. _____ Unsafe practice or procedure
5. _____ Insubordination
6. _____ Other

Comments:

Employee Signature: _____

Issuer Signature: _____

All infractions will be documented and a copy retained on file

COMPANY CELL PHONE POLICY

1. Purpose: The purpose of this policy limiting the use of cell phones and other communication devices at work is to protect you. Inappropriate use of communication devices at work can cause injuries because it's distracting and may interfere with their proper and safe use of equipment and machinery. Devices and headphones or wireless ear pieces may also get tangled in machinery or interfere with the proper use of personal protective equipment.

2. Devices Covered: The devices covered by this Policy include cell phones, Blackberries, mobile phones, text pagers, two-way radios and other wireless devices, as well as any musical devices ie. Ipods, whether owned by the Company or the individual worker (collectively referred to as "Devices").

3. Persons Covered: This Policy applies to workers, contractors, consultants, temporary workers and other workers at the Company, including all personnel affiliated with third parties working at Company facilities.

4. Activities Covered: The rules set out in this Policy apply to all work-related activities, including but not limited to driving to conduct job-related activities, whether such vehicles are owned by the Company or the worker. The Policy applies to all conversations, whether personal or business-related.

5. Prohibited Uses

A. **General.** While in the workplace during work hours, workers are expected to focus on work and may not inappropriately use any Device in the workplace for any inappropriate purposes, including but not limited to:

- Engaging in personal conversations;
- Playing games;
- Surfing the internet;
- Checking e mail; and Sending or receiving text messages.

B. **Driving.** While operating a vehicle, workers may not answer a communication device unless and until they pull over in a safe spot (or let a passenger answer the call). If it's urgent, workers may accept or return the call, provided that they remain parked off the roadway. They may not resume driving until their conversation is over. Workers may not make outgoing calls while driving. If workers need to place a call, they must first pull over in a safe spot.

6. Permitted Uses: Workers may use Devices while they're not working and only during break times. All devices must be stored in personal vehicles or lunch boxes. Only pre-authorized employees may carry a cell phone while working, especially foremen and lead hands with permission. All emergency calls must be routed through the office and the employee involved will be informed and allowed to return the call.

7. Violations: Workers who violate this policy will be subject to disciplinary measures up to and including dismissal



44 Christopher St
Sunnyside, MB
R5R 0E5
PH: (204) 334-2446
FAX: (204) 334-2586

PERSONAL PROTECTIVE EQUIPMENT POLICY (PPE)

Due to the nature of construction work and the number of different hazards that workers are exposed to, it is necessary for Kornerstone Masonry to enforce compliance with this policy. The purpose of this policy is to minimize injuries to employees through the use of proper personal protective equipment.

POLICY

It is the policy of Kornerstone Masonry (2007) Ltd. to have all employees use approved personal protective equipment. Approved safety equipment must be worn at all times by workers (ex. hard hats, safety footwear, glasses, and hearing protection).

It is the responsibility of all company personnel, both staff and hourly rated employees, to wear the items of personal protective equipment as required in each department and as each job may dictate.

It is the responsibility of the individual to assure the protective equipment to be used is in good condition and if not, to have it repaired or replaced.

Any specific PPE required while performing specific job tasks must be worn as well (ex. a safety harness for fall protection, specific dust masks when exposed to that hazard, eye protection when exposed to flying debris, etc...)

Standard and job specific personal protective equipment adopted for general use should conform with occupational health and safety regulations and the standards referenced by them. All PPE purchased will be chosen based on our written job procedures and must meet CSA standards.

Name: Harold Sehn

A handwritten signature in black ink, appearing to be 'H Sehn', is written over the printed name.

Position: President

Date: May 17, 2020

Revised March 2015

PERSONAL PROTECTIVE EQUIPMENT (PPE)

THE IMPORTANCE OF PPE IN THE CONSTRUCTION INDUSTRY

PPE is the last line of defense of protecting workers from injury. PPE is only employed when administrative and engineering controls are ineffective or insufficient. Ensuring that all jobs are well planned, that workers are properly trained, and that all Work Practices and Job Procedures are followed, should minimize hazards. PPE then provides an additional degree of back-up protection from injury.

PPE generally falls into two categories:

1. **BASIC** is the PPE that should be worn at all times by all personnel in the workplace. This normally includes hardhats, eye protection, hearing protection, safety footwear, and appropriate clothing (safety vests).
2. **SPECIALIZED** covers PPE that is used only for specific jobs or for protection from specific hazards. This includes: fall arresting equipment and specific dust masks and respirators. For respiratory protective equipment, Kornerstone Masonry (2007) Ltd. has established a code of practice governing the selection, maintenance and use of such devices.

All PPE purchased by Kornerstone Masonry (2007) Ltd. Will be chosen based on our written job procedures and must meet CSA standards.

To ensure workers use PPE responsibly and correctly, they are to receive instruction in proper use, care and maintenance of the back-up protection.

A hearing conservation program including annual testing for all employees is a necessary addition to any safety plan.

>>> SAF-T-FIT® Plus Molded Cups

How to Don and Fit Check Your Sperian® Filtering Facepiece Respirator

How to Don the Respirator

Follow these instructions each time respirator is worn.



STEP 1

Cup the respirator in the hand, allowing the head straps to hang freely.



STEP 2

Hold the respirator under the chin with the nose piece facing outwards.



STEP 3

Place the lower head strap around the neck below the ears.



STEP 4

Holding the respirator against the face with one hand, place the top head strap above the ears, around the crown of the head.



STEP 5

Respirators with adjustable head-straps only: adjust tension by pulling head-straps with both hands (tension may be decreased by pushing out on the back of the buckle).



STEP 6

Mold the nose area to the shape of the face, running the fingertips of both hands from the top of the nose piece down both sides while pressing inward. Always use both hands.

Fit Check the Face-Seal as Follows:



FIT CHECKING

- Place both hands over the respirator without disturbing its position.
- If the respirator is not fitted with an exhalation valve, exhale sharply (a positive pressure should be felt inside the respirator).
- If the respirator is fitted with an exhalation valve, inhale sharply (a negative pressure should be felt inside the respirator).
- If you detect air-leaks, readjust the head straps and/or the nose-piece.

Warning

This respirator helps protect against certain contaminants. It may not eliminate the risk of contracting disease or infection. Misuse may result in sickness or death.

Materials which may come into contact with the wearer's skin could cause allergic reactions to susceptible individuals.

Use Limitations:

1. **DO NOT** use the respirator or enter or stay in a contaminated area under the following circumstances:
 - Atmosphere contains less than 19.5% oxygen
 - Atmosphere contains oil aerosols if using N protection class respirator
 - For protection against gases or vapors
 - Contaminants or their concentrations are unknown or immediately dangerous to life or health
 - Concentrations or contaminants exceed maximum use concentrations in applicable OSHA standards or applicable government regulations or 10 times the PEL (Permissible Exposure Limit), whichever is lower
 - For sandblasting, paint-spray operations, asbestos
2. **DO NOT** modify or misuse the respirator.
3. **DO NOT** use the respirator with beards or other facial hair that interferes with direct contact between the face and the edge of the respirator, or any other conditions that may prevent a good face-seal.
4. Some of these respirators offer relief from the irritating effects of gases/vapors at nuisance levels (i.e. levels less than the OSHA PEL). Respirators against **nuisance odors/organic vapors** are so designated by the mark "OV" on the respirator's packaging and/or on the respirator. Respirators against **nuisance acid gases** (e.g. Hydrogen fluoride, Chlorine) are so designated by the mark "AG" on the respirator's packaging and/or on the respirator. **DO NOT use if levels exceed the PEL.**

For more information or assistance on Sperian Respiratory products, contact your local Sperian distributor or Sperian Respiratory Protection | www.sperianprotection.com

Sperian Respiratory Protection USA, LLC | 3001 South Susan Street, Santa Ana, CA 92704 | 1-800-821-7236 | www.survivalic.com

3.0 Wearing a Full-Body Harness

3.1 Donning a Harness

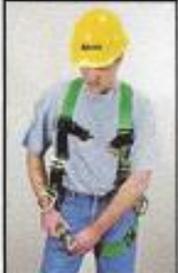
Full-body harnesses are the only form of body wear to be used for fall protection/fall arrest. It is very important to have a proper fitting harness throughout the entire course of a work shift. Do not allow your harness to become loose or slack. The following procedure will describe how to properly "don" (put on) a harness. The location of the chest, leg and sub-pelvic straps are critical to the optimal performance of a full-body harness in a fall arrest. (Refer to 3.2 Proper Harness Fit section.)

- ① Hold harness by back D-ring. Shake harness to allow all straps to fall in place.


- ② If chest, waist and/or leg straps are buckled, release straps and unbuckle at this time.


- ③ Slip straps over shoulders so D-ring is located in middle of back between shoulder blades.


- ④ Pull leg strap between legs and connect to opposite end. Repeat with second leg strap. Connect waist strap, if present. Waist strap should be tight but not binding.


- ⑤ Connect chest strap and position in midchest area 6" (152mm) to 8" (203mm) below the trachea but not below the sternum. Tighten to keep shoulder straps taut.


- ⑥ After all straps have been buckled, tighten all webbing so that harness fits snug but allows full range of movement. Pass excess strap through loop keepers.


- ⑦ To remove harness, reverse procedure.
- ⑧ Miller Fall Protection recommends hanging the harness by back D-ring to help it keep its shape when not in use and provide the worker with a starting point when next attempting to don the harness.



Earplug Fitting Instructions

Keys to Successful Hearing Protection with Earplugs

Wear

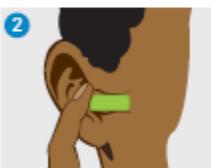
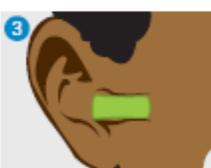
- Read and follow all earplug fitting instructions

Selection

- Avoid overprotection in minimal noise environments – in selecting the best earplug for your situation, consider noise levels and your need to communicate with co-workers or hear warning signals on the job

Maintenance

- Inspect earplugs prior to wear for dirt, damage or hardness – discard immediately if compromised
- For proper hygiene, discard Single-Use earplugs after use
- With proper maintenance, Multiple-Use earplugs can last for 2-4 weeks; clean with mild soap/water and store in a case when not in use
- Clean and replace pods on Banded earplugs regularly

1 No-Roll Foam	1 Roll-Down Foam	Multiple-Use	Banded
 <p>Melt®</p>	 <p>Mer®</p>	 <p>Street®</p>	 <p>QuietFit®</p>
 <p>1</p>	 <p>1</p>	 <p>1</p>	 <p>1</p>
<p>Roll over your head with a firm hand, roll your ear up and back, and insert the earplug well inside your ear canal.</p>	<p>With clean hands, roll the entire earplug into narrowest possible cone-free cylinder.</p>	<p>While holding the stem, reach a hand over your head and gently pull top of your ear up and back.</p>	<p>Position band under your chin as shown above. Use your hands to cross the ear pods well into the ear canal using an inward motion.</p>
 <p>2</p>	 <p>2</p>	 <p>2</p>	 <p>2</p>
<p>Earplugs should be inserted as shown in this drawing. Once seating earplug when your finger touches your ear.</p>	<p>Roll over your head with a firm hand, roll your ear up and back, and insert the earplug well inside your ear canal.</p>	<p>Insert the earplug so all fingers are well inside your ear canal.</p>	<p>Protection levels are increased by pulling your ear up and back when fitting as shown.</p>
 <p>3</p>	 <p>3</p>	 <p>3</p>	 <p>3</p>
<p>If properly fitted, the end of the earplugs should not be visible to someone looking at you from the front.</p>	<p>Hold for 30 – 40 seconds, until the earplug fully expands in your ear canal. If properly fitted, the end of the earplugs should not be visible to someone looking at you from the front.</p>	<p>If properly fitted, the top of the earplug stem may be visible to someone looking at you from the front.</p>	<p>In a noisy environment, lightly cross the band toward your forehead as shown. You should not notice a significant difference in noise level.</p>

Do's and Don'ts of Howard Leight® Earplugs



Proper Fit
If either or both earplugs do not seem to be fitted properly, remove the earplug and reinsert.



Removal
Gently hold earplug while slowly pulling in an outward motion for removal.



Acoustical Check
In a noisy environment, with earplugs inserted, cup your hands over your ears and release. Earplugs should block enough noise so that covering your ears with your hands should not result in a significant noise difference.

Howard Leight Hearing Safety Group
 7418 Wilshire Blvd, San Diego, CA 92121
 Tech Support ph. 800/337-8107 • fax 619/461-8441
 Cust Service ph. 619/436-9440 • fax 619/333-1100
www.leight.com



Howard Leight Hearing Safety Group is not responsible for any hearing loss or damage to the ear caused by the use of earplugs. Howard Leight Hearing Safety Group is not responsible for any hearing loss or damage to the ear caused by the use of earplugs. Howard Leight Hearing Safety Group is not responsible for any hearing loss or damage to the ear caused by the use of earplugs.



44 Christopher St
Sunnyside, MB
R5R 0E5
PH: (204) 334-2446
FAX: (204) 334-2586

PREVENTATIVE MAINTENANCE POLICY

It is the policy of Kornerstone Masonry (2007) Ltd. to maintain all tools, equipment, machinery and vehicles in a condition that will maximize the safety of all personnel.

All employees will use tools and equipment in the manner in which they are intended and will receive training and instruction in their safe operation. Employees will participate and apply the training received.

- DO NOT attempt to use any tool or equipment that you are not competent with or can not use safely
- ASK YOUR SUPERVISOR

Employees must report all observed defects to their Supervisor and the defective item must be taken out of service immediately, attaching a “lock-out / tag-out” that identifies the defect. All necessary repairs are to be conducted by qualified maintenance personnel who have the appropriate skills, accreditation and / or certification.

To accomplish our maintenance program goals, an inventory of all major tools, equipment, machinery and vehicles will be kept and updated. The results of any repairs or pre-job inspections will be documented on the “Tool & Equipment Inventory & Maintenance” form.

The supervisor shall be responsible for the application of the maintenance program in his/her area of responsibility.

Name: Harold Sehn

A handwritten signature in black ink, appearing to be 'H Sehn', is written over a light blue rectangular background.

Position: President

Date: May 17, 2020

Revised March 2015



2020 EQUIPMENT LIST

Vehicle Type	Brand Name	Year	Kilomet ers	Plate #	Serial number
TRUCKS					
Robs Truck Truck	GMC	2018		CHB 515	1GT12TEY0JF245068
White Truck	GMC 2500HD	2010	227756	CFV 975	1GT4KZBG5AF106145
Black Truck	GMC Sierra 2500 HD	2011		GAZ 589	1GT121C83BF252914
Harold's Truck	Chevy	2014		CFJ 502	1GC1KYE82EF102416
TRAILERS					
16' Flat deck trailer	Oak Wood	2016		CLY 631	2A9FS62C5GS152336
Flat deck trailer	Oak Wood	2005		CPL 465	2A9FS62865L152081
Goose neck trailer	Penner Trailer – Big Tex	2020		CMB 385	16V3F3820L6089755
White Closed trailer		2003		CLF 693	1T1B1NAT34613184
ELECTRIC PALLET JACK					B218N15525F
MIXERS	Crown Equipment	2011			3A9S33M19B1168035
	Crown Equipment	2017			3A9S23M13H1168120
	Crown Equipment	2011			3A9S10M15B1168005
	Crown Equipment	2012			3A9S24M10C1168015
MASONRY TABLE SAW					F1005122877
					F1210143206
FORK LIFT	CAT GP-40	2003			LCM-004C5
	JCB 530B	1986			580670
	JCB 532	1996			770341
	JCB Loadall 550-170	2007			JCB5AMKG71194995
	JCB Telehandler	1982			530B4HL581529
	Carelift Zoom Boom	1998			B804415320G
	JD Skid Steer 329DXT	2012			1T0329DKCCD237055

Revised 08/2020

MAINTENANCE SCHEDULE

TYPE OF EQUIPMENT	TYPE OF INSPECTION	SCHEDULE
Forklifts / Telehandlers	Complete inspection	Before first time use and monthly
	Critical devises, controls, overall functioning	Daily
	Forks	Every 6 months
	Servicing	Daily
	Preventive maintenance	Manufacturers recommendation
	Repair	When failure occurs
Concrete pumps	Complete inspection	Before first time use and monthly
	Critical devises, controls, overall functioning	Daily when used
	Servicing	Daily when used
	Preventive maintenance	Manufacturers recommendation
	Repair	When failure occurs
Electric pallet jack	Complete inspection	Every 3 months
	Preventive maintenance	Manufacturers recommendation
	Repair	When failure occurs
Mortar / Cement Mixers	Complete inspection	Daily
	Servicing	Daily
	Preventive maintenance	Manufacturers recommendation
	Repair	When failure occurs
Hoists	Complete inspection	Before first time use and every 3 months
	Critical devises, controls, overall functioning	Daily when used
	Repair	When failure occurs
Quickie and table saws	Complete inspection	Every 3 months
	Preventive maintenance	Manufacturers recommendation
	Repair	When failure occurs



FORKLIFT OPERATOR PRE-START CHECKLIST

DATE: _____ UNIT #: _____

ODOMETER/HOUR METER: _____ OPERATOR: _____

ITEM	M	T	W	TH	F	REQUIRED ACTION
Battery						
Fluid levels						
Gauges / lights						
Seatbelt						
Tires						
Forks						
Horn & backup						
Brakes						
Clutch &						
Steering						
Any leaks on						
Unusual noises						
Fire						
First aid kit						
Safety glasses						
Ear plugs						
Dust masks						
Weekly						

SIGNATURE: _____



**CONCRETE LINE PUMP
OPERATOR PRE-START CHECKLIST**

DATE/TIME: _____ UNIT #: _____

ODOMETER/HOUR METER: _____ OPERATOR: _____

ITEM	OK	REQUIRED ACTION	COMMENTS
Fire extinguisher			
First Aid kit			
Tires			
Battery			
Fluid levels			
Hoses & Belts			
Instrument panel			
E-stop button in off position			
Location of emergency stop button			
Waterbox water level			
Piping			
Clamps & hosing			
Cribbing & Chocking			
Hopper grate in down position			
Slurry ready			
Daily greasing			
Unusual sounds			

SIGNATURE: _____



SCAFFOLD INSPECTION CHECKLIST

DATE: _____ LOCATION: _____

NAME OF INSPECTOR: _____

INSPECTION ITEM	YES	NO	ACTION / COMMENT
A completed scaffold status tag is attached near the access point.			
Ladder, stairway, or special-design framing is installed for access.			
Scaffold unit is plumb and level, and resting on stable footing and a firm foundation (including base plates / mud			
Diagonal cross bracing is in place to support legs.			
Guying, tying or bracing is installed to maintain scaffold unit stability where height-to-base size exceeds a 4:1 ratio.			
Visual inspection is completed for loose, damaged, or missing components (such as locking pins, planking, access, framing, or bracing).			
Working level platform(s) is fully planked between guardrails and secured to prevent movement.			
Platform is free of debris and slipping / tripping hazards.			
Platform guardrails are firmly in place on all open sides / ends, where required.			
Falling object protection is provided by installed toe boards, screening at the working platform level(s), area barricades, or canopies.			
Fall protection documentation is reviewed, when required.			
Other safety hazards are controlled (such as pinch points, hot surfaces, or electrical).			

**FULL BODY HARNESS & LANYARD
 Inspection Checklist**

Harness model: _____ Serial Number: _____
 Purchase date: _____ Employee: _____
Date: _____

General Factors	Accepted / Rejected	Comments
1. Hardware Includes D-Rings, buckles, keepers, and back pads. Inspect for damage, distortion, sharp edges, burrs, cracks and corrosion	Accepted _____ Rejected _____	
2. Webbing Inspect for cuts, burns, tears, abrasion, frays, excessive soiling, and discoloration	Accepted _____ Rejected _____	
3. Stitching Inspect for pulled or cut stitches	Accepted _____ Rejected _____	
4. Labels Inspect, make certain all labels are securely held in place and legible	Accepted _____ Rejected _____	
5. Locking Mechanisms Ensure that all locking mechanisms seat and lock properly. Once locked, mechanism should prevent hook from opening.	Accepted _____ Rejected _____	
6. Shock absorber Visually inspect for any signs of damage, paying close attention to where the shock absorber attaches to the lanyard.	Accepted _____ Rejected _____	
7.	Accepted _____ Rejected _____	
8.	Accepted _____ Rejected _____	

Equipment model: _____

AERIAL DEVICE



Job Site: _____

Weekly Pre-Operation Inspection Checklist

Inspector: _____

DATE:

	Monday		Tuesday		Wednesday		Thursday		Friday	
	OK	NO	OK	NO	OK	NO	OK	NO	OK	NO

Visual Inspection

All decals & placards are present and legible										
A copy of the Operator's/Safety Manual is present										
There is no fluid or oil leak										
Pivot pins are not damaged & retaining devices are in place										
Hydraulic system, electrical components, cables and wiring are in good conditions										
Hydraulic oil and coolant level is adequate										
Battery is charged and fluid level is adequate										
Tires/wheels are in good working order (check for cracks, bulges and pressure)										
Outriggers, stabilizers and extending axles (if equipped in lift model) are in good conditions / working properly										
The platform/basket guardrails are in good conditions. Gates or chains (if equipped) can be locked / closed securely										
Lift cylinder/elevating assembly are in good conditions										
The cover panels open/close easily and can be latched/locked shut										
Other: There are no broken, missing, damaged or loose parts										

Operational Inspection

Engine sounds normal										
All emergency and safety devices are in place and operating properly										
The platform/basket raises and lowers smoothly/properly										
The drive, steer functions, arms and horn are operating properly										
All brake components (parking, surge, mechanical if equipped) are operating properly										
All other functions and controls are in good conditions and operating properly										

Comments



44 Christopher St
Sunnyside, MB
R5R 0E5
PH: (204) 334-2446
FAX: (204) 334-2586

TRAINING POLICY

Education and training are a vital component of accident prevention, legislation and our safety program – we will do all that is reasonable practical to ensure all employees are competent for the task assigned.

This training will include, but not be limited to:

1. New hire or transferred worker orientations.
2. Rehires at the beginning of each new season.
3. Refresher and update training.
4. Job specific training.
5. Task and trade specific training and certification will be performed in-house and will be maintained on an ongoing basis. All employees must carry proof of certification prior to operating a forklift on the job site.
6. Specialized safety and related training.
7. Hazard recognition and control.
8. WHMIS training.
9. Safety and environmental training for workers, supervisors, and managers.

All training will be documented and a copy retained on file.

Remember: “Learning continues for the duration of a lifetime”

Name: Harold Sehn

A handwritten signature in black ink, appearing to read 'H. Sehn', is written over a light blue rectangular background.

Position: President

Date: May 17, 2020

Revised March 2015



EMPLOYEE ORIENTATION

SUPERVISOR: _____ DATE: _____

NAME OF WORKER: _____ SIGNATURE: _____

LOCATION: _____

Company Safety Policy		General safety rules	
Employee's responsibilities for safety		Safety (toolbox) meetings	
General safety rules		Reporting unsafe acts / conditions	
Safe Work Practices		Reporting accidents / near misses	
Scaffolding		First Aid	
Ladders		Emergency numbers	
Masonry saws		Supervisor names & numbers	
Hand tools			
Lock out / Tag out		Housekeeping – job site	
Personal Protective Equipment (PPE)			
Hard Hat		Employee theft	
Safety Boots		Alcohol & drug use	
Safety glasses		Horseplay on job site	
Hearing protection			
Respirators		Advance notice for time off	
Fall protection			

TRAINER: _____ SUPERVISOR: _____

TRAINING RECORD

Employee: _____

Date of employment: _____

Training	Initial Workshop	Refresher	Refresher	Refresher	Refresher	Refresher
Scaffolding						
Masonry saws						
Mortar Mixer						
Forklift						
Concrete Pump						
Fall Protection						
WHMIS						
First Aid						
Principles of Safety Management						
Leadership for Safety Excellence						
Safety Auditor Training						
Train the Trainer						



ON THE JOB TRAINING

Explain what the job entails and how it is done.

Physically do the job to demonstrate the correct means of doing the job.

Repeat the explanation and make sure new employees understand. Solicit feedback and encourage questions.

New employee does the required task under supervision until satisfied he knows the operation. Keep close supervision on the new employee until he shows competency.

We will follow up and document the training as well.

Employee name: _____

Signature: _____

Instructor name: _____

Signature: _____

Date: _____

Subject matter:



SUB-CONTRACTOR ORIENTATION

SUPERVISOR: _____ DATE: _____

LOCATION: _____ SIGNATURE: _____

CONTRACTOR: _____

Explanation of project		Shown location of:	
General Safety rules		First Aid Kit	
		Fire extinguishers	
Review of site specific hazards:		Emergency numbers	
Scaffolding		MSDS sheets	
Ladders			
Masonry saws		WHMIS review	
Hand tools		Supervisor names & numbers	
Lock out / Tag out			
Personal Protective Equipment (PPE)		Housekeeping – job site	
Hard Hat			
Safety Boots		Reporting unsafe acts/conditions	
Safety glasses		Reporting accidents/near misses	
Hearing protection			
Dust masks		Disciplinary procedures	
Fall protection			

TRAINER: _____ SUPERVISOR: _____



44 Christopher St
Sunnyside, MB
R5R 0E5
PH: (204) 334-2446
FAX: (204) 334-2586

INSPECTION POLICY

As part of Kornerstone Masonry (2007) Ltd.'s hazard identification program, inspections of the worksite and work activities shall be conducted on a regular basis. The objective of this program is to control hazards in the workplace.

At minimum, a formal inspection by the supervisor or foreman, with the assistance of the worker safety representative, shall be conducted on a monthly basis, using the form provided in our company safety manual.

Informal inspections shall be conducted by supervisors on an ongoing basis in their areas of responsibility. All employees will continuously be on the look out for hazards and if practicable, controlled immediately. Employees are to inform their supervisor or foreman if the hazard can not be controlled immediately as well as informing others that may be affected.

All corrective actions shall be written and kept on file, with completed inspections posted so as others can read them. If an identified hazard can not be controlled within a reasonable time period, the supervisor or foreman shall inform the owner for appropriate action.

Management, Safety and Health Representatives and Employees will abide by our company safety manual, the Workplace Safety and Health Act and its Regulations.

Name: Harold Sehn

A handwritten signature in blue ink, appearing to be 'H Sehn', is written over a light blue rectangular background.

Position: President

Date: May 17, 2020

Revised March 2015

FORMAL INSPECTIONS

Planned inspections will occur on a monthly basis and the basic procedure is the following:

1. Identify the inspection team of supervisor on site and worker safety rep.
2. Locate and review reports of previous inspections.
3. Obtain an inspection report form.
4. Proceed with the inspection tour.
5. During the tour, get off the “beaten path”.
6. Look over, under, around and inside etc...
7. Take the time to observe the activities of all personnel.
8. Take immediate corrective action where there is imminent danger.
9. Record all unsafe acts and conditions.
10. On completion of the tour, rank the unsafe acts / conditions on a “worst case” first basis.
11. Identify corrective action and date for completion.
12. Distribute copies of the inspection report to all employees at safety meetings.

INFORMAL INSPECTIONS

Ongoing inspections should be conducted by supervisory personnel who do most of their work on the jobsite. They should constantly watch for unsafe acts and unsafe conditions. In many cases, a supervisor can correct a problem by discussing an unsafe act with a worker or by issuing instructions to have an unsafe condition corrected. Situations that require additional corrective action must be recorded by the supervisors for follow-up.

Good supervisors should encourage workers to bring forward their observations of unsafe acts and unsafe conditions on an ongoing basis.

Management should always initiate prompt corrective action in response to valid concerns of workers.

Inspection Checklist

Location:	Date:
------------------	--------------

Supervisor:	Worker Safety Rep:
--------------------	---------------------------

Items to Review: OK Need Action (list the specific hazard and mark in the chart below)

<p>People</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unsafe Acts <input type="checkbox"/> Unsafe Work Procedure <input type="checkbox"/> Improper Tool Use <input type="checkbox"/> Improper Equipment Use <input type="checkbox"/> Not using PPE <input type="checkbox"/> Not following Safety Rules <input type="checkbox"/> Operator Authorization 	<p>Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ladders <input type="checkbox"/> Scaffolds <input type="checkbox"/> Power Tools <input type="checkbox"/> Adequate Supply of PPE <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> First Aid Supplies <input type="checkbox"/> Electrical 	<p>Materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Housekeeping <input type="checkbox"/> Controlled Products <input type="checkbox"/> MSDS Sheets <input type="checkbox"/> Storage / Stacking <input type="checkbox"/> Rough Edges <input type="checkbox"/> Heavy Material <input type="checkbox"/> Safety Bulletin Board 	<p>Environment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Noise <input type="checkbox"/> Ventilation <input type="checkbox"/> Lighting <input type="checkbox"/> Temperature <input type="checkbox"/> Ice / Snow <input type="checkbox"/> Slip / Trip Hazards <input type="checkbox"/> Sanitation
--	---	---	---

<p>SEVERITY</p> <ol style="list-style-type: none"> 1 Immediate Danger (death, disaster) 2 Serious (major injury or damage) 3 Minor (non-serious injury or damage) 4 Negligible (first aid or less) 5 Not Applicable 	<p>PROBABILITY</p> <ol style="list-style-type: none"> A Probable (immediately or soon) B Reasonably Probable (eventually) C Remote (could at some point) D Extremely Remote (not likely)
--	---

Item #	Identified Hazard	Hazard Ranking	Control	Action By	Completed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



44 Christopher St
Sunnyside, MB
R5R 0E5
PH: (204) 334-2446
FAX: (204) 334-2586

INCIDENT INVESTIGATION POLICY

Incident investigations are an integral component of our company safety program and shall be conducted to determine the cause of an incident in order to implement corrective action to prevent future occurrences.

At minimum, all incidents are to be reported immediately to your supervisor or foreman, with an initial investigation report completed within 24 hours. Depending on the severity of the incident, a detailed investigation by the supervisor/foreman and the worker safety representative will be completed within 3 working days. The completed investigation will be forwarded to senior management for review and recommendation, immediately upon completion.

Reported immediately to supervisor, initial investigation report within 24 hours:

- Personal injury requiring first aid
- Incidents resulting in less than \$500.00 property damage
- Incidents that could have resulted in an accident (near miss)
- Incidents that have the potential for occupational illness or environmental damage
- Dangerous occurrences
- Right to refuse situations

Reported immediately to supervisor, detailed investigation within 3 days:

- Personal injury requiring medical aid from a health care professional
- Incidents resulting in more than \$500.00 property damage
- Incidents that result in a fire or explosion
- Any other serious incidents requiring notification to WSH Division

By regulation, all serious personal injuries; collapse of structure or explosion must be immediately reported to the WSH Division 954-3446

All incidents and the corrective action shall be discussed with the workforce as soon as practicable, at minimum within one week of the incident.

Management, Safety and Health Representatives and Employees will abide by our company safety manual, the Workplace Safety and Health Act and its Regulations

Name: Harold Sehn

A handwritten signature in blue ink, appearing to be "H. Sehn", is written over the printed name.

Position: President

Date: May 17, 2020

Revised June 2017

INVESTIGATION PROCEDURE

The supervisor immediately in charge of operations affected by an accident will conduct the investigation along with the Worker Safety Rep. Should a fatality or serious injury occur, he must seek the assistance of the owner. Workers shall report all accidents / incidents as soon as possible to their immediate supervisor and assist in the investigation when requested.

The following steps will be taken:

1. Take control of the scene and look after the injured first.
2. Secure the accident scene or equipment, preserve the evidence, and notify the Workplace Safety & Health Division if required. (954-6848)
3. Be sure no further injuries or damage can occur.
4. Determine what took place and how the accident occurred. (Get the big picture of what happened)
5. Examine the equipment, activities or materials involved.
6. Collect any physical evidence, take pictures or make a hand sketch.
7. Interview workers or witnesses and make notes as to how the accident occurred, obtain written statement, if applicable.
8. Analyze all information to determine the causes. Look for causes where the system failed the worker, not only for those where the worker failed the system.
9. Identify any hazardous conditions, unsafe acts or underlying causes leading to the accident.
10. Determine to take action that will prevent any recurrence of the accident.
11. Complete the report follow-up and ensure action is taken.

PROCEDURE FOR REPORTING SERIOUS INCIDENTS TO WSH DIVISION

If a serious injury or incident has occurred, the employer is required by law to notify the Workplace Safety and Health Division, by the fastest means of communication available.

If one of the following types of serious incidents occur, the site supervisor will inform the WSH Division by telephone of the incident providing the information requested:

- A death, or serious injury
 - Fracture of a major bone
 - Amputation
 - Loss of sight
 - Injury resulting from electrical contact
 - Third degree burns
 - Unconsciousness resulting from concussion
 - Poisoning or asphyxiation
 - Cuts requiring medical treatment or time off work
 - Any injury resulting in paralysis
 - Any other injury likely to endanger life or cause disability

- A collapse or structural failure of a building, tower, crane, hoist, temporary construction support system (scaffolding) or excavation

- Explosion, fire or flood

- Uncontrolled spill or escape of a hazardous substance

- Failure of an atmosphere-supplying respirator

To report serious incidents, WSH Division 945-6848
After hours call 945-0581

ACCIDENT / INCIDENT INVESTIGATION REPORT			
Project	Location		Report Date
Injured's Name	Address	Age _____ Sex _____	Report Time AM PM
Occupation		Incident date	Incident Time AM PM
Accident Category	Injury or <input type="checkbox"/> Equipment <input type="checkbox"/> Motor <input type="checkbox"/> Property <input type="checkbox"/> Fire <input type="checkbox"/> Other <input type="checkbox"/> Illness Failure Vehicle Damage		
Severity Of Injury	First Aid <input type="checkbox"/> Medical <input type="checkbox"/> Disabling <input type="checkbox"/> Fatal <input type="checkbox"/> Only Treatment		No. Days Lost
Type of Injury		Area of Injury	
Name of Witnesses		Address and Telephone No.	
_____ _____ _____ _____			
Description: Describe clearly how incident occurred (diagram on page 2 of report)			
Was written job procedure available? <input type="checkbox"/> Yes <input type="checkbox"/> No		Was it Adequate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Was it used for Worker training? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Analysis: What acts or conditions contributed most directly to incident?			

What are the reasons for these acts or conditions?

Loss Severity Potential

Major

Serious

Minor

Probable Recurrence Rate

Frequent

Occasional

Rare

PREVENTION

What action has or will be taken to prevent recurrence?

Diagram:

Comments:

Signature of Worker
Representative _____

Signature of
Supervisor _____



SUPERVISOR'S NEAR-MISS INVESTIGATION REPORT		
Project	Location	Report Date
Employee involved		Report Time AM PM
Witnesses		Incident Time AM PM
Property Damaged		Estimated Cost
		Actual Cost
Supervisor in Charge	Object/Equipment inflicting Damage	
Owner of Property Damaged		
Description: Describe clearly how incident occurred (diagram on back of report)		
Analysis: What acts or conditions contributed most directly to incident?		
What are the reasons for these acts or conditions?		
Loss Severity Potential Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor <input type="checkbox"/>		Probable Recurrence Rate Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> Rare <input type="checkbox"/>



44 Christopher St
Sunnyside, MB
R5R 0E5
PH: (204) 334-2446
FAX: (204) 334-2586

EMERGENCY PREPAREDNESS POLICY

Kornerstone Masonry (2007) Ltd. will ensure that each job site shall have the location of the nearest hospital, fire station and the name of the person on site trained in first aid posted. This information is to prevent confusion during an emergency situation, so supervisors, managers and workers are aware of the various procedures to follow on each job site should and incident / accident occur.

No matter how complete a safety, health & environment program is or how careful we are, there is always a risk of an emergency. Emergency preparedness means having plans in place that we hope we will never have to use. Emergency preparedness and response makes sure your organization has the resources to deal with emergency situations at the workplace.

At a minimum, we must be capable of:

1. Providing first aid to the injured,
2. Providing transportation of the injured to a medical facility,
3. Conducting initial response to spills and fire-fighting, and
4. Promptly contacting outside agencies for assistance.

It is also important that:

1. Workers be instructed in the procedure for summoning first aid,
2. Workers promptly report all injuries to the first aid attendant,
3. A treatment record be maintained on site, and
4. A written procedure, specific to each worksite is, developed for evacuation of injured workers.

Name: Harold Sehn

A handwritten signature in black ink, appearing to be "H. Sehn", written over a light blue horizontal line.

Position: President

Date: May 17, 2020

Revised May 2017



Box 38115
East St. Paul, MB
R2E 1H3
PH: (204) 334-2446
FAX: (204) 334-2586

FIRE PREVENTION POLICY

Kornerstone Masonry (2007) Ltd. is committed to fire protection and prevention that will embrace all measures relating to safeguarding human life, preserving property and continuing operations in our company. The best time to stop a fire is before it starts.

Our fire loss control program includes the following objectives:

1. to prevent loss of life and personal injury
2. To protect property
3. To provide uninterrupted operations
4. To prevent the opportunity for fire.

A quick response to initial fire can be critical in preventing damage and injuries. Most fires start small and end up escalating often due to a lack of basic fire fighting equipment or people not knowing how to operate it.

Often a great deal of damage can be prevented with good training. At a minimum, we will acquire some portable fire extinguishers of the correct class and provide our employees with basic instruction in their use.

Name: Harold Sehn

A handwritten signature in black ink, appearing to be 'H Sehn', written over a light blue rectangular background.

Position: President

Date: May 17, 2020

Revised May 2017

FIRE RESPONSE PLAN

IN CASE A FIRE ERUPTS ON A JOB SITE

1. STOP and turn off all equipment
2. Call 911
3. Know the location of the fire extinguisher
4. Protect yourself first, then others. Try to contain the blaze with the fire extinguisher.
5. Evacuate the area if the fire cannot be put out.
6. Know all exits and whether they are not locked or blocked.
7. Do a personnel count.
8. If you must rescue victims:
 - a. Keep upwind of the hazard.
 - b. Administer first aid to maintain life.
 - c. Keep unnecessary people away.

EMERGENCY EVACUATION PROCEDURE

1. The Supervisor / Employee who comes upon the hazard / incident shall initiate the evacuation procedure.
2. The person initiating the evacuation shall instruct the next available employee to notify all workers of the danger. This person shall also ensure the proper rescue organization is notified. At sites where running machinery drowns out all noise cell phones are necessary. Any ground crew would have to be directed by hand signals (the stop work signal, waving arms in a crossing pattern).
3. All workers are to leave the site upon hearing or seeing the evacuation signal.
4. The muster point (as designated by the general contractor) is the designated meeting spot for an evacuation.

5. The supervisor shall appoint one individual who will be responsible for taking roll call following the evacuation to ensure all workers are accounted for.
6. The designated worker shall report to the supervisor the results of the roll call.
7. The Supervisor, in conjunction with the General Contractor shall determine if the site is safe to reoccupy following an evacuation. Workplace Safety and Health must be notified of the situation and also determine the safety of the site. No one is to enter the site without authorization.

EMERGENCY EXPLOSION PROCEDURE

ACTION IN CASE OF AN EXPLOSION

Explosions include those by leaking gas, faulty heating equipment and flammable vapors.

1. Fall to the floor and take immediate shelter that will offer protection against flying glass or debris. Protect your face and head with your arms.
2. After the effects of the explosion have subsided check exits and stairways before exiting building. Follow instructions by your supervisor or emergency fire officer.
3. Follow the Emergency Evacuation Procedure.
4. If you are alone phone the fire department using 911.
5. Do not return until the “all clear” signal is given by the owner, supervisor or fire official.

EMERGENCY PLAN IN CASE OF SPILL

In the event of a spill:

1. Warn others in the immediate vicinity that a spill has taken place.
2. Designate a fellow employee to guard the area.
3. Inform the Owner / General Contractor.

It is the responsibility of Kornerstone Masonry to:

1. Reassign employees to other areas or evacuate if necessary using the following guidelines:
 - a. Unless immediate evacuation is necessary, the General Contractor / Owner shall decide whether or not to evacuate.
 - b. Move crosswind or upwind, never downwind, to avoid toxic gases or vapors.
 - c. Render first aid if necessary.

2. Cordon off the immediate area.
3. Identify the spilled substance to others.
4. Phone authorities listed on the “Emergency Phone Numbers” list for clean up and disposal procedures if the spill is considered a reportable emergency.
5. Keep employees informed of procedures taken.
6. Provide a written report for the General Contractor and/or Workplace Safety & Health and Manitoba Conservation. (944-4888)

EMERGENCY PHONE NUMBERS

LOCATION: _____

DIRECTION TO LOCATION: _____

HOSPITAL NAME: _____

ADDRESS: _____

DIRECTION TO HOSPITAL: _____

FIRE DEPARTMENT: _____

POLICE DEPARTMENT: _____

EMERGENCY PHONE NUMBERS (include area code if 911 not available)

AMBULANCE:	911
FIRE DEPT:	911
HOSPITAL:	911
POLICE:	911
WORKPLACE SAFETY & HEALTH:	204-957-7233 or 1-855-957-7233
KORNERSTONE MASONRY:	204-334-2446
FIRST AID ATTENDANT:	_____
WORKER SAFETY REP:	Curtis Coles 204-296-4099
SUPERVISOR ON DUTY:	_____

FIRST AID KIT – ITEMS TO REPLACE

DATE	ITEM TAKEN	DATE REPLACED

FIRST AID KIT – ITEMS TO REPLACE

DATE	ITEM TAKEN	DATE REPLACED



44 Christopher St
Sunnyside, MB
R5R 0E5
PH: (204) 334-2446
FAX: (204) 334-2586

LEGISLATION POLICY

All personnel will take every reasonable precaution to protect the safety, health and welfare of themselves and others. All work is to be conducted in accordance with the minimum standards outlined in the Workplace Safety and Health Act and Regulation.

Management; supervisors; worker safety reps and employees will be informed of their legal duties and responsibilities and are expected to participate and apply safe work practices in accordance with applicable legislation.

A copy of the Workplace Safety and Health Act (W210) and the Manitoba Regulation (MR 217/2006) will be placed in our company safety manual. A copy of our safety manual and applicable legislation will be readily available at head office and on the jobsite (if not practicable to be on the jobsite, in the company vehicle) for all employees to read and/or refer to.

In addition, our company will develop the following guidelines in accordance with legislation:

- Hearing Conservation Program will be implemented for work areas where exposure to noise is in excess of 80 dBA
- No employee will work alone unless a Working Alone Procedure is developed between the employee and supervisor – a system of contact is to be developed and adhered to
- Lock-Out / Tag-Out procedure must be developed if performing any type of work in which the release of energy could inadvertently start up or cause injury to a worker
- Where cranes, forklifts, critical or sensitive equipment is used, applicable training/certification will be provided/verified prior to startup
- Any person working with or in the proximity of a controlled product will receive WHMIS training prior to job startup
- For all tasks which pose the potential for a musculoskeletal injury, a risk assessment will be conducted and appropriate control measures to eliminate, reduce or control injury to workers will be implemented

Name: Harold Sehn

A handwritten signature in blue ink, appearing to be 'H Sehn', is written over the printed name.

Position: President

Date: May 17, 2020

Revised May 2017



**SAFE
WORK**

S SPOT THE HAZARD
A ASSESS THE RISK
F FIND A SAFER WAY
E EVERYDAY

**EVERYONE'S
RESPONSIBILITY**



Musculoskeletal Injury Prevention

Safety and Health Program Supplement

Table of Contents

Introduction	4
Section 1: Understanding Musculoskeletal Injuries	4
Section 2: Identify Hazards	6
Section 3: Controlling Hazards	12
Section 4: Workplace Inspections	16
Section 5: A Training Plan for Workers and Supervisors	19
Section 6: Investigating Incidents	21
Section 7: Involving Workers	22
Section 8: Evaluating the Program	23
Section 9: Appendices	25

The prevention of MSI is a requirement of Manitoba Regulation 217/2006 Part 8.

8.1(1) When an employer is aware, or ought reasonably to have been aware, or has been advised, that a work activity creates a risk of musculoskeletal injury, the employer must:

- (a) ensure that the risk is assessed; and
- (b) on the basis of the assessment, implement control measures to eliminate or reduce, so far as is reasonably practicable, the risk of musculoskeletal injury to the worker.

8.1(2) The control measures may include one or more of the following:

- (a) providing, positioning and maintaining equipment that is designed and constructed to reduce or eliminate the risk of musculoskeletal injury;
- (b) developing and implementing safe work procedures to eliminate or reduce the risk of musculoskeletal injuries;
- (c) implementing work schedules that incorporate rest and recovery periods, changes to workload or other arrangements for alternating work;
- (d) providing personal protective equipment in accordance with Part 6 (Personal Protective Equipment).

8.1(3) An employer must:

- (a) monitor the effectiveness of any control measure implemented to eliminate or reduce the risk of musculoskeletal injury; and
- (b) where the monitoring identifies that a risk of musculoskeletal injury is not being or has not been eliminated or reduced, implement further control measures, where it is reasonably practicable to do so.

8.2 An employer must ensure that every worker who may be exposed to a risk of musculoskeletal injury:

- (a) is informed of the risk and of the signs and common symptoms of any musculoskeletal injury associated with the worker's work; and
- (b) receives instruction and training respecting any control measure implemented by the employer.

Introduction

Musculoskeletal injuries (MSI) are currently the most frequently recorded injury type for workers in Manitoba, and account for more than 50% of time-loss injuries in Manitoba. Investigations show that injuries happen more often in workplaces that do not have effective safety and health programs.

The purpose of this guide is to assist workplaces in integrating musculoskeletal injury (MSI) prevention into their Workplace Safety and Health Program. This guide is written so the information contained in each section can be directly inserted into the existing program.

A complete Workplace Safety and Health Program consists of the elements listed below. Highlighted are the six parts where Musculoskeletal Injury prevention is to be included.

- Write a policy that demonstrates your commitment
- **Identify and control hazards**
- Identify people and resources required to deal with emergencies
- Prepare a statement of responsibilities
- **Workplace inspections**
- Develop plans to control chemical and biological hazards
- Develop procedures to safeguard contracted employer(s) or self-employed person(s)
- **Developing a training plan for workers and supervisors**
- **Develop a procedure to investigate incidents, dangerous occurrences, and refusals to work**
- **Develop a strategy to involve workers**
- **Regularly evaluate and revise your program**

Section 1: Understanding Musculoskeletal Injuries

What is a Musculoskeletal Injury?

A "**musculoskeletal injury**" is an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue, including a sprain, strain or inflammation that may occur to a worker in a workplace.

To better understand what occurs, it is helpful to understand how ligaments, muscles and tendons can become injured.

A **sprain** occurs when a ligament stretched beyond its normal length. Ligaments are similar to supporting wires and connect bones together at the joints. Ligaments are strong and do not stretch much, providing strength and stability to a joint and protecting it against unwanted movement.

A **strain** is the stretching or tearing of a muscle or tendon. Muscles are designed to shorten and lengthen causing the bones to move. Every muscle in the body attaches to bone via a tendon.

Signs and Common Symptoms of MSI

It is important for employers and workers to recognize and address the early signs and symptoms of MSIs. Manitoba's Workplace Safety and Health Regulation requires employers to ensure that every worker who may be exposed to a risk of MSI is informed of the risk and of the signs and common symptoms of any MSI associated with the worker's work."

A *sign* of MSI can be observed, such as: *swelling, redness, difficulty moving a particular body part.*

A *symptom* of MSI can be felt but cannot be observed, such as: *numbness, tingling, pain.*

If a worker experiences signs or symptoms of a MSI, the supervisor must be informed and the worker should report to the first aid attendant and seek further medical attention. Signs and symptoms of MSI may appear suddenly from a single event, or they may appear gradually over time.

Workers must be trained:

- Not to ignore early signs and symptoms of MSI.
- How to properly report their signs and symptoms
- To seek treatment to prevent the injury from getting worse.

Section 2: Identify Hazards

W210 7.4(5)(b); MR 217/2006 sec 2.1, 2.2

The Workplace Safety and Health Act and Regulations support every worker's right to a safe and healthy workplace. The duty for creating and maintaining a safe and healthy workplace falls on every person in the workplace, to the degree of their authority and ability. As employers have the greatest degree of control over the workplace, they also have the greatest legal responsibility for safety and health.

The first step in reducing the risk of MSI is identifying those jobs which cause MSI. Helping the employer to identify and assess MSI hazards is an important function of the Workplace Safety and Health Committee. This section describes how the Workplace Safety and Health Program and Committee work best to decrease the risk of workers from suffering a MSI, and may be included in chapter 2: "Identifying and Controlling Hazards", of the existing Workplace Safety and Health Program.

Hazard Identification and Assessment

The safety and health of workers depends on cooperation between the Workplace Safety and Health Committee, employer, workers, and others to identify, assess and control hazards. Use the following steps to identify and assess MSI and other workplace hazards:

1. Collect information about the hazards
2. Assess the risk
3. Set priorities
4. Communicate information about the MSI hazards and risks to workers and supervisors

Once MSI hazards have been identified, effective control measures must be developed and put in place.

1. Collect information

Collect information regarding MSI from sources such as:

- Injury statistics – Reviewing the internal and WCB injury statistics will point to tasks or areas within the workplace that have an increased risk of MSI. Identify tasks with for strains/sprains and pulls/tears.
- Worker physical discomfort surveys (*Included in the appendix*)
- Interviews:

Workers often know or suspect what hazards are present and where they occur in workplace tasks. Ask workers the following questions;

- 1) “Where in your body are you sore/tired at the end of a shift or by morning coffee?”
 - 2) “What part(s) of your job/task causes you to feel sore/tired?”
 - 3) “What do you think can be changed about the job/task to reduce this soreness/fatigue?”
 - 4) “How long has this soreness/fatigue been going on, and has it gotten worse, better, or remained constant?”
- Associations – Many provide training and can recommend appropriate publications from trusted sources such as the Canadian Centre for Occupational Safety and Health, Institut de recherche Robert-Sauvé en santé et en sécurité du travail (IRSST), l'Association paritaire pour la santé et la sécurité du travail du secteur affaires sociales (ASSTSAS), etc.
 - Suppliers and manufacturers – Equipment manuals, users’ guides, and hazard warnings often provide vital hazard information.
 - Workplace Safety and Health Officers and Ergonomists can provide valuable recommendations. The WS&H Division delivers free MSI prevention training on a regular basis and has MSI educational videos available for loan.
 - Legislation – The regulations and related guidelines are an excellent starting point for identifying and controlling hazards.
 - Unions – Many unions provide safety and health training and information about hazards to their members.

2. Assess the risk

Once a hazard is identified, the next step is to perform a risk assessment. The risk assessment describes what aspects of the job may cause injury. It is important to note that a risk assessment does not need to be complex to be complete.

A risk for musculoskeletal injury is something a worker does that increases exposure to:

- Awkward/sustained postures,
- Repetitive movements
- Forceful exertions
- Vibration
- Mechanical compression
- A limitation on the worker’s motion and/or action
- Contact Stress

If the source of the MSI risk is identified by workers familiar with the task and the employer, no further assessment is needed. A more detailed risk assessment is required where there is uncertainty or disagreement about the amount or source of the risk. In general, risk assessments involve ongoing observations. Look for any factors that could contribute to the risk.

Consider the following during risk assessment:

- Is there a history of MSI for workers performing this task?
- Were hazard controls implemented following the most recent injury?
- Are the hazard controls in place and being used properly?
- Work processes and design; Does the requirements of the job expose workers to MSI risk?
- Work schedules and job cycle times; Is there time for workers to pause when they feel tired or sore?
- Do worker body movements involve awkward or sustained postures
- Does the weight or shape of the tools used increase the amount of effort the worker must exert to hold, move or operate the tool?
- Is training delivered at the start of employment, or when a new task is assigned, with refreshers at regular intervals?
- Is consistent supervision present?

Risk

Risk describes the odds that a MSI hazard will cause harm. It refers to the probability and severity of potential incidents. Risk management is intended to be proactive, thus potential injuries in addition to those already reported should be considered

Several variables are used to determine the severity of a MSI risk includes:

- 1) Probability that a MSI hazard will cause harm
- 2) Severity of the MSI hazard
- 3) Frequency of exposure to the MSI hazard

Probability

Probability is the chance that a hazard will cause harm. In terms of musculoskeletal injury, probability can be categorized from highest (1) to lowest risk (4) using the following chart:

Probability	
1	Likely (musculoskeletal injuries have occurred to workers performing this task and are an ongoing concern)
2	Probable (workers have reported some pain or discomfort as a result of this task)
3	Possible (workers are exposed to MSI hazards on a daily basis but no reports of pain/discomfort)
4	Remote (the hazard could cause harm, but is unlikely to do so)

Severity

Severity is the seriousness of the harm that could result from exposure to a musculoskeletal injury risk factor. The harm experienced by workers is often difficult to see by the untrained eye, but is nonetheless significantly affecting the worker. Severity can be categorized from highest (1) to lowest (4) using the following chart:

Severity	
1	Long-term disability (a MSI requiring intensive medical attention, including surgery)
2	Lost Time Injury (a MSI requiring time away from work which may require physical therapy to correct, i.e. physiotherapy, massage therapy, chiropractic care, etc.)
3	Reportable injury, no lost time (workers reporting noticeable fatigue, and/or soreness by the end of the shift)
4	Minor (no injury and/or discomfort)

Frequency

Frequency is how often a worker is exposed to the hazard. The more frequent the exposure to a hazard, the greater the chance of a worker suffering an injury. Frequency can be described highest (1) to lowest (4) using the chart below:

Frequency	
1	> 75% of the day
2	50% - 75% of the day
3	25% - 50% of the day
4	< 25% of the day

Risk Assessment

The combination of identifying MSI hazards and assessing the likelihood of injury is called risk assessment. Risk analyses can help committee members and the employer in setting priorities. Normally, hazards with the highest risk that affect the most workers should receive the highest critical rating and therefore the greatest attention.

The example below shows one method of determining the MSI risk for a workplace task using numbers obtained from the preceding charts.

TASKS	POTENTIAL LOSS	Severity	Probability	Frequency	Total*	Critical Rating**
Carrying stock from cart to platform	Back injury	2	2	2	6	2

*Total of Severity, Frequency and Probability

**

Total	3 – 4	5 – 6	7 – 8	9 – 10	11 – 12
Critical Rating	1	2	3	4	5

Understanding the Critical Rating

1 – Most critical

5 – Least critical

Detailed Risk Assessment

In cases where the risks are not obvious, or not agreed upon by workplace parties, a more detailed MSI risk assessment is required.

Detailed risk assessments may include:

- Manitoba Ergonomics Risk Factor Checklist (*Web link in the appendix*)
- Ontario Musculoskeletal Disorder Checklist (*Web link in the appendix*)
- Revised N.I.O.S.H. lifting equation
- American Conference of Industrial Hygienists – MSI prevention standards
- MSI assessment reports prepared by consultants

3. Set priorities

In addition to section 2.1 of this document, some methods of determining priorities for MSI prevention activities in the workplace include:

1. Using the formula (Risk priority= Probability x Severity x Frequency), where a critical rating of “1” signifies a top priority;
2. Reviewing past injury statistics to identify tasks with the greatest number or severity of MSI;
3. Identifying critical, or bottleneck, positions where a MSI may significantly impact the performance of the organization; or
4. Using information previously obtained from a risk assessment.

Considering the current rate of MSI often exceeds all other types of injury in Manitoba workplaces, MSI risks should rank at the top of the list.

4. Communicate information

Early detection and reporting of MSIs may prevent the injury from progressing further if medical attention is sought and changes are made to the worker's job. MSI prevention efforts require communicating hazard information to workers and supervisors. Ensuring that workers and supervisors have a good understanding of MSI hazards leads to better hazard identification and better recommendations for hazard control.

- Workers must be aware of MSI hazards and control measures in the workplace in order to protect themselves.
- Workers have the right to know about the signs and symptoms of MSIs.

Workplace safety and health committees can help the employer communicate MSI prevention information. To do this, committee members should:

- Post information such as: signs and symptoms of MSI, minutes of committee meetings and meetings with the employer, the results of inspections, summaries of workplace monitoring, warning signs, and hazard labels.
- Discuss risks for MSI with workers, supervisors and managers.
- Hold meetings to discuss MSI concerns.
- Help the employer to arrange worker training and education.
- Keep workers informed about the status of their concern.
- Ensure the critical job inventory, job hazard analyses and safe work procedures refer to MSI hazards and controls.

Section 3: Controlling Hazards

W210 7.4(5)(b); MR 217/2006 sec 2.1, 2.2

Effective MSI prevention requires a good understanding of the hazard identification and MSI risk assessment. This section describes how to use the assessment to develop hazard control measures, and may be integrated into chapter 2: “Identifying and Controlling Hazards”, of your existing Workplace Safety and Health Program.

Controlling an MSI hazard involves removing the hazard, or at least reducing the likelihood that the hazard may cause an injury. Effective MSI prevention must meet four requirements:

1. It must adequately prevent the hazard from causing harm.
2. It must protect everyone who could be harmed by the hazard.
3. It must not create new hazards, or negatively impact production and quality.
4. It must not create a hazard to the environment or the public outside of the workplace.

To be proactive in MSI prevention, an employer should:

- Train managers, supervisors and workers to recognize risks for MSI.
- Give supervisors the training and resources to ensure workers follow MSI hazard controls (*As discussed in Section 5 of this guide*).
- Communicate the Workplace Safety and Health Policies through the management structure. Ensure everyone understands his or her duties.
- Build MSI prevention into all aspects of the organization such as:
 - Work Planning and Design:
 - Consider the adjustability and placement of equipment, machines, workstations, and tools to create a smooth work flow and minimize physical effort.
 - Avoid awkward and sustained postures by planning work to ‘fit the worker.’
 - Build in job-rotation schedules, and ensure that appropriate work-rest schedules are incorporated in the work-cycle. (*Discussed later in this section*)
 - Tendering:
 - Choose from contractors and suppliers who successfully demonstrate their commitment to MSI prevention (*Chapter 7 of the Safety and Health Program*).
 - Adjustability in products and workstations is valuable when it permits workers to avoid awkward and/or sustained postures.
 - Purchasing:
 - Considering risks for MSI when making purchasing decisions.
 - Purchasing in bulk often results in heavy or awkward material handling situations.
 - ‘One-size’ does not fit all workers.

- Training:
 - Recognizing risks for MSI and early reporting of MSI signs and symptoms is an important aspect of MSI prevention. *(As discussed in Section 5)*
 - Training in the proper usage of MSI control measures is a requirement of the Workplace Safety and Health Regulation 217/2006 8.2(b)
 - Workers should encourage each other to avoid exposure to MSI hazards.
- Maintenance:
 - Properly maintained equipment, tools and machines reduces worker exposure to the risks for MSI.
 - Develop and implement preventative maintenance schedules.
 - Review maintenance schedules regularly to ensure their effectiveness.

Technical steps in hazard control

As a first step in hazard control, determine if hazards can be controlled at their sources (where the problems are created). If this is not realistic, place controls between sources and workers. The closer a control is to the source of the hazard, the better. A combination of hazard controls often works well.

a) Control at the source

Elimination – First, try eliminating the hazard. Engineering out a hazardous job, tool, process, body position, or machine is the best way to protect workers.

Substitution – Example: Many older hand tools tend to be bulky and awkward. Consider substituting these tools with newer ones that are better designed.

Redesign – The layout of the workplace, workstations, work processes, tools, and jobs can often be redesigned to prevent risks for MSI. For example, containers can be redesigned to reduce the effort required to hold and lift them. Carts should be redesigned to allow the worker to push rather than pull them.

Automation – There are some tasks that are simply too damaging for the body to perform. These include extremely laborious / monotonous work. Wherever possible, a worker-operated machine should be used to reduce the physical exertion required by the worker.

b) Control at the level of the worker

Housekeeping, repair and maintenance programs:

- Keeping aisles clear may reduce awkward postures and tripping hazards,

- Maintaining tools, equipment and machinery including regular maintenance for vibrating hand-tools,
- Wheeled carts require a regular maintenance schedule to ensure workers aren't required to use extra force.

Administrative controls:

- New policies,
- Improving or clarifying safe work procedures,
- Specifying the body movements (biomechanics) workers will use,
- Educating workers and supervisors on the signs and symptoms of MSI.
- Modifying work schedules to reduce the time workers are exposed to a hazard,
- Implementing job rotation schedules to control MSI hazards due to repetitive work,

Notes on modifying work and rotation schedules:

- Rotation within a shift gives working muscles variety and rest
- Select jobs requiring the use of significantly different muscle groups for workers to rotate through.
- Adjusting work schedules to include rest breaks, mini-breaks (30-60 second), and stretch breaks, in order to reduce fatigue and “let the blood come back” to working muscles.
- If a worker sits during work, sitting down during a break is not, for example, a rest for the working muscles in the lower-back.

Personal protective equipment (PPE) and clothing – Personal protective equipment is much less effective in reducing MSIs than any other control measure since it does not directly address the hazard. It must be used properly and consistently to be effective.

Examples of PPE for MSI prevention include:

- High quality knee pads for workers required to perform work on their knees. This includes maintenance personnel, carpet layers, and pipe-fitters.
- Anti-vibratory gloves.

Review

The employer is responsible for ensuring that workplace MSI hazards are identified, assessed, appropriately controlled, and appropriately addressed via the Workplace Safety and Health Program. Workers have the ‘right to know’ and must be informed about the MSI hazards they may encounter and trained in how to reduce their risk.

The employer is expected to consult and involve the workplace safety and health committee in the hazard control process. Likewise, the committee is expected to work constructively with the employer to maintain a safe and healthy workplace. Helping the

employer identify, assess and control hazards is one of the most important roles of the committee or worker representative within the internal responsibility system.

Documenting the effectiveness of hazard controls in your committee minutes is part of the monitoring and evaluation process (*As discussed in section 8 of this guide*).

(More “review” points)

- Education for everyone in the workplace on MSI hazards will result in more effective hazard identification and better suggestions for job improvement.
- Worker and supervisor interviews are one of the simplest ways to identify hazards and control measures.
- Safe work procedures must include MSI hazard controls.
- Supervisors must be educated on, and prepared to reinforce MSI prevention measures. This education must include how to use proper body mechanics.
- Best practices in controlling MSI hazards involve physical changes to the work along with changes in work practices. The closer a control is to the source of the hazard, the more effective it will be.
- Risk assessments aid in the prioritization of safety and health activities in the workplace.

Key Additions to the Safety and Health Program

- Collect information regarding MSI hazards
- Perform risk assessments to determine MSI risk
- Implement a method for communicating MSI risks and information to workers and supervisors
- Give supervisors the resources to ensure workers use MSI hazard controls.

Section 4: Workplace Inspections

W210 7.4(5)(e); MR 217/2006 sec 2.4(1)(2)

Inspections are one of the most common and effective tools for identifying problems for correction before potential MSIs occur. Be sure to include MSI prevention in your regular workplace inspections. Inspections should also be used to encourage, and draw attention to, good safety and health practices including proper body movements. Include information developed from this section into chapter 5: “Schedule Inspections” of your existing workplace safety and health program.

Generally speaking, there are two types of inspections: Informal inspections and Formal, planned inspections.

Informal inspections – This is the on-going awareness of safety and health hazards and controls as workers do their jobs; basically speaking, this is people being aware of their work environment and those in it reporting a workplace hazard. They should understand how, and be strongly encouraged to report hazards since workers are often the first to recognize issues.

Two important aspects for encouraging MSI hazard reporting;

1. Taking concerns seriously, and
2. Keeping workers informed about the status of corrective action (when and how the correction will be made, or why the corrective action has been delayed or denied). Note: *The Workplace Safety and Health Act 41.1(2)* states:

“If an employer receives written recommendations from the committee or representative identifying anything that may pose a danger to safety or health of any person, the employer shall respond in writing to the committee or representative no later than 30 days after receiving the recommendations unless the employer implements all of the recommendations within 30 days of receiving the recommendations.”

Informal inspections should be performed by:

- Workers
- Supervisors
- Managers

Formal, Planned inspections – A Formal Inspection is a planned walk through or examination of a workplace, selected work area or particular hazards, machinery, tools, equipment and work practices. Formal Inspections help focus attention on change, and help solve problems before they cause MSIs.

Consider including the following in your workplace inspections:

1. **General MSI hazard recognition** – Safe Work Bulletin #247 “Recognizing MSI risks” is designed for the quick review of work activities in flagging tasks for further assessment. *(Included in the appendix)*
2. **Biomechanics (Body Movements)** – Pay special attention to the body movements that workers choose. Remember that safe work procedures call for specific body movements to reduce the exposure to awkward or sustained postures. It is important that supervisors are aware and thoroughly understand the proper body movements described in the safe work procedures. Supervisors must be prepared to encourage and monitor their use.
3. **Maintenance of Machines, Tools, Carts, etc.** – Using poorly maintained equipment will require workers to exert more force, thereby increasing their risks for MSI. Make sure that regular maintenance schedules exist and are being followed. These inspections help prevent equipment and machinery failure through early detection of problems and by setting priorities for servicing, adjustment, repair and replacement.
4. **Housekeeping** – Good housekeeping can minimize/eliminate slips, falls, and awkward postures due to walking or trip hazards which aid in the prevention of MSI. Housekeeping inspections should be done often by workers, maintenance personnel, and supervisors. They should focus on both the cleanliness and orderliness of the work area.
5. **Mechanical compressions** – Workers will often add padding when the hard or sharp edges of tools, machines and equipment press into their bodies and cause pain. This temporary padding indicates the presence of a mechanical compression hazard and requires proper hazard controls.

Ask these questions during all follow-up inspections:

- Have the implemented controls solved the problem?
- Has the risk posed by the original MSI hazard been eliminated or reduced?
- Have any new hazards been created?
- Are monitoring processes adequate?
- Have workers been adequately informed about their risk of injury and the proper use of control measures
- Do orientation and training programs incorporate implemented control measures?
- Are workers using control measures?
- Are further control measures required?

These questions have been included in the appendices for your convenience.

Monitoring the Effectiveness of Controls

Sometimes MSI hazard controls do not work as well as expected. Therefore, the Workplace Safety and Health Program must have a written plan to monitor the effectiveness of the implemented control measures.

Review

- Inspections are one of the most effective means of identifying hazards and monitoring the effectiveness of control measures.
- Observing body movements is very important and requires more time than a simple walk-through.
- Including MSI hazards during regular inspections will generate greater MSI awareness in the workplace.

Key Additions to the Safety and Health Program

- Include MSI prevention in the inspection process, with special attention to mechanics.
- Develop an internal system for collecting and addressing MSI hazard reports.
- Develop a procedure to follow-up with workers who make hazard reports

Section 5: A Training Plan for Workers and Supervisors

W210 7.4(5)(h)

What is Training?

Training means more than simply providing information. It requires a practical demonstration by the trainer and a successful return demonstration by the trainee. The return demonstration will ensure that the skill or knowledge related to the job has been learned and understood. Legal diligence requires the workplace to maintain records of a) who was trained, b) what information was provided in that training, and c) a monitoring plan to ensure that workers and supervisors are using the training.

Safety and health education and training is critical to the Workplace Safety and Health Program and to preventing MSIs. Information obtained in this section can be included in chapter 8: “Develop a Training Plan” of your existing Workplace Safety and Health Program.

MSI prevention training for workers and supervisors should include;

- Signs and common symptoms of MSI, and
- Use of control measures implemented by the employer to reduce the risk of MSI, and
- Proper body movements during work to reduce the risk of MSI, and
- Safe material handling, including lifting, carrying, pushing, and pulling, and
- Updated safe work procedures.

Where practicable, body movement training should be hands-on, using real workplace examples.

Workers should be taught proper body mechanics and MSI prevention for their job as part of their comprehensive training and;

- At the commencement of employment, and
- When reassigned or transferred to a new job, and
- When new equipment, processes, or procedures are introduced, and
- When they are regularly observed using improper bio movements, and
- When planning for non-routine or irregular tasks.

Regular review and retraining regarding MSI prevention;

- is required for both workers and supervisors, and
- should not be seen as an unpleasant task, but as an opportunity for improvement, and

- is needed when supervisors or workers observe others performing work incorrectly, and
- must be included in the Return to Work Program

It is beneficial to develop a procedure for supervisors so that they will be able to identify and recommend workers for re-training.

Review

- Body movement training is most effective when it is hands-on and uses actual workplace examples.
- Supervisors must receive at least the same training as workers, if not more, to ensure effective supervision.
- Training regarding proper body movements and MSI hazards is required when a worker begins a new job, and when a new piece of equipment or new process is introduced to the workplace.

Key Additions to the Safety and Health Program

- Develop training for workers and supervisors on signs and common symptoms of MSI, use of control measures, proper body mechanics, and safe material handling.
- Develop a procedure to provide regular review and re-training for MSI hazards of job functions.

Section 6: Investigating Incidents

W210 7.4(5)(i); MR 217/2006 sec 2.9

Investigations of incidents provide valuable information needed to prevent reoccurrence. Information obtained from this Section can be incorporated into chapter 9: “Investigating incidents, Dangerous Occurrences, and Refusals to work”, of your existing Workplace Safety and Health Program.

The term ‘**incident**’ describes both time-loss injuries and dangerous occurrences where an injury has nearly occurred. A MSI reported to the WCB or a worker reporting signs and symptoms of MSI are both considered to be incidents. Investigate incidents of MSI with the same procedures and resources as any other safety or health related incident.

Incidents of MSI may be difficult to link to a specific event, since they may have developed gradually over time due to exposure to specific risk factors. Whether the MSI developed gradually or from a single event, a hazard assessment and a review of the safe work procedures (control measures) are required by Manitoba Workplace Safety and Health Regulation as follows:

- 8.1(1)** When an employer is aware, or ought reasonably to have been aware, or has been advised, that a work activity creates a risk of musculoskeletal injury, the employer must
- (a) ensure that the risk is assessed; and
 - (b) on the basis of the assessment, implement control measures to eliminate or reduce, so far as is reasonably practicable, the risk of musculoskeletal injury to the worker.

Key Additions to the Safety and Health Program

- MSIs are considered incidents under the Workplace Safety and Health Act and Regulations and trigger investigations similar to any other workplace injury, illness or near miss.
- MSI incident investigations use the same procedures, resources, and skills as any other safety and health incident.

Section 7: Involving Workers

W210 7.4(5)(j)

The most successful Workplace Safety and Health Programs prevent MSIs by educating and involving workers. Workers tend to have a great deal of knowledge about MSI hazards and potential solutions without even realizing it. A worker performing a job daily who regularly experiences soreness and/or fatigue has likely considered what is stressing their body and how the physical job design or work procedure might be improved.

Ask workers the following questions to determine their exposure to risks for MSI;

- 1) Where in your body are you sore or tired at the end of a hard day?
- 2) What aspect of your job makes you feel sore or tired?
- 3) How long has this been going on for?
- 4) What do you think could be changed to reduce your soreness or fatigue?
- 5) Do your symptoms improve with a good nights sleep or on the weekend?
- 6) How long after you start work do your symptoms start?

A good worker participation strategy will minimize the risk of a MSI incident or work refusal occurring in the workplace. The safety and health program functions best with the support of everyone, from senior managers to new workers. This section may be included in chapter 10: “Involving Workers” of your existing Workplace Safety and Health Program.

Everyone must know:

- Their role in the safety and health program.
- Their rights and responsibilities under the Manitoba Workplace Safety and Health Act and Regulations.
- How to report/deal with MSI concerns.
- How to suggest improvements in the Workplace Safety and Health Program.
- Their concerns and suggestions will be taken seriously.
- They will not be subjected to reprisals from participating in MSI prevention.

Key Additions to the Safety and Health Program

- Workers are included in Workplace Inspections (*As discussed in Section 4*)

Section 8: Evaluating the Program

W210 7.4(5)(k)

Musculoskeletal injuries are currently the single largest source of lost-time in Manitoba workplaces. The evaluation process should therefore ensure that the Workplace Safety and Health Program is effective in the area of MSI prevention. Incorporate this section into chapter 11: “Evaluate the Program” of your existing Workplace Safety and Health Program.

The Workplace Safety and Health Act W210, section 7.4(5)(k) states that, at the minimum, the Program as a whole must be reviewed and revised every three years. However, reviews and revisions to the Program should occur on an ongoing basis and include:

- 1) Changes in the workplace that may increase the risk of injury, including MSI (increased production demands, introduction of new technologies, changes in production methods).
- 2) Problems that have been identified through inspections, early reporting of concerns, audits, and investigations.
- 3) Identification of better ways to perform work with recommendations provided to the employer by the Workplace Safety and Health Committee.

The objective of the review procedure is to ensure that your program works through the effective implementation of MSI hazard controls.

Questions to consider during the review:

- Are workers and supervisors trained on and made familiar with the Workplace Safety and Health Program?
- Do they know how to access the written Program?
- How common are MSIs in your workplace?
- How does your Workplace MSI rate compare with that of others in your industry? (This information is available from your Case Manager at the Workers Compensation Board of Manitoba)
- Are risks for MSI considered when purchasing, using and installing tools, equipment, and machinery?
- Can existing tools, equipment, and machinery be modified to include modern MSI hazard controls?
- Are tools, equipment, and machinery adequately maintained and serviced?
- Do supervisors understand the proper body movements that are used when workers perform their jobs?
- Are written policies, procedures, and plans followed and if so, are they effective?

- Are supervisors properly prepared and equipped to handle workers who are repeatedly observed using improper body mechanics?
- Are workers and supervisors involved in setting safety and health objectives and measurements?
- Does everyone understand what is expected?
- Are people rewarded for excellence in safety and health performance as they are for excellence in other areas?
- Is the organization prepared to ensure managers, supervisors, and workers carry out their responsibilities?

These questions have been included in the appendices for your convenience

Section 9: Appendicies

Web-Based Resources

Safe Work Manitoba website

<http://www.safemanitoba.com>

British Columbia - Workers Compensation Board ergonomics page

<http://www2.worksafebc.com/Topics/Ergonomics/Home.asp>

Washington State - ergonomics ideas bank

<http://www.lni.wa.gov/Safety/Topics/ReduceHazards/ErgoBank/default.asp>

Ontario - MSD Risk Assessment Checklist

http://www.iapa.ca/documents/MSD_2006%20Prevention_Toolbox.pdf

Inspection Checklist

- Do safe work procedures contain information on MSI prevention, and include body movements?
- Are workers observed using improper body movements?
- Are machines, jigs, and workstations properly adjusted to permit good working posture?
- Are workers familiar with the signs and common symptoms of MSI and how to report pain and/or discomfort?
- Are workers using MSI prevention control measures?

Action List

Identify Hazards

- Jobs with a history of MSI have been marked for assessment
- Assessments have been performed on jobs
- Priorities have been set
- Workers have been made aware of their exposure to MSI hazards

Controlling Hazards

- Safe work procedures have been updated to include MSI hazard controls
- Jobs containing MSI hazards are being modified or are scheduled to be modified
- A method of communicating information regarding MSI hazards and risks to workers and supervisors has been developed

Workplace Inspections

- MSI prevention has been included in the inspection process, with a specific focus on body movements
- An internal system for collecting and addressing MSI hazard reports has been developed
- A procedure to follow-up with workers who make hazard reports has been developed

A Training Plan for Workers and Supervisors

- Supervisors have been trained:
 - On the demonstration and encouragement of proper body movements that workers are expected to use
- Workers have been trained:
 - On the use of proper body movements
 - Not to ignore early signs and symptoms of MSI.
 - How to properly report their signs and symptoms
 - To seek treatment to prevent an injury from getting worse.

Investigating Incidents

- MSIs are recognized as incidents by workplace parties
- MSI incident investigation uses the same procedures, resources, and skills as any other safety and health incident.

Involving Workers

- Workers are involved in workplace inspections
- Workers are interviewed regarding their knowledge of MSIs



SAFE WORK



No. 247
November 2008

Recognizing MSI Risks

This bulletin is written to assist you in identifying risks for Musculoskeletal Injury (MSI) in a particular task. Including workers who perform the task in this risk identification process will increase the accuracy.

How to use this form:

Step 1: Read the MSI hazards definitions below.

Step 2: Choose a task that contains MSI hazards and observe workers performing the task.

Step 3: Record the title and a description of the task at the top on the reverse side of this page.

Step 4: For each hazard listed indicate the body part(s) exposed and what aspect of the task creates the hazard.

Step 5: For each hazard, consult with the workers performing the task and circle the perceived risk presented by the hazard as either: Low (L), Medium (M), or High (H).
Low – not likely to cause injury; Medium – may cause injury; High – likely to cause injury

Step 6: Discuss the results of this form with the workplace safety and health committee to determine what actions are to be taken in order to eliminate or reduce the risk of workers suffering an MSI.

MSI Hazards

Repetitive Motion: Performing the same sequence of actions for an extended period of time with little or no change in the muscles used (i.e. working the same station on an assembly line).

Forceful Exertion: Performing an action that has the potential to overload the body tissues (i.e. moving a heavy object).

Sustained or Awkward Posture / Limitation on Motion or Action: Work elements (tools, workstations, processes, etc.) that cause the worker to adopt body positions that increase the stress on the joints or soft tissues of the body (i.e. twisting the upper body, over-reaching, bending forward at the waist, bending the wrist).

Vibration: The direct transfer of repeating (back and forth) movements of a machine, or tool, to the body. Vibration occurs as hand-arm (i.e. using a vibrating hand tool for prolonged periods) or whole-body vibration (i.e. vibration transmitted through a vehicle cab to the operator's body).

Mechanical Compression: External pressure on the soft tissues, either at high forces and/or for prolonged periods of time (something hard, i.e. a tool or the edge of a workstation, pressing into a part of the body).

Task _____

Completed by _____

Description _____

Date _____

MSI Risk	Source(s) of Hazard	Body Part(s) Affected	Degree of Risk
Repetitive Motion			L M H
Forceful Exertion			L M H
Awkward or Sustained Posture			L M H
Vibration			L M H
Mechanical Compression			L M H

SYMPTOMS SURVEY

Please answer all questions truthfully and to the best of your ability.

1. Date: _____ / _____ / _____ 2. Name: _____
Month Day Year (Optional)
3. Job Title: _____
4. Department: _____ 5. Shift: _____
6. Describe the type of work you perform in this job and the amount of time each day spent on these activities.
- | | |
|--------------|-------------|
| Tasks: _____ | Time: _____ |
| _____ | _____ |
| _____ | _____ |

Personal Information

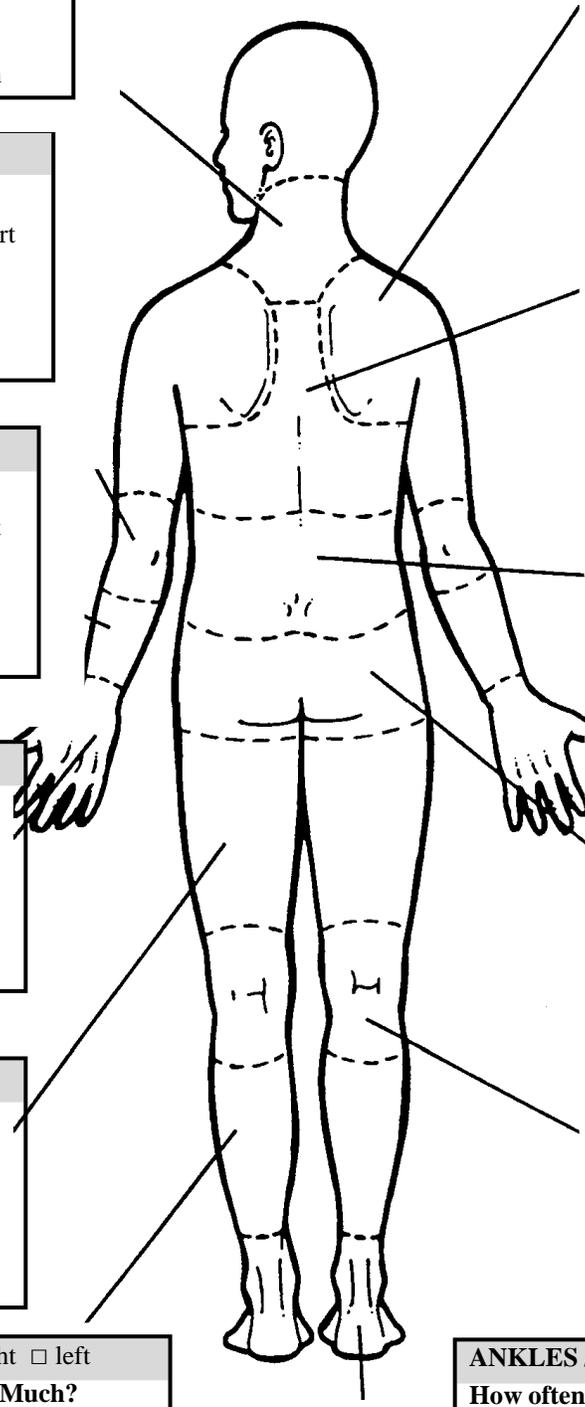
7. Height: _____ feet and inches, or _____ cm
9. Gender: female male
10. Which hand is your dominant hand? (please check one): left right either
11. How long have you worked in your **current** position?
- Less than 3 month
 - 3 months to 1 year
 - 1 year to 5 years
 - 5 years to 10 years
 - Greater than 10 years
12. How often are you **mentally** exhausted after work? 13. How often are you **physically** exhausted after work?
- | | |
|---------------------------------|---------------------------------------|
| Never | <input type="checkbox"/> Never |
| Occasionally | <input type="checkbox"/> Occasionally |
| Often | <input type="checkbox"/> Often |
| <input type="checkbox"/> Always | <input type="checkbox"/> Always |
14. Have you ever had any pain or discomfort during the last year that you believe is related to your work?
- Yes No (if **NO, stop here**)
15. If **YES**, for each body part described in the boxes on the reverse side of this page, please indicate:
- How often you have discomfort in each body part
 - The severity of discomfort
 - Whether the pain interferes with your ability to do your job
 - On which side of the body the discomfort is felt

For each area with 'Pain' or 'Severe Pain', or in which 'Discomfort' is felt 'Always', please indicate what you think may have caused the problem, and check either 'yes' or 'no', to indicate whether you have suffered a previous injury to this body part.

BODY PART	PREVIOUS INJURY	POSSIBLE CAUSE OF PROBLEM
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PHYSICAL DISCOMFORT SURVEY

Please note: 'pain' may include aches, stiffness, numbness, tingling or burning sensations



NECK	
How often?	How Much?
<input type="checkbox"/> Never	<input type="checkbox"/> No Discomfort
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Discomfort
<input type="checkbox"/> Often	<input type="checkbox"/> Pain
<input type="checkbox"/> Always	<input type="checkbox"/> Severe Pain

SHOULDERS		<input type="checkbox"/> right <input type="checkbox"/> left
How often?	How Much?	
<input type="checkbox"/> Never	<input type="checkbox"/> No Discomfort	
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Discomfort	
<input type="checkbox"/> Often	<input type="checkbox"/> Pain	
<input type="checkbox"/> Always	<input type="checkbox"/> Severe Pain	

ELBOWS		<input type="checkbox"/> right <input type="checkbox"/> left
How often?	How Much?	
<input type="checkbox"/> Never	<input type="checkbox"/> No Discomfort	
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Discomfort	
<input type="checkbox"/> Often	<input type="checkbox"/> Pain	
<input type="checkbox"/> Always	<input type="checkbox"/> Severe Pain	

UPPER BACK	
How often?	How Much?
<input type="checkbox"/> Never	<input type="checkbox"/> No Discomfort
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Discomfort
<input type="checkbox"/> Often	<input type="checkbox"/> Pain
<input type="checkbox"/> Always	<input type="checkbox"/> Severe Pain

FOREARMS		<input type="checkbox"/> right <input type="checkbox"/> left
How often?	How Much?	
<input type="checkbox"/> Never	<input type="checkbox"/> No Discomfort	
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Discomfort	
<input type="checkbox"/> Often	<input type="checkbox"/> Pain	
<input type="checkbox"/> Always	<input type="checkbox"/> Severe Pain	

LOWER BACK		<input type="checkbox"/> right <input type="checkbox"/> left
How often?	How Much?	
<input type="checkbox"/> Never	<input type="checkbox"/> No Discomfort	
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Discomfort	
<input type="checkbox"/> Often	<input type="checkbox"/> Pain	
<input type="checkbox"/> Always	<input type="checkbox"/> Severe Pain	

WRISTS/ HANDS		<input type="checkbox"/> right <input type="checkbox"/> left
How often?	How Much?	
<input type="checkbox"/> Never	<input type="checkbox"/> No Discomfort	
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Discomfort	
<input type="checkbox"/> Often	<input type="checkbox"/> Pain	
<input type="checkbox"/> Always	<input type="checkbox"/> Severe Pain	

HIPS		<input type="checkbox"/> right <input type="checkbox"/> left
How often?	How Much?	
<input type="checkbox"/> Never	<input type="checkbox"/> No Discomfort	
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Discomfort	
<input type="checkbox"/> Often	<input type="checkbox"/> Pain	
<input type="checkbox"/> Always	<input type="checkbox"/> Severe Pain	

THIGHS		<input type="checkbox"/> right <input type="checkbox"/> left
How often?	How Much?	
<input type="checkbox"/> Never	<input type="checkbox"/> No Discomfort	
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Discomfort	
<input type="checkbox"/> Often	<input type="checkbox"/> Pain	
<input type="checkbox"/> Always	<input type="checkbox"/> Severe Pain	

KNEES		<input type="checkbox"/> right <input type="checkbox"/> left
How often?	How Much?	
<input type="checkbox"/> Never	<input type="checkbox"/> No Discomfort	
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Discomfort	
<input type="checkbox"/> Often	<input type="checkbox"/> Pain	
<input type="checkbox"/> Always	<input type="checkbox"/> Severe Pain	

LOWER LEGS		<input type="checkbox"/> right <input type="checkbox"/> left
How often?	How Much?	
<input type="checkbox"/> Never	<input type="checkbox"/> No Discomfort	
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Discomfort	
<input type="checkbox"/> Often	<input type="checkbox"/> Pain	
<input type="checkbox"/> Always	<input type="checkbox"/> Severe Pain	

ANKLES / FEET		<input type="checkbox"/> right <input type="checkbox"/> left
How often?	How Much?	
<input type="checkbox"/> Never	<input type="checkbox"/> No Discomfort	
<input type="checkbox"/> Occasionally	<input type="checkbox"/> Discomfort	
<input type="checkbox"/> Often	<input type="checkbox"/> Pain	
<input type="checkbox"/> Always	<input type="checkbox"/> Severe Pain	



44 Christopher St
Sunnyside, MB
R5R 0E5
PH: (204) 334-2446
FAX: (204) 334-2586

SAFETY & HEALTH COMMITTEE POLICY

Ongoing success of a safety program requires the involvement of people at all levels of the company. Communication among these people is essential. A “safety committee” is an effective vehicle for such communication.

Kornerstone Masonry (2007) Ltd. will establish such a committee representing both employer and employees. This committee will work together to identify and solve safety problems within the organization.

The duties of said committee include:

1. The receipt, consideration and disposition of concerns and complaints respecting the safety and health of the workers.
2. Participation in the identification of risks to the safety or health of the workers or other persons, arising out of or in connection with activities in the workplace.
3. The development and promotion of measures to protect the safety, health and welfare of persons in the workplace and checking the effectiveness of such measures.
4. Co-operation with a safety and health officer who is exercising his duties under this Act.
5. The development and promotion of programs for education and information concerning safety and health in the workplace.
6. The maintenance of records in connection with the receipt and disposition of concerns and complaints and that attendance to other matters relating to the duties of the committee.

The above mentioned committee will involve management, the safety coordinator and a worker representative. Meetings will be held on a quarterly basis to review:

1. Previous minutes.
2. Previous business.
3. Review of inspection reports.
4. Examination of accident reports.
5. Review of training programs.
6. Any special problems.

Name: Harold Sehn

A handwritten signature in blue ink, appearing to be 'H. Sehn', written over a light blue rectangular stamp area.

Position: President

Date: May 17, 2020

Revised March 2015

HEARING CONSERVATION PROGRAM

The ability to hear is very important. It is one of the few areas of the human body that DOES NOT repair itself – hearing loss is a permanent loss. Every effort must be made to prevent noise induced hearing loss.

Kornerstone Masonry (2007) Ltd. will implement a hearing conservation program for all employees and management. Baseline and pre-placement audiograms will be conducted on a yearly basis. An education program will be initiated and incorporated in regular toolbox talks. PPE will be provided at no cost in this endeavour to prevent hearing loss.

The more workers understand what hearing conservation is about, the more they will be able to help make the program effective. The worker's role will be to ensure consistent use of hearing protection when in areas where exposure levels are above 85dBA (Lex).

Employer responsibilities include:

1. Sound monitoring on a periodic basis.
2. Audiometric testing.
3. Hearing protection (PPE).
4. Training and education for employees.

Worker responsibilities include:

1. Following procedures outlined by the employer.
2. Using control measures designed for reducing noise.
3. Wearing PPE where required.

Name: Harold Sehn



Position: President

Date: May 17, 2020

Revised March 2015

WORKING ALONE POLICY

The safety of all employees of Kornerstone Masonry (2007) Ltd. is of utmost priority. In the interest of ensuring, so far as reasonably practicable, the safety, health and welfare of our employees, NO PERSON shall be permitted to work alone, or in isolation, without the express written permission of the management.

Prior to any employee being allowed to work alone or in isolation, a written and signed procedure will be developed. The procedure shall include at minimum:

- Assessment of all working alone situations to determine the conditions or circumstances that may pose a hazard(s), and attempt to reduce the probability of such occurrences
- The provision of means of securing assistance in the event of injury or other misfortune
- Joint consultation and cooperation

The following steps are to be taken in the implementation of our Working Alone Policy:

PRE-JOB MEETING

1. Time frame in which working alone will occur
2. Location of employee working alone
3. Specific hazards that may be encountered and appropriate means of control
4. Time scheduled for checking on the employee

WRITTEN WORKING ALONE PROCEDURE

The working alone Procedure shall be written and signed by the person working alone and the designated contact person. Detail of the procedure to follow in working alone situations shall include:

- Detail of beginning and end of working alone condition
- Specific time or intervals for employee contact
- Detail of who shall establish contact
- Procedure to follow if contact can not be established
- Procedure regarding emergency rescue
- Method for recording of employee contacts

Name: Harold Sehn



Position: President

Date: May 17, 2020

Revised March 2015



WORKING ALONE PROCEDURE

HAZARD ASSESSMENT

Date of procedure: _____ Employee name: _____

Detail of task and location while working alone: _____

Potential hazards associated with task: _____

CONTROL METHODS

Time of working alone procedure **Start** _____ **End** _____

Phone contact with employee shall be every: _____

Phone contact shall be initiated by: _____

A record of contact with employee to be documented on this procedure

Time _____ **Time** _____ **Time** _____ **Time** _____ **Time** _____

EMERGENCY PROCEDURE

Both the Employee and Buddy Contact shall keep a copy of this procedure and ensure they are accessible at their stated phone number.

If contact with the employee is not established at the agreed upon time, the buddy contact shall continuously try to phone the employee for **10 MINUTES**.

If no contact after the ten minutes, the buddy contact shall immediately attend the location of the employee working alone to determine the worker's well being and to take appropriate control measures.

IMPLEMENTATION OF THE PROCEDURE

Both the employee and employer representative verify that each understand this procedure. Failure of either party to fulfill their responsibilities as stated shall be deemed in serious breach of company policy and violations will be dealt with accordingly.

EMPLOYEE: _____ **EMPLOYEE REP:** _____

WHMIS POLICY

WHMIS is the Workplace Hazardous Materials Information System. It was developed to make sure that people working with hazardous materials at Canadian workplaces are given the information they need so that they can work safely with those substances.

Employer responsibilities:

1. Make sure all controlled products have appropriate WHMIS labels.
2. Make sure all MSDS sheets are complete and up to date.
3. Train workers to understand and apply the information on the WHMIS labels and MSDS sheets.

Worker responsibility:

1. Use the WHMIS information to protect themselves from the hazards of the controlled products they handle at the workplace.

WHMIS training must include:

1. Hazard information regarding the controlled products.
2. What information is on different WHMIS labels, what that information means, and how it applies to their work.
3. Where to find the MSDS sheets and how to access them.
4. How to interpret the information on the MSDS sheets.
5. Procedures for the safe use, handling and storage of controlled products.
6. Procedures for emergencies with controlled products including leaks and spills.

Name: Harold Sehn



Position: President

Date: May 17, 2020

Revised March 2015



VIOLENCE PREVENTION POLICY

All employees of Kornerstone Masonry (2007) Ltd. are entitled to work in an environment free of violence. Kornerstone Masonry will take all reasonable measures to ensure that no employee is exposed to the risk of violence during their employment by enforcing a “zero tolerance” policy. Violators of the policy will be subject to disciplinary action in accordance with our developed procedures, or at the discretion of Senior Management.

Workplace Safety & Health Legislation defines “Violence” as: the attempted or actual exercise of physical force against a person; and any threatening statement or behavior that gives a person reasonable cause to believe that physical force will be used against the person.

Kornerstone Masonry will: identify and assess the risk of violence in the workplace in consultation with the Workplace Safety & Health Committee and ensure compliance with the Violence Prevention Policy. Workers will be made aware of the policy through their orientations and a copy will be posted prominently in the workplace.

When an employee observes an act or behavior that is perceived to be threatening in nature which poses a potential risk to their own or others safety and health, the following procedures must be followed:

Employees:

- Move to a safe location and report the incident to your Supervisor immediately
- Provide complete details of the incident
- Do not try to resolve the incident yourself or interfere with violent individuals

Supervisors/Senior Management:

- Investigate all reported complaints of violence within 24 hours by completing a company investigation report form.
- Attempt to diffuse the situation by discussion with affected parties
- Interview, if necessary, alleged violators of the company policy
- If a safe resolution is not possible, contact outside assistance such as: Workplace Safety & Health or the local Police Department

Inform the alleged violator and complainant of the results of the investigation

Name: Harold Sehn

A handwritten signature in blue ink, appearing to be "H Sehn", is written over the printed name.

Position: President

Date: May 17, 2020

Revised March 2015



HARASSMENT PREVENTION POLICY

All employees of Kornerstone Masonry (2007) Ltd. are entitled to a work in an environment free of harassment. Kornerstone Masonry will take all reasonable measures to ensure that no employee is exposed to harassment during their employment by enforcing a “zero tolerance” policy. Violators of the policy will be subject to disciplinary action in accordance with our developed procedures, or at the discretion of Senior Management.

Workplace Safety & Health Legislation defines “Harassment” as: any objectionable conduct, comment or display by a person that is directed at a worker in a workplace or is made on the basis of race, creed, religion, colour, sex, sexual orientation, gender determined characteristics, political belief, political association, political activity, marital status, family status, source of income, disability, size or weight, age, nationality, ancestry or place of origin and which creates a risk to the health of a worker.

All employees must report harassment complaints to their immediate supervisor upon occurrence. The Supervisor in conjunction with Senior Management and the Safety Committee/Worker Representative will investigate each complaint while maintaining confidentiality. The details of the complaint investigation will be documented, interviews may be conducted and the complainant and the alleged harasser will be informed of the results of the investigation. Details of the investigation may only be disclosed if particulars are necessary to proceed with the investigation of the complaint, take corrective action, or are required by law. Employees have the right to file a complaint with the Manitoba Human Rights Commission.

Kornerstone Masonry will endeavor to work in a spirit of consultation and cooperation with all employees to achieve a respectful work environment for all employees.

Name: Harold Sehn

A handwritten signature in blue ink, appearing to be 'H. Sehn', is written next to the name.

Position: President

Date: May 17, 2020

Revised March 2015



OCCUPATIONAL SAFETY & HEALTH REQUIREMENTS FOR CONTRACTED WORK

Kornerstone Masonry (2007) Ltd. has no higher priority than safety and health, and requires all contracted parties to place the same level of priority on safety and health during the execution of their work.

The purpose of this policy is to ensure that all construction and maintenance work undertaken by contracted parties of Kornerstone Masonry will be undertaken in a safe manner in consideration of all hazards present, or associated with the work performed, in complete compliance with the Workplace Safety and Health Act and its Regulations.

Contractual Clauses

The following clauses will be deemed to be included in the contract between Kornerstone Masonry and the successful contractor.

- Contractor is COR Certified or holds a current Safety Program Registration issued by the Construction Safety Association of Manitoba
- Contractor is aware of and acknowledges its legal duties and responsibilities as an employer under sections 4 and 7.4 (if applicable) under the Workplace Safety and Health Act and shall ensure that the services provided are carried out in accordance with the Act and all applicable Regulations
- Contractor shall ensure that its employees, agents and subcontractors are properly qualified, trained and competent to perform the services
- Contractor shall ensure adequate supervision and worker safety representation as outlined in the Act
- Contractor shall allow Kornerstone Masonry the right to inspect and audit site conditions and all pertinent safety performance records for the purpose of measuring adherence to their safety and health objectives and compliance with the contractual obligations herein (* however, it is clearly understood that this will not be deemed to be relating to execution or coordination of contractor activities. For greater certainty, the contractor is the sole person responsible for the execution and coordination of work.)
- Contractor acknowledges that failure to comply with Kornerstone Masonry's safety and health requirements shall be cause for either immediate termination or suspension of the work until the deficiency, in our sole opinion is rectified, at no cost to Kornerstone Masonry. In either case without prejudice to Kornerstone Masonry's rights to remedies or damages for such failure.

Name: Harold Sehn
Position: President

A handwritten signature in blue ink, appearing to be 'H Sehn', is written over the printed name and position.

Date: May 17, 2020

Revised March 2015



Box 38115
East St. Paul, MB
R2E 1H3
PH: (204) 334-2446
FAX: (204) 334-2586

SUB - CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of Kornerstone Masonry will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

CSAM Safety Program Information

COR Certification # _____ Safety Program Reg.# _____

DECLARATION

As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and WSH Regulation (MR 217/2006).

As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulation.

As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards.

To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Name: Harold Sehn

Signature: 

Title: President

Date: May 17, 2020