



COMPANY HEALTH & SAFETY MANUAL

EFFECTIVE JANUARY 2024



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A
8N5
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Health and Safety Manual

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*The safety information in this manual does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

A handwritten signature in black ink, appearing to be 'J. H.', is written over the signature line.

Date: _____

April 9/2024



Peerless Building Products
360326 ALBERTA LTD.
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01 – LEADERSHIP



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Company Safety Policy

Peerless Products is committed to protecting from accidental loss all of its resources; including all workers, other workers who enter our property and job sites, visitors, and the general public, property, and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, including physical, psychological, and social well-being in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in injury, illness, and/or property damage.

All employees at every level will be equally responsible for minimizing incidents within our facilities. Safe work practices and procedures will be clearly defined in the Safety Manual for all employees to follow. The company recognizes that workers are required to travel to and from the work site and should abide by the applicable legislation as it applies to the safe operation of motor vehicles.

Incidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors, and workers.

All management functions will comply with company safety requirements as they relate to planning, operation, and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established safe work practices, safe job procedures, within legislative laws, and company policies.

Peerless Products is committed to making safety a way of life.

* The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code. *

Signed: _____

A handwritten signature in black ink, appearing to be 'C. Smith', written over a horizontal line.

Date: _____

A handwritten date 'April 9/2024' in black ink, written over a horizontal line.



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Assignment of Responsibility and Accountability

Senior Management

1. Establish a safety policy
2. Provide a safe workplace
3. Maintain a safety program
4. Ensure proper training for workers
5. Ensure PPE is available
6. Ensure regular inspections are done
7. Correct unsafe conditions
8. Provide first aid
9. Investigate all incidents
10. Report injuries to WCB
11. Ensure compliance with legislation
12. Ensure workers are not subjected to or participate in violence or harassment
13. Set a good example

Supervisor/Foreman

1. Promote safety awareness
2. Establish safe work procedures
3. Instruct workers
4. Correct unsafe practices
5. Detect troubled employees
6. Correct unsafe conditions
7. Enforce safety rules
8. Inspect for hazards
9. Investigate all accidents
10. Ensure proper maintenance
11. Comply with regulations
12. Ensure workers are not subjected to or participate in violence or harassment
13. Set a good example

Worker

1. Use safe work procedures
2. Report unsafe conditions
3. Correct unsafe conditions
4. Report unsafe acts
5. Report any and all incidents
6. Comply with rules and regulations
7. Make safety suggestions
8. Do not cause or participate in harassment or violence
9. Set a good example

All employees at every level have the right to know, the right to participate, the right to refuse unsafe work, and the right to work in a safe work environment free from violence, harassment, and discrimination.

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All employees should be familiar with the OH&S Act, Regulations, and Code. *

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. H.', written over a horizontal line.

Date: _____

A handwritten date 'April 9/2024' in black ink, written over a horizontal line.



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02 – SUB CONTRACTORS



SUBCONTRACTOR SITE SAFETY ORIENTATION

Name: _____

Date: _____

Company: _____

Position: _____

****This orientation is for persons who DO NOT PERFORM ANY CONSTRUCTION WORK while on site****

PLEASE INITIAL AFTER EACH BOX

MANDATORY REQUIREMENTS BY VISITORS	INITIAL
YOU MUST:	
Always report to the office upon arrival to the site	
Wear approved Safety Boots AND Hi-Visibility Vest at all times while on site	
Be aware of areas where mobile equipment is in use	
Be aware of people/machinery when driving on site and REDUCE SPEED TO 5KM/HR	
Report any accidents or injuries immediately to the office	
No smoking in any buildings on site	
Peerless Products has a ZERO TOLERANCE for any Drugs / Alcohol on site	

EMERGENCY & EVACUATION PROCEDURES / FIRST AID	INITIAL
Location of First Aid kit	
Location of Muster Point	
Locations of Eye Wash Stations / Fire Extinguishers	
Emergency Procedures and Exits	

NOTES:

ALLERGIES / MEDICAL CONDITIONS:	

SUPERVISOR	
I agree to adhere to the instructions listed above, and will follow any directives given by the site Safety Officer.	
Date: _____	Visitor Signature: _____
Safety Officer Signature: _____	

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SUB-CONTRACTOR MANAGEMENT & ORIENTATION

POLICY:

The management and supervisory personnel of Peerless Products are responsible and committed to providing a safe and healthy working environment for its employees, visitors sub-contractors and trade partners. Peerless Products management and supervisory personnel will ensure that where reasonably possible every worker employed on a Peerless Products work sites works in full compliance with established Peerless Products, client, and government legislated occupational health and safety rules regulations and environmental controls.

It is the responsibility of every sub-contractor engaged in work for Peerless Products to have a valid WCB account, business number and applicable insurance coverage. Peerless Products sub-contractors are to observe and fully comply with all Peerless Products safety policies, procedures and applicable legislation to ensure sub-contractor employees safeguard their health, wellness and safety while they perform their function in a manner which protects themselves, other workers, the general public and the physical assets of Peerless Products.

The sub-contractor shall therefore take all necessary steps to protect all workers and third parties from injury, wellness, illness, or property damages because of their work. Peerless Products management will review sub-contractor statistics.

Sub-Contractor responsibilities:

In addition to complying with all aspects of Peerless Products health and safety program sub-contractor responsibilities shall include:

- I. Sub-Contractors shall submit a copy of their health and safety manual to Peerless Products health and safety department for review. If a sub-contracting company does not have a health and safety program, they will then fall completely under Peerless Products health and safety management program.
- II. The sub-contractor shall ensure that all sub-contractor personnel are trained and competent to perform the work assigned or are working under the direct supervision of a competent worker.
- III. The sub-contractor shall provide documented evidence of their WCB account in good standing prior for the beginning of work and in good standing throughout the performance of the work.

Signed: _____

Date: _____

[Signature] *April 9/2024*



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- IV. The sub-contractor shall ensure that all equipment provided by the sub-contractor is in good working order and meet all manufactures specifications as well as legislative requirements.
- V. The sub-contractor shall provide all employees with the necessary P.P.E as well as the proper training on how to care and maintain their personal protective equipment.
- VI. The Sub-contractor shall cease all activities around the area of identified hazards if the hazards cannot be controlled and report deficiencies to Peerless Products safety department.
- VII. The sub-contractor shall immediately remove workers from Peerless Products sites who do not comply with company health and safety requirements as well as occupation health and safety requirements.
- VIII. The Sub-contractor shall report any unsafe work, incidents, accidents and near misses to Peerless Products safety department. A sub-contracting company shall submit reports involving incidents, accidents and near misses to the safety department at Peerless Products within 24 hours or in a reasonable time frame after the time of incident. The sub-contractor will contact all necessary authorities required in the event of an emergency.
- IX. The Sub-contractor shall investigate incidents or occurrences and provide a copy of their findings to Peerless Products safety department with 24 hours or reasonable time frame of the time of the occurrence.
- X. Sub-Contractors shall ensure a copy of all worker training tickets have been provided to Peerless Products safety department. All Sub-contractor employees are required to carry a copy of all training tickets while working on Peerless Products worksites.
- XI. Sub-Contractors shall provide their workers with mandatory P.P.E required for all worksites. P.P.E requirements for all worksites are CSA approved steel toed boots, hardhat, safety glasses, and reflective vests or striping. Specialty P.P.E training and equipment shall be that of the sub-contractor's responsibility.
- XII. The sub-Contractor shall investigate all incidents, accidents and property damage on all Peerless Products worksites.
- XIII. All sub-Contractors are required to attend and sign off on all site safety meetings, hazard assessments and company inspections and submit copies of appropriate documentation to Peerless Products safety department.

Signed: _____

Date: _____

[Signature] *April 9/2024*



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Peerless Products Responsibilities:

- I. Peerless Products management and supervisory personnel reserves the right to perform all necessary site inspections, stop work orders and audits to satisfy the company, client and legislative health and safety requirements.

Peerless Products may require the immediate removal or repair of any defective equipment or tools from site.

- II. Peerless Products supervisory personnel reserves the right to stop, temporary or permanently any work being carried out in an unsafe manner or in contravention of legislative requirements or Peerless Products health and safety rules and regulations performed by Peerless Products personnel, sub-contractors, visitors and other trade partners engaged in work activities on Peerless Products work locations.

- III. Peerless Products will provide sub-contractors with site specific orientation and sub-contractor orientation prior to commencing work.

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SUBCONTRACTOR - SAFETY PROGRAM

Signed:  Date: April 9/2024



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ACKNOWLEDGEMENT LETTER

DISCLAIMER & PURPOSE

Peerless Products primarily functions in the role of Contractor to the clients we represent. This role requires us to supervise and monitor the safe execution of the projects that we manage or are involved in.

The intent of this document for subcontractors is to provide a written overview of Peerless Products safety expectations, minimum policies, and procedures with respect to Health and Safety (H&S) actions. This document does not address all H&S issues which may arise during the completion of the work nor is this document intended to address or replace subcontractor's obligations and requirements with respect to regulatory compliance and best practices, and in conducting work in a manner that creates a safe and healthy work environment for its own employees, Peerless Products employees, other work location occupants, client personnel and the general public. It is the responsibility of the subcontractor to operate in compliance with all applicable legislation and regulations that may pertain to its activities. Compliance to this document does not relieve the subcontractor from any liability that may result from the subcontractor's actions or from failure to act in accordance with applicable legislation.

Where applicable, Peerless Products may provide to the subcontractor, additional H&S policies, practices, and procedures, relating to client specific site or job requirements, which the subcontractor shall comply with.

This document may be modified at any time at Peerless Products discretion.

SAFETY EXPECTATIONS

Peerless Products is committed to ensuring the safety of ours and client employees, subcontractors and the public when working on our projects. We believe safety starts with ensuring everyone involved with our projects understands their responsibility for safety. The following is a list of expectations of our subcontractors. Every subcontractor must comply with the following:

Signed: _____

Date: _____

[Signature] *April 9 / 2024*



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Prior to Commencing Work:

- Annually, or at the point of contract award for new subcontractors, each subcontractor will be required to review and sign off this acknowledgement letter that outlines our company's safety expectations and to ensure acceptance and compliance with all Client, Peerless Products, and legislated policies, practices and procedures.
- Any subcontractor awarded work with Peerless Products will be responsible for reviewing these expectations with their employees and any subsidiary contractor (sub-trade of a subcontractor) and notification to Peerless Products of the company names. Subcontractors will accept liability for the safety performance of their subsidiary contractors.
- Subcontractors must adhere to any client required security procedures including completion of employee security clearance, pass application and/or client specific orientation training.
- Provide WCB industry code and account number for proof of clearance.
- Provide proof of liability insurance.

At Project Start-Up and Ongoing On Site Work (not limited to):

- As required, report to site office or designated area at the start of work and sign in and out each day as part of legislative or client requirements.
- Upon starting work on a location, participate in the site-specific orientation.
- Adhere to all/any Client site specific policies, practices and procedures (i.e., facility security procedures).
- Supply own CSA approved PPE and adhere to the client site specific PPE requirements.
- Complete daily Hazard Assessments (i.e., Field Level Hazard Assessments / Pre-Job Safety Instructions) with crew throughout the project that notes the tasks are being completed, and the associated hazards and elimination controls are in place. Submit a copy of the Hazard Assessment to the contract Site Superintendent for review and archiving.

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. H.', written over a horizontal line.

Date: _____

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- Provide job specific Safe Work Procedures (i.e., fall protection plan) as requested or required.
- Provide updated training records to Safety personnel for job specific work (i.e., fall protection, operator certification, etc.). Workers are expected to carry on their person a current copy of their certifications (i.e., First Aid, Fall Protection, etc.).
- Follow all emergency evacuation procedures on site.
- Report any unsafe conditions or work, incident or accidents to the relevant Supervision and take part in any required investigations.
- Subcontractors who are working alone are to have a working alone program in place.
- Everyone on site is expected to conduct themselves in a professional manner. Behavior which violates Peerless Products policy or has the potential to endanger the safety and well-being of other workers at the work location is grounds for removal from the site.
- Subcontractors are expected to maintain a clean and orderly work area. Clear access is to be maintained to and within work areas. Access to electrical panels, fire extinguishers, safety equipment, fire hydrants and points of egress is to be kept clear of obstructions.
- Subcontractors are responsible to provide their own safety supplies, tools, equipment, and vehicles and required to conduct work in a safe manner in accordance with all regulatory requirements. Subcontractors are responsible for the safe operation of any equipment brought on location and must be able to demonstrate that the operators of the said tools and equipment are trained and qualified to do so. Subcontractors are also responsible for the integrity of the tools and equipment itself and must be able to demonstrate that the equipment has been properly maintained and is safe for use.
- Unless written approval is obtained, subcontractors may not use Peerless Products owned or leased equipment or tools.

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. H.', written over a horizontal line.

Date: _____

A handwritten date 'Apr 19 / 2024' in black ink, written over a horizontal line.



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AUDITING & MANAGEMENT

Peerless Products will audit the subcontractor or require the subcontractor to self-audit its adherence to the HS&E requirements of the work performed. An audit may include workplace inspections, visual observations, interviews and documentation review, including training records, certification records and related HS&E statistics.

Action plans, including personnel responsible and timeline, are to be provided to the Peerless Products contact for any observations noted.

Peerless Products reserves the right to put a subcontractor on notice at any time for breaches to our safety program and in the event serious and repeated breaches take place we may release the subcontractor from their contract. Any costs or delays that occur because of serious or repeated breach of safety procedures may be passed on to the subcontractor responsible.

Peerless Products goal is to work in cooperation with our client, employees, subcontractors and the public to ensure the safety of everyone at our work locations.

AWKNOWLEDGEMENT

Date: _____

Company Name (Print): _____

Address: _____

Authorized Company Representative: _____ (Signature)

_____ (Print)

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Signed:  Date: Apr 19 / 2024



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03 – HEALTH & SAFETY COMMITTEE



JWSHSC Rules of Procedure/ Terms of Reference

1. Name of the committee

PEERLESS PRODUCTS
1301 Porter's Hill SE
Medicine Hat, AB

2. Constituency

The constituency section should identify the different departments or groups represented on the committee.

Representative	Group/Area/Department/Union
Lisa Fraser	Worker
Mike Gourlay	Worker Co-chair
Coy Olson	Employer Co-chair
Edwin Lamela	Worker/Employer

3. Purpose

The purpose of the Joint Work Site Health and Safety Committee is to identify and resolve safety concerns as well as promote health and safety at the work site.

The committee also aids in increasing two-way communication between workers and employers as well as promoting a healthy and safe working environment.



4. Duties and functions

The duties and functions of the committee are identified in the OHS Act, s.19, and include the items below.

- a) The receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers
- b) Participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site
- c) Develop, monitor, and follow-up on corrective actions
- d) The development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures
- e) Cooperation with an officer exercising duties under the OHS act, the regulations and the OHS code
- f) Inspections of work sites will be regularly conducted by the safety officer as per Peerless health and safety plan
- g) The making of recommendations to the employer, prime contractor or owner respecting the health and safety of workers
- h) The inspection of the work site at regular intervals
- i) The participation in investigations of serious injuries and incidents at the work site in accordance with section 40
- j) The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee
- k) Other duties as may be specified in this act, the regulations and the OHS code

Duties shall be performed during normal working hours.

5. Records

The committee will keep accurate records of all activities conducted by and all items addressed by the committee.

Records include meeting agendas, meeting minutes, recommendations to the employer, inspections, hazard reports, incident reports, investigations, action plans, orders, interactions with OHS officers, or any other documentation related to the duties and functions of the committee.

6. Inspections

The Peerless safety officer will conduct worksite inspections based upon worksite Peerless policies

7. Meetings

The committee shall meet in accordance with OHS Act, s.22. The requirements are stated below.

- a) Meet within 10 days of being established
- b) Meet at least quarterly
- c) Meet if requested by a co-chair
- d) Meet if requested by an OHS officer

Meetings shall be held during normal working hours. A quorum is required to hold a meeting.



8. Agenda and meeting minutes

Meeting agendas and minutes will adhere to the guidelines below

- a) Meeting agendas and minutes will follow the approved templates.
- b) An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
- c) The co-chairs must ensure that meeting minutes are recorded.
- d) The co-chairs must ensure that meeting minutes are approved and given to the employer within 7 days of the meeting.
- e) The co-chairs must ensure copies of the approved meeting minutes are posted or provided by electronic means at the work site within 7 days after the day the meeting was held.

9. Composition

The committee's composition will follow the requirements below.

- a) The committee shall consist of 4 members.
- b) One worker representative will be elected from each of the following group/areas/department/union. *(Include list of all applicable groups/areas/departments/unions)*
- c) One employer representative will be appointed elected from each of the following group/areas/department/union. *(Include list of all applicable groups/areas/departments)*



10. Co-Chairs

Two co-chairs will be selected by the members of the committee.

- a) The worker representative shall select one co-chair
- b) The employer representatives shall select one co-chair

The co-chairs have specific requirements under the AB OHS Act (s.22, s.25, s.27). Co-Chair responsibilities are listed below.

- a) Alternate in serving as chair at committee meetings
- b) Participate in all decisions of the committee
- c) Prepare the agendas for the committee meetings
- d) Ensure that meeting minutes are recorded
- e) Ensure that meeting minutes are approved and given to the employer within 7 days of the meeting
- f) Ensure copies of the approved meeting minutes are posted or provided by electronic means at the work site within 7 days after the day the meeting was held

Either co-chair may call a special meeting.

11. Quorum

The composition of the quorum shall follow the requirements below.

- a) Consist of _____ members (one-half of the members)
- b) Both worker and employer members must be present
- c) At least one half of members present are workers

A quorum is required to conduct a meeting or make valid recommendations and decisions.



12. Terms of Office

The AB OHS Act, s.24 states the duration of a members' term on the JWSHSC. The durations in the OHS Act are specified below.

- a) Normally not less than one year
- b) May be longer than one year until a successor is selected or appointed

13. Replacing a member

If a member must step down during the member's term of office, the following procedure will be followed to replace the member.

- a) The member will advise the committee in writing of their intent to step down
- b) The committee will pass the motion to replace the member, if necessary
- c) The committee will inform the employer if the member is an employer member, or the committee will proceed with an appropriate election process to elect a new worker member
- d) If the member stepping down is a co-chair, the committee must proceed with a co-chair selection once the new member joins the committee

14. Recommendations to the employer

Recommendations to the employer will follow the requirements stated below.

- a) Written using the approved template
- b) Directly related to health and safety
- c) Reasonably capable of being done
- d) Clear and complete (ensure the employer will not need more information to make a decision)



15. Resolution of disagreements

With the Employer

As per s.21 of the OHS Act, when a matter cannot be resolved after written reasons are given by the employer, the employer, the JWSHSC, or a member of the JWSHSC may refer the concern to an OHS officer

Amongst the JWSHSC

When the committee is unable to reach an agreement regarding a health and safety matter the committee will consult Wayne Herman.

(This may include having the co-chair contacting OHS or a third-party consultant)

16. Coordination with other JWSHSCs

If there are other JWSHSC established by the same employer or prime contractor, if there is one, the committee will coordinate accordingly.

Coordination includes such items below.

- a) Appointing individuals (JWSHSC coordinators) to share information amongst the established JWSHSCs

Example:

JWSHSC	Coordinator
JWSHSC #1	
JWSHSC #2	
JWSHSC #3	

- b) Communication of relevant safety information such as inspection reports, incident reports, corrective action recommendations, and other recommendations made to the employer
- c) Meeting locations, dates, and times will be shared to allow for coordinators to attend the other committees' meetings



17. Disclosure of Information

The committee or its individual members, must not disclose a worker's personal health information or the personal information of an identifiable individual unless the disclosure is required by law.

18. Amendments

These rules of procedure may be amended by vote of the committee members.

19. Status of Rules of Procedure

Status	Created/Approved By	Date (MM/DD/YYYY)
Drafted		
Reviewed		
Amendment #1		



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04 – TRAINING & COMMUNICATION



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Safety Meeting Policy

It is extremely important to the management staff of Peerless Building Products that ALL employees, including sub-contractors, are committed to constant communication and exchange of information regarding safety. In order to ensure this, we have chosen to implement the following practices:

- Employees are required to attend all on-site Safety/Tailgate meetings. These meetings give an opportunity to discuss topics from specific concerns to general safety matters, and must be documented and signed by all employees in attendance. Any employee who fails to be present for this safety meeting must make arrangements to review the discussion and documentation with the foreman on site, and/or the Safety Officer at the earliest possible time. Tailgate meetings are to be held weekly or when a jobsite changes.
- All personnel of Peerless will be involved in a General Safety Meeting to be held every 6 (six) months or sooner as deemed necessary by management. These meetings will give an opportunity to collectively review safety policies, the monthly site inspections, any pertinent safety issues regarding scope of work or safe work practices, upcoming training, changes in legislature, or any other topic directly concerning the health and safety of employees and management.
- All management personnel (including senior management and site supervisors responsible for the day-to-day operations of the company) will attend a Management Safety Meeting as required to discuss issues of training, topics relating to Health and Safety, updates on site inspections, and important topics noted in Tailgate Meetings. These meetings will also provide the opportunity for targeting a goal for the upcoming month.

These above noted meetings are mandatory for all personnel; any absences must be noted and arrangements must be made with the Safety Officer to review missed material.

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

A handwritten signature in black ink, appearing to be 'John A.', written over a horizontal line.

Date: _____

A handwritten signature in black ink, appearing to be 'April 8/2024', written over a horizontal line.



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Training Policy

It is the policy of this company to have employees trained in general and specialized Safety Procedures.

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

This training will include, but not be limited to:

- Health and safety orientations for newly hired personnel
- Hazard identification and control processes
- Job-specific training
- Health and safety training for supervisors and management
- Task and trade-specific training and certification
- Specialized safety and related training
- Refresher and update training

In addition, health and safety meetings involving all workers will be held on a regular basis.

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Date: _____

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Competency Policy

Peerless Products, like the OH&S Code, defines a competent worker as adequately qualified, suitably trained, with enough experience to safely perform work without supervision.

To effectively establish an Employee's competency as defined by Occupational Health and Safety: after a three-month probationary period, a Competency Report will be completed by both the new employee and their Foreman/Supervisor.

This report will determine competency in a number of areas which may change from time to time, at the discretion of the company, as well as the duties being performed by the employee.

This Competency Report will assist management in determining what changes to the training program are required as well as assisting the employee to better understand the safety and work procedures as outlined by the company.

If an employee is transferred to a new position a new orientation will be completed and a competency report may be deemed necessary to determine competency with the new tasks involved.

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New Hire Form

Personal Information

Name: _____

Address: _____ Postal Code: _____

Phone Number: _____ Alternate Number: _____

Emergency Contact & Phone Number: _____

Social Insurance #: _____ Birth Date: M____/D____/Y____

Driver's License #: _____ Province + Class: _____

Email Address: _____

Other Training Received:

Date:

Signature:

For Office Use Only:

Date Hired: _____

Starting Wages: _____

Copy ID: ☐ Copy Certificates: ☐ Driver's Abstract: ☐ Criminal Record Check: ☐

Filling out Form TD1AB

Fill out this form if you have income in Alberta and any of the following apply:

- you have a new employer or payer, and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change the amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1AB, your employer or payer will deduct taxes after allowing the basic personal amount only.

More than one employer or payer at the same time

- ☐ If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1AB for 2024, you cannot claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1AB, check this box, enter "0" on line 11 and do not fill in lines 2 to 10

Total income is less than the total claim amount

- ☐ Tick this box if your total income for the year from all employers and payers will be less than your total claim amount on line 11. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you want to have more tax deducted at source, fill out section "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You may ask to have less tax deducted at source if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call 1-800-959-5525.

Personal Information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Information about Programs and Information Holdings at canada.ca/cra-information-about-programs.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

Date 2024-01-19

It is a serious offence to make a false return.



2024 Personal Tax Credits Return

Protected B when completed

TD1

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

Last name		First name and initial(s)		Date of birth (YYYY/MM/DD)		Employee number	
Address		Postal code		For non-residents only Country of permanent residence		Social insurance number	

1. **Basic personal amount** – Every resident of Canada can enter a basic personal amount of \$15,705. However, if your net income from all sources will be greater than \$173,205 and you enter \$15,705, you may have an amount owing on your income tax and benefit return at the end of the tax year. If your income from all sources will be greater than \$173,205 you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2024 Personal Tax Credits Return, and enter the calculated amount here.

2. **Canada caregiver amount for infirm children under age 18** – Only one parent may claim \$2,616 for each infirm child born in 2007 or later who lives with both parents throughout the year. If the child does not live with both parents throughout the year, the parent who has the right to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for the child.

3. **Age amount** – If you will be 65 or older on December 31, 2024, and your net income for the year from all sources will be \$44,325 or less, enter \$8,790. You may enter a partial amount if your net income for the year will be between \$44,325 and \$102,925. To calculate a partial amount, fill out the line 3 section of Form TD1-WS.

4. **Pension income amount** – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, old age security, or guaranteed income supplement payments), enter whichever is less: \$2,000 or your estimated annual pension income.

5. **Tuition (full-time and part-time)** – Fill in this section if you are a student at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees. Enter the total tuition fees that you will pay if you are a full-time or part-time student.

6. **Disability amount** – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$9,872.

7. **Spouse or common-law partner amount** – Enter the difference between the amount on line 1 (line 1 plus \$2,616 if your spouse or common-law partner is infirm) and your spouse's or common-law partner's estimated net income for the year if two of the following conditions apply:

- You are supporting your spouse or common-law partner who lives with you
- Your spouse or common-law partner's net income for the year will be less than the amount on line 1 (line 1 plus \$2,616 if your spouse or common-law partner is infirm)

In all cases, go to line 9 if your spouse or common-law partner is infirm and has a net income for the year of \$28,041 or less.

8. **Amount for an eligible dependant** – Enter the difference between the amount on line 1 (line 1 plus \$2,616 if your eligible dependant is infirm) and your eligible dependant's estimated net income for the year if all of the following conditions apply:

- You do not have a spouse or common-law partner, or you have a spouse or common-law partner who does not live with you and who you are not supporting or being supported by
- You are supporting the dependant who is related to you and lives with you
- The dependant's net income for the year will be less than the amount on line 1 (line 1 plus \$2,616 if your dependant is infirm and you cannot claim the Canada caregiver amount for infirm children under 18 years of age for this dependant)

In all cases, go to line 9 if your dependant is 18 years or older, infirm, and has a net income for the year of \$28,041 or less.

9. **Canada caregiver amount for eligible dependant or spouse or common-law partner** – Fill out this section if, at any time in the year, you support an infirm eligible dependant (aged 18 or older) or an infirm spouse or common-law partner whose net income for the year will be \$28,041 or less. To calculate the amount you may enter here, fill out the line 9 section of Form TD1-WS.

10. **Canada caregiver amount for dependant(s) age 18 or older** – If, at any time in the year, you support an infirm dependant age 18 or older (other than the spouse or common-law partner or eligible dependant you claimed an amount for on line 9 or could have claimed an amount for if their net income were under \$18,321) whose net income for the year will be \$19,666 or less, enter \$8,375. You may enter a partial amount if their net income for the year will be between \$19,666 and \$28,041. To calculate a partial amount, fill out the line 10 section of Form TD1-WS. This worksheet may also be used to calculate your part of the amount if you are sharing it with another caregiver who supports the same dependant. You may claim this amount for more than one infirm dependant age 18 or older.

11. **Amounts transferred from your spouse or common-law partner** – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition amount, or disability amount on their income tax and benefit return, enter the unused amount.

12. **Amounts transferred from a dependant** – If your dependant will not use all of their disability amount on their income tax and benefit return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of their tuition amount on their income tax and benefit return, enter the unused amount.

13. **TOTAL CLAIM AMOUNT** – Add lines 1 to 12.

Your employer or payer will use this amount to determine the amount of your tax deductions.

Filling out Form TD1

Fill out this form **only** if any of the following apply:

- you have a new employer or payer, and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change the amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

More than one employer or payer at the same time

- ☐ If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2024, you **cannot** claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1, check this box, enter "0" on Line 13 and do not fill in Lines 2 to 12.

Total income is less than the total claim amount

- ☐ Tick this box if your total income for the year from all employers and payers will be less than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

For non-resident only (Tick the box that applies to you.)

As a non-resident, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2024?

- ☐ Yes (Fill out the previous page.)
- ☐ No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

Call the international tax and non-resident enquiries line at 1-800-959-8281 if you are unsure of your residency status.

Provincial or territorial personal tax credits return

You also have to fill out a provincial or territorial TD1 form if your claim amount on line 13 is more than \$15,705. Use the Form TD1 for your province or territory of **employment** if you are an employee. Use the Form TD1 for your province or territory of **residence** if you are a pensioner. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

Your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount if you are claiming the basic personal amount only.

Note: You may be able to claim the child amount on Form TD1SK, 2024 Saskatchewan Personal Tax Credits Return if you are a Saskatchewan resident supporting children under 18 at any time during 2024. Therefore, you may want to fill out Form TD1SK even if you are only claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

You may claim any of the following amounts if you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2024:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction

Employees living in a prescribed **intermediate** zone may claim 50% of the total of the above amounts.

For more information, go to canada.ca/taxes-northern-residents.

\$

Additional tax to be deducted

You may want to have more tax deducted from each payment if you receive other income such as non-employment income from CPP or QPP benefits, or old age security pension. You may have less tax to pay when you file your income tax and benefit return by doing this. Enter the additional tax amount you want deducted from each payment to choose this option. You may fill out a new Form TD1 to change this deduction later.

\$

Reduction in tax deductions

You may ask to have less tax deducted at source if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

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Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Information about Programs and Information Holdings at canada.ca/cra-information-about-programs.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

It is a serious offence to make a false return.

Date 2024-01-19



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A 8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

Banked Hours Agreement

It is agreed between:

Employee Name Of Employee Address

And

PEERLESS PRODUCTS Of 1301 Porter's Hill SE
Employer/Company Name Employer/Company Address

1. That either wholly or partly the employer will provide and the employee will take time off with pay in place of overtime pay for those hours worked in excess of _____ in a work day or _____ in a work week, whichever is greater.
2. The time off with pay in place of overtime pay shall be provided, taken and paid at the regular rates of wages at the time that the employee could have worked and received wages from the employer.
3. The time off with pay shall be provided, taken and paid within 3 months of the end of the pay period in which it was earned unless;
 - a. The agreement is part of a collective agreement which provides for a longer period of time or
 - b. The Director of Employment Standards issue a permit providing for a longer period of time.

4. If the time off with pay instead of overtime is not provided, taken, and paid in accordance with paragraph 2, the employee shall be paid overtime pay of at least 1.5 times the employee's wage rate for the overtime hours worked
5. Time off in place of overtime shall be treated as hours worked and remuneration paid in respect to time off in place of overtime pay shall be treated as wages
6. The employer shall provide a copy of this agreement to the employee
7. No amendment or termination of this agreement shall be effective without at least one month's notice in writing by one party to the other

Dated this _____ day of _____, 20____

Signed by _____ and _____
Employer/Company Employee



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A 8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

Employee Training Courses Agreement

Employee name: _____

Date: _____

Peerless Building Products will provide relevant training courses, free of charge to specified employees.

The terms and conditions of providing these training courses are that the above mentioned employee agrees to remain employed at Peerless Building Products for six months after the completion of the course.

Failure to remain an employee for above time period will result in full reimbursement of costs to Peerless Building Products, which will be deducted from final pay cheque.

Employee Signature: _____

Employer Signature: _____



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A 8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

Employee Required Hand Tools / Safety Equipment

General

1. LEATHER TOOL POUCH
2. HAMMER
3. 1" X 25 ft. MEASURING TAPE
4. LEFT (reds) & RIGHT (greens) SNIPS
5. 6" SQUARE with built-in LEVEL
6. #8 SCREW DRIVER
7. NEEDLE NOSE PLIERS
8. CORDLESS DRILL
9. BASIC PPE INCLUDING HARD HAT, SAFETY BOOTS, SAFETY GLASSES, AND HIGH VISIBILITY GARMENT
10. FALL PROTECTION PPE: (Harness, Lanyard, Rope, Rope Grab, Anchor Point)
 - a. MUST HAVE WITHIN FIRST WEEK OF EMPLOYMENT
 - b. IF AN EMPLOYEE PREFERS, THEY MAY HAVE A ROOFER'S KIT PURCHASED FOR THEM, AND HAVE THE COST OF THAT KIT DIVIDED AND TAKEN OFF OF 3 SUBSEQUENT PAYCHEQUES.

Fall Protection Kit Received: ☐

Hard Hat Received: ☐

Safety Glasses Received: ☐

Employee Signature: _____

Safety Officer Signature: _____



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A 8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

Company Safety Policy

Peerless Products is committed to protecting from accidental loss all of its resources; including all workers, other workers who enter our property and job sites, the general public, property, and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, including physical, psychological, and social well-being in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in injury, illness, and/or property damage.

All employees at every level will be equally responsible for minimizing incidents within our facilities. Safe work practices and procedures will be clearly defined in the Safety Manual for all employees to follow. The company recognizes that workers are required to travel to and from the work site and should abide by the applicable legislation as it applies to the safe operation of motor vehicles.

Incidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors, and workers.

All management functions will comply with company safety requirements as they relate to planning, operation, and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established safe work practices, safe job procedures, within legislative laws, and company policies.

Peerless Products is committed to making safety a way of life.

* The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code. *

Signed: _____ Date: _____



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A 8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

Assignment of Responsibility and Accountability

Senior Manager

- | | |
|--|--|
| 1. Establish a safety policy | 7. Correct unsafe conditions |
| 2. Provide a safe workplace | 8. Provide first aid |
| 3. Maintain a safety program | 9. Investigate all incidents |
| 4. Ensure proper training for workers | 10. Report injuries to WCB |
| 5. Ensure PPE is available | 11. Ensure compliance with legislation |
| 6. Ensure regular inspections are done | 12. Set a good example |

Supervisor/Foreman

- | | |
|-----------------------------------|-------------------------------|
| 1. Promote safety awareness | 7. Enforce safety rules |
| 2. Establish safe work procedures | 8. Inspect for hazards |
| 3. Instruct workers | 9. Investigate all accidents |
| 4. Correct unsafe practices | 10. Ensure proper maintenance |
| 5. Detect troubled employees | 11. Comply with regulations |
| 6. Correct unsafe conditions | 12. Set a good example |

Worker

- | | |
|------------------------------|--------------------------------------|
| 1. Use safe work procedures | 5. Report any and all incidents |
| 2. Report unsafe conditions | 6. Comply with rules and regulations |
| 3. Correct unsafe conditions | 7. Make safety suggestions |
| 4. Report unsafe acts | 8. Set a good example |

All employees at every level have the right to know, the right to participate, the right to refuse unsafe work, and the right to work in a safe work environment free from violence, harassment, and discrimination.

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code. *

Signed: _____

Date: _____

[Signature] *April 9 / 2024*



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A 8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

Legislation Policy

It is the policy of Peerless Products to ensure our operations are in compliance with all industry standards, applicable safety/municipality standards, and the relevant Occupational Health and Safety Act, Regulation, and Code.

Copies of the Alberta Occupational Health & Safety Act, Regulation, and Code are readily available for all employees in the Main Office, and in Foreman's Trucks. It is the responsibility of all employees to make themselves familiar with any legislation that applies to their jurisdiction, along with attending any relevant training provided by the company.

Violations of Alberta Occupational Health & Safety are considered safety violations and are subject to the Peerless Products Enforcement Policy, as well as any and all enforcement procedures employed by Alberta OH&S.

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

A handwritten signature in black ink, appearing to be 'W. A.', written over a horizontal line.

Date: _____

A handwritten signature in black ink, appearing to be 'April 9/2024', written over a horizontal line.



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A 8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

Workplace Violence and Harassment Prevention Policy and Program

Mission Statement

Peerless Building Products is committed to providing a safe, healthy and supportive work environment by treating our employees and clients with respect, fairness and sensitivity.

Violence and harassment in the workplace can have devastating effects on employees' quality of life and organizational productivity. **Workplace violence** is:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

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

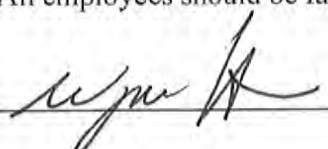
Policy Statement

The management of Peerless Building Products recognizes the potential for violence and harassment in the workplace. We will therefore make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them through our workplace violence and harassment prevention program. Peerless Building Products will not tolerate any type of violence or harassment within the workplace or during work-related activities.

Dated at _____ on _____, 20__

Signed _____
(Owner to sign)

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code. *

Signed:  Date: Apr 9 / 2024



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A 8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

General Rules

Mandatory Requirements

1. Wear hard hats, safety boots, safety glasses, and high visibility garment, as well as any specialized PPE as required in work areas.
2. Report to your supervisor all unsafe acts, unsafe conditions, near miss incidents, injury, and/or property damage incidents immediately.
3. Perform all work in accordance with safe work practices and your supervisor's direction.
4. Maintain good housekeeping in your work area.
5. Running is not permitted anywhere, except in the case of extreme emergency.
6. Smoking is permitted in designated areas only.
7. Any and all tools will be operated by competent personnel who have received proper training in their safe operation.
8. All materials on the job site are to be stored according to WHMIS data sheets or manufacturer's instructions.
9. Operate all vehicle and mobile equipment in accordance with site rules and highway regulations

Prohibitions

The following are prohibited at all times on all company property and all company job-sites:

1. Possession or consumption of alcohol, recreational marijuana, or illegal drugs;
2. Possession of firearms;
3. Fighting, horseplay, practical jokes;
4. Theft, vandalism;
5. Riding on equipment is prohibited. No person shall ride any hook, hoist, or other material handling equipment which is not specifically designed to carry personnel.
6. Damaging, disabling or interfering with safety, fire fighting, or first aid equipment;
7. Arriving for work and/or remaining at work when ability to perform the job safely is impaired.

All Rules, including Mandatory Requirements and Prohibitions are
enforced by Peerless Products' Enforcement Policy

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: [Signature] Date: April 9/2024



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A 8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

Enforcement Policy

The management of Peerless Products is committed to achieving health and safety excellence by providing an injury and accident free workplace for everyone. All employees are required to follow applicable legislation, company rules, safe work practices, and safe job procedures.

At Peerless Products, violations will be handled in an objective, but firm manner and employees will be instructed what the enforcement policy is upon commencement of employment and upon any changes to policies, practices, procedures, etc.

Peerless Building Products' steps of the enforcement progression is as follows:

1st offense	-	verbal warning
2nd offense	-	written warning
3rd offense	-	suspension without pay
4th offense	-	dismissal

Any measure or combination of measures deemed appropriate to the circumstance can and will be used including immediate suspension and/or dismissal.

Documentation must be done at each stage of the enforcement policy.

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. A.', written over a horizontal line.

Date: _____

A handwritten date 'April 9/2024' in black ink, written over a horizontal line.



Peerless Products
1301 Porter's Hill SE
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Fax: (403) 526-1717

Personal Protective Equipment (PPE) Policy

It is the policy of Peerless Products to have all employees use proper PPE when and where required.

- All employees will wear footwear and clothing suitable for the job being performed. Employees will have with them approved hard hats, safety boots, safety glasses, and high visibility garment and will wear them when required by job site safety rules or when it is appropriate for the task being performed. (ie: working below other workers, moving heavy material, grinding, etc)
- All Fall Protection and equipment will be inspected prior to use. The Company will maintain appropriate inspection and service logs/records for all Fall Protection.
- All PPE used will be in good condition and maintained according to manufacturer's specifications.
- All PPE that has been removed from service will be tagged "out of service" with appropriate documentation attached. PPE that has been tagged out will not be returned to service until repaired and inspected by a qualified person.
- No piece of PPE will be modified or changed contrary to its manufacturer's instructions or specifications or OH&S legislation.

The safety information in this policy does not take precedence over OH&S Regulations. All employees should be familiar with the OH&S Act, Regulations, and Code.

Signed: _____

A handwritten signature in black ink, appearing to be 'M. J. H.', written over a horizontal line.

Date: _____

A handwritten date in black ink, 'April 9/2024', written over a horizontal line.



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A 8N5
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Fax: (403) 526-1717

Fall Protection Policy

An employer must ensure that a worker is trained in the safe use of the fall protection system before allowing the worker to work in an area where a fall protection system must be used.

The training referred to in the above section must include the following:

1. A review of current Alberta legislation pertaining to fall protection
2. An understanding of what a fall protection plan is
3. Fall protection methods a worker is required to use at a work site
4. Identification of fall hazards
5. Assessment and selection of specific anchors that the worker may use
6. Instructions for the correct use of connecting hardware
7. Information about the effect of a fall on the human body, which includes:
 - a. Maximum arresting force
 - b. The purpose of shock and energy absorbers
 - c. Swing fall
 - d. Free fall
8. Pre-use inspection
9. Emergency response / rescue procedures to be used at the work site
10. Have practice in
 - a. Inspecting, fitting, adjusting and connecting fall protection systems and components
 - b. Emergency response procedures

In addition to training described in the above, Peerless Products will ensure that all workers are made aware of the fall hazards particular to that work site and the steps being taken to eliminate or control those hazards with a completed Fall Protection Plan, to be completed and reviewed before work commences.

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. H.', is written over the signature line.

Date: _____

A handwritten date 'April 9/2024' in black ink is written over the date line.



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A 8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

Competency Review

A worker shall be deemed Competent when they are adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or a minimal degree of supervision.

After an initial 3 month probationary period, and/or a job position change, the following will be reviewed by the worker and their foreman to deem the worker competent or not.

Employee Name: _____

Hire Date: _____

Self-Assessment	Qualified	Trained	Experienced
PPE Use			
PPE Maintenance			
WHMIS			
Fall Protection			
Ladders			
Power Tools			
Hand Tools			
Safe Work Practices			
Safe Job Procedures			
Other			

Employee Comments: _____



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A 8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

Foreman-Assessment	Qualified	Trained	Experienced
PPE Use			
PPE Maintenance			
WHMIS			
Fall Protection			
Ladders			
Power Tools			
Hand Tools			
Safe Work Practices			
Safe Job Procedures			
Other			

Overall Performance: _____

Completed on: _____

Employee Signature: _____

Foreman Name: _____

Foreman Signature: _____



Peerless Products
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Fax: (403) 526-1717

Reviewed By:	Safety Officer	Date:	Safety Officer
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WHMIS

Instructions

1. Write name, birth date, and company name (Peerless Products) on both the book and your exam
2. Read the work book and complete all questions inside
3. Use the book to answer all of the questions on the exam
4. Enter your information on the card at the back of the book
5. Submit the book and exam to Safety Coordinator for review and submission to the ACSA
6. Upon achieving 80% or greater on your exam, you will receive your WHMIS Ticket from the ACSA inside your pay cheque



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New Employee Safety Orientation

Topics Covered:

1. Company Safety Policy ☐
 - a. Responsibility & Accountability ☐
2. Hazard Assessment Policy ☐
 - a. Critical Task List ☐
 - b. Hazard Assessment ☐
3. Safe Work Practices ☐
 - a. Working at Height ☐
 - b. Ladders ☐
 - c. Lifts ☐
 - d. Vehicles & Driving ☐
 - e. Fire Prevention ☐
 - f. Power Tools ☐
4. Safe Job Procedures ☐
 - a. Imminent Danger & Stop Work ☐
 - b. Fall Protection ☐
 - c. Overhead Power Lines ☐
 - d. Personnel Lifts ☐
5. Company Rules ☐
 - a. Enforcement Policy ☐
6. PPE ☐
7. Preventative Maintenance ☐
 - a. Inspections ☐
 - b. Defective Tools ☐
8. Training ☐
 - a. Safety Meetings ☐
 - b. Competency ☐
9. Incident Reporting & Investigations ☐
 - a. Injury / Property Damage Incidents ☐
 - b. Near Misses ☐
10. Emergency Preparedness ☐
 - a. Emergency Response Plans ☐
 - b. Emergency Contacts ☐
11. Documentation Requirements ☐
12. Legislation ☐
13. Yard Tour/Introduction ☐

Signed: _____
Safety Officer Employee



Peerless Building Products
360326 ALBERTA LTD.
1301 Porters Hill S.E.
Medicine Hat, Alberta T1A 8N5
Phone: (403) 527-5700 Fax: (403) 526-1717

05 – HAZARD IDENTIFICATION & ASSESSMENT



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A 8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

Hazard Assessment Policy

It is the policy of this company to promote communication between employees, supervisors, safety personnel, and management, in order to ensure maximum control of all identifiable risks.

In endeavouring to meet minimum legislative requirements, we will ensure that a comprehensive assessment of each site is done prior to Peerless Products employees beginning work on the site. In addition, each crew will participate in a formal field-level Hazard Assessment if at any point there is a presence of imminent danger, the scope of work changes, or there is the presence of a new trade on site.

We are committed to eliminating hazards whenever it is reasonably practicable to do so. If elimination is not reasonably practicable, we are committed to controlling hazards by any other means deemed reasonable by Occupational Health and Safety legislation.

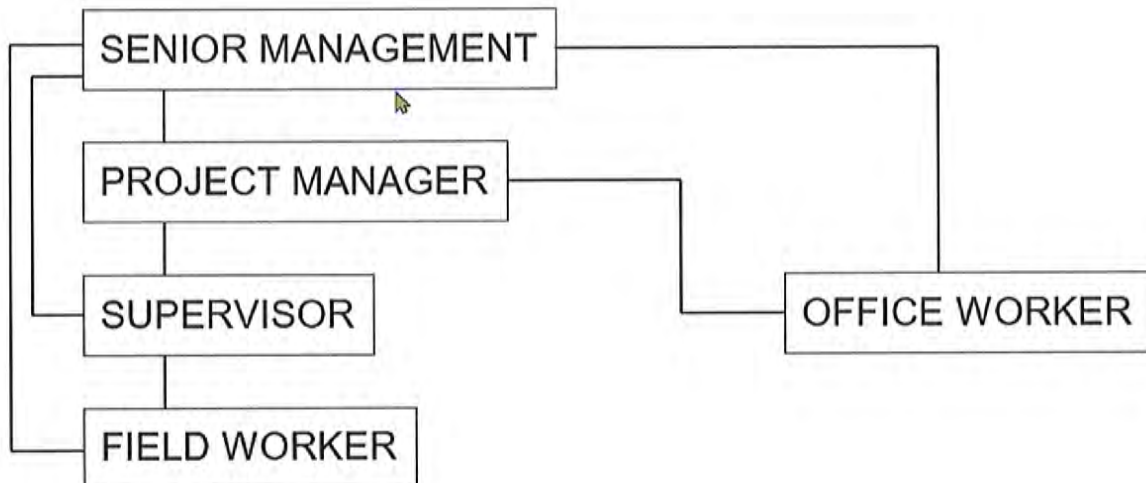
*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed:  Date: April 9 / 2024



Peerless Building Products
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ORGANIZATIONAL CHART





Peerless Products
 1301 Porter's Hill SE
 Medicine Hat, Alberta, T1A
 8N5
 Phone: (403) 527-5700
 Fax: (403) 526-1717

Critical Task List

Risk Rating Scale					
Severity		Probability		Frequency	
1	Catastrophic (death, serious injury, permanent disability, extensive property damage)	1	Likely to occur immediately	1	> 75 % of day
2	Critical (lost time injury/illness, temporary disability, considerable property damage)	2	Probable in time	2	50 % - 75% of day
3	Marginal (medical aid injury, minor illness, minor property damage)	3	Possible in time	3	25 % - 50% of day
4	Negligible (first aid, limited property damage)	4	Remotely possible	4	< 25 % of day

Tasks	Potential Loss	Severity	Probabilit	Frequency	Total	Critical Rating
Working at Height	Fall, injury, death	1	2	1	4	1
Operating Heavy Equipment (man lifts, forklifts, etc)	Crushed limbs, fall from height, damaged property	1	2	4	7	3
Roof Tar	Burns, fires, limbs	1	3	2	6	2
Operating Vehicles	Injury, death, property damage	2	3	4	9	4
Operating Machinery in Shop	Crushed limbs, damaged materials	1	3	3	7	3
Welding	Burns, blindness, property damage, explosions, suffocation	2	3	4	9	4
Fuelling Equipment	Fire, injury, property damage	2	4	4	10	4
Torch	Burns, fire, property damage	2	3	3	8	3
Spray Foam	Poison, suffocation, fire, explosion	1	1	2	4	1

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

Signed: WJA Date: April 9/2024



Peerless Products
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8N5
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Formal Hazard Assessment Policy: Create, Review, Revise

It is the policy of Peerless Products to Create, Review, Revise its Formal Hazard Assessment:

- When new operations, work processes, equipment, materials or products are introduced.
- When operations, or work-related processes or equipment are modified.
- When site-specific hazard assessments, inspections, or investigations identify a previously unrecognized hazard.
- Review its Formal Hazard Assessment a minimum of annually.

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. H.', written over a horizontal line.

Date: _____

A handwritten date 'April 9 / 2024' in black ink, written over a horizontal line.



Formal Hazard Assessment

SENIOR MGMT – SM PROJECT MGR – PM FIELD SUPERVISOR – FS
FIELD WORKER – FW OFFICE WORKER – OW

Tasks/Functions	Comments
1. Heavy Lifting	Refer to OH&S Code Part 14: Lifting and Handling Loads.
2. Working at Heights	Refer to OH&S Code Part 9: Fall Protection; OH&S Code Part 18: Personal Protective Equipment; OH&S Code Part 12: General Safety Precautions - Section 185 Housekeeping; OH&S Code Part 23: Scaffolds and Temporary Work Platforms.
3. Framing	Refer to OH&S Code Part 12: General Safety Precautions - Section 185 Housekeeping; OH&S Code Part 6: Cranes, Hoists and Lifting Devices; OH&S Code Part 16: Noise Exposure; OH&S Code Part 29: WHMIS; OH&S Code Part 8: Entrances, Walkways, Stairways, and Ladders, Section 124-137; OH&S Code Part 9: Fall Protection.
4. Roofing	Refer to OH&S Code Part 9: Fall Protection; OH&S Code Part 12: General Safety Precautions - Section 185 Housekeeping; OH&S Code Part 6: Cranes, Hoists, and Lifting Devices; OH&S Code Part 16: Noise Exposure; OH&S Code Part 29: WHMIS; OH&S Code Part 8: Entrances, Walkways, Stairways, and Ladders - Section 134-137.
5. Siding / Eaves trough / Soffit	Refer to OH&S Code Part 9: Fall Protection; OH&S Code Part 12: General Safety Precautions - Section 185: Housekeeping; OH&S Code Part 16: Noise Exposure; OH&S Code Part 29: WHMIS; OH&S Code Part 8: Entrances, Walkways, Stairways, and Ladders - Section 124-137.
6. Drywall	Refer to OH&S Code Part 9: Fall Protection; OH&S Code Part 18: Personal Protective Equipment - Section 244: Respiratory Protection; OH&S Code Part 12: General Safety Precautions - Section 185: Housekeeping; OH&S Code Part 16: Noise Exposure; OH&S Code Part 29: WHMIS; OH&S Code Part 8 - Entrances, Walkways, Stairways, and Ladders - Section 134-137.
7. Painting	Refer to OH&S Code Part 18: Personal Protective Equipment - Section 244: Respiratory Protection; OH&S Code Part 12: General Safety Precautions - Section 185: Housekeeping; OH&S Code Part 16: Noise Exposure; OH&S Code, Part 29: WHMIS; OH&S Code Part 9: Fall Protection; OH&S Code Part 8: Entrances, Walkways, Stairways, and Ladders - Section 134-137; OH&S Code Part 10: Fire and Explosion Hazards.
8. Driving / Working Alone	Refer to OH&S Code Part 10: Fire and Explosion Hazards; OH&S Code Part 28: Working Alone.
9. Office Work	Refer to OH&S Code Part 12: General Safety Precautions - Section 185: Housekeeping; OH&S Code Part 29: WHMIS; OH&S Code Part 27: Violence; OH&S Code Part 28: Working Alone.
10. Loading / Unloading of Materials and Equipment	Refer to OH&S Code Part 6: Cranes, Hoists, and Lifting Devices; OH&S Code Part 14: Lifting and Handling Loads; OH&S Code Part 19: Powered Mobile Equipment - Section 159: Forklift Trucks.
11. Winter Work	Refer to OH&S Code Part 10: Fire and Explosion Hazards; OH&S Code Part 18: Personal Protective Equipment; OH&S Code Part 25: Ventilation Systems
12. Equipment Maintenance	Refer to OH&S Code Part 12: General Safety Precautions; OH&S Code Part 18: Personal Protective Equipment; OH&S Code Part 25: Tools Equipment and Machinery
13. Sealing	Refer to Schedule 1, Table 2 Chemical Substances
14. Working Alone	Refer to OH&S Code Part 28: Working Alone - Section 393-394.
15. Power Tools	Refer to OH&S Code Part 12: General Safety Precautions - Section 185 Housekeeping; OH&S Code Part 16: Noise Exposure; OH&S Code Part 29: WHMIS.
16. Trailering	Refer to OH&S Code Part 28: Working Alone - Section 393-394; OH&S Code Part 12: General Safety Precautions

Risk Assessment

	Minimum Severity	Moderate Severity	Serious Severity	Catastrophic Severity
Remote Frequency	None	None	Low	Medium
Unlikely Frequency	None	Low	Medium	Medium
Likely Frequency	Low	Medium	High	High
Very Likely	Medium	High	High	High

Hazard Worksheet

SENIOR MGMT – SM
FIELD WORKER – FW

PROJECT MGR – PM
OFFICE WORKER - OW

FIELD SUPERVISOR - FS

Task/Function: 1. Heavy Lifting – SM / PM / FS / FW / OW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Heavy Lifting	1. Sprains/Strains	Mod	L	M	1. Proper Lifting Techniques	Back Injury Prevention Course	Ser	U	M
					2. Help from another employee				
					3. Breaks				
					4. Back Supports				
	2. Slips/Trips	Mod	L	M	1. Steel Toed Boots	Sanding slippery areas	Mod	U	L
					2. Help from another employee				
					3. Site Inspection				
	3. Pinch Points	Ser	U	M	1. Experience		Ser	R	L
					2. Gloves				
					3. Help from another employee				
	4. Cuts	Ser	L	H	1. Gloves		Ser	U	M
					2. Proper lifting techniques				
					3. Help from another employee				

Task/Function: 2. Working at Heights – FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Working at Heights	1. Falling	Cat	L	H	1. Fall arrest harness and lanyard 2. Guardrails 3. Fall Protection Training	Equipment inspection, maintenance and documentation	Ser	U	M
						Employee procedure orientation			
						Employee orientation and documentation			

Task/Function: 3. Framing / Sheeting – FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Cutting wood	1. Severe Lacerations	Ser	L	H	1. Tool guards	Equipment inspection, maintenance and documentation	Ser	R	L
					2. Operator training/certification	Procedure Training and documentation			
					3. Gloves	Orientation Program and documentation			
	2. Cuts / Scrapes	Mod	L	M	1. Gloves	Equipment inspection, maintenance and documentation	Mod	U	L
					2. CSA Steel toe boots	Housekeeping			
					3. Long pants	Orientation Program and documentation			
	3. Noise levels in excess of 85dB	Mod	VL	H	1. Disposable ear plugs	Sound level measurements	Mod	U	L
						Hearing conservation program			
						Custom molded hearing protection			
						Orientation Program and documentation			
	4. Eye Hazards	Ser	L	H	1. Safety glasses	Rules enforcement	Ser	U	M
						Procedure Training and documentation			
						Orientation Program and documentation			
2. Framing	1. Puncture wounds (nail guns)	Ser	L	H	1. Gloves	Equipment inspection, maintenance and documentation	Mod	U	L
					2. CSA Steel toe boots	Rules enforcement			
					3. Long pants	Procedure Training and documentation			
					4. Safety glasses	Orientation Program and documentation			
	2. Cuts / Scrapes	Mod	L	M	1. Gloves	Equipment inspection, maintenance and documentation	Mod	U	L

Task/Function: 3. Framing – FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
2. Framing / sheeting continued		Mod	L	M	2. CSA Steel toe boots	Housekeeping	Mod	U	L
					3. Long pants	Orientation Program and documentation			
	3. Noise levels in excess of 85dB	Mod	VL	H	1. Disposable ear plugs	Sound level measurements	Mod	U	L
						Hearing conservation program			
						Custom molded hearing protection			
						Orientation Program and documentation			
	4. Working at Heights	Cat	L	H	1. Temporary railings	Fall protection training	Ser	U	M
					2. Fall protection system	Procedure Training and documentation			
					3. Scaffolding	Scaffold training			
					4. Scissor lifts / Man lifts	Orientation Program and documentation			
					5. Ladders	Equipment inspection, maintenance and documentation			
	5. Eye Hazards	Ser	L	H	1. Safety glasses	Rules enforcement	Ser	U	M
						Procedure Training and documentation			
						Orientation Program and documentation			
	6. Pinch points	Mod	L	M	1. Gloves	Constant communication between operators	Mod	U	L
					2. Help from another employee				
					3. CSA Steel toe boots				
	7. Sprains/Strains	Ser	L	H	1. Tag lines	Back Injury Prevention Course	Ser	U	M
					2. Stops for leaning walls	Housekeeping			
					3. Bracing for walls				
					4. Help from another employee				
					5. CSA Steel toe boots				

Task/Function: 3. Framing – FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
2. Framing / sheeting continued	8. Crushing injury	Ser	U	M	1. Tag lines	Back Injury Prevention Course	Ser	U	M
					2. Stops for leaning walls	Constant communication between operators			
					3. Bracing for walls	Orientation Program and documentation			
					4. Help from another employee	Equipment Inspection, maintenance and documentation			
	9. Exposure to weather elements	Ser	VL	H		Hard Hat	Ser	L	H
					1. Proper clothing	No outside work below -35C or above 35C			
					2. Water on site	Orientation Program and documentation			
					3. Regular breaks	Procedure Training and documentation			

Task/Function: 4. Roofing – FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Cutting Wood	1. Severe Lacerations	Ser	L	H	1. Tool guards	Equipment inspection, maintenance and documentation	Ser	R	L
					2. Operator training/certification	Procedure Training and documentation			
					3. Gloves	Orientation Program and documentation			
	2. Cuts / Scrapes	Mod	L	M	1. Gloves	Equipment inspection, maintenance and documentation	Mod	U	L
					2. CSA Steel toe boots	Housekeeping			
					3. Long pants	Orientation Program and documentation			
	3. Noise levels in excess of 85dB	Mod	VL	H	1. Disposable ear plugs	Sound level measurements	Mod	U	L
						Hearing conservation program			
						Custom molded hearing protection			
						Orientation Program and documentation			
	4. Eye Hazards	Ser	L	H	1. Safety glasses	Rules enforcement	Ser	U	M
						Procedure Training and documentation			
						Orientation Program and documentation			
2. Roofing	1. Puncture wounds (nail guns)	Ser	L	H	1. Gloves	Equipment inspection, maintenance and documentation	Mod	U	L
					2. CSA Steel toe boots	Rules enforcement			
					3. Long pants	Procedure Training and documentation			
					4. Safety glasses	Orientation Program and documentation			
	2. Cuts / Scrapes	Mod	L	M	1. Gloves	Equipment inspection, maintenance and documentation	Mod	U	L

Task/Function: 4. Roofing – FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
2. Roofing continued		Mod	L	M	2. CSA Steel toe boots	Housekeeping	Mod	U	L
					3. Long pants	Orientation Program and documentation			
	3. Noise levels in excess of 85dB	Mod	VL	H	1. Disposable ear plugs	Sound level measurements	Mod	U	L
						Hearing conservation program			
						Custom molded hearing protection			
						Orientation Program and documentation			
	4. Working at Heights	Cat	L	H	1. Temporary railings	Fall protection training	Ser	U	M
					2. Fall protection system	Procedure Training and documentation			
					3. Scaffolding	Scaffold training			
					4. Scissor lifts / Man lifts	Orientation Program and documentation			
					5. Ladders	Equipment inspection, maintenance and documentation			
						Slide guards			
	5. Eye Hazards	Ser	L	H	1. Safety glasses	Rules enforcement	Ser	U	M
						Procedure Training and documentation			
						Orientation Program and documentation			
	6. Pinch points	Mod	L	M	1. Gloves	Constant communication between operators	Mod	U	L
					2. Help from another employee				
					3. CSA Steel toe boots				
	7. Sprains/strains	Ser	L	H	1. Tag lines	Back Injury Prevention Course	Ser	U	M
					2. Help from another employee	Housekeeping			
					3. CSA Steel toe boots				
	8. Crushing injury	Ser	U	M	1. Tag lines	Back Injury Prevention Course	Ser	U	M
					2. Help from another employee	Constant communication between operators			

Task/Function: 4. Roofing – FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
2. Roofing continued		Ser	U	M		Orientation Program and documentation	Ser	U	M
						Equipment inspection, maintenance and documentation			
						Hard Hat			
	9. Exposure to weather elements	Ser	VL	H	1. Proper clothing	No outside work below -35C or above 35C	Ser	L	H
					2. Water on site	Orientation Program and documentation			
					3. Regular breaks	Procedure Training and documentation			

Task/Function: 5. Siding / Eavestrough / Soffit FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Cutting / Bending Metal, Eaves, Soffit	1. Severe Lacerations	Ser	L	H	1. Tool guards	Equipment inspection, maintenance and documentation	Ser	R	L
					2. Operator training/certification	Procedure Training and documentation			
					3. Gloves	Orientation Program and documentation			
	2. Cuts / Scrapes	Mod	L	M	1. Gloves	Equipment inspection, maintenance and documentation	Mod	U	L
					2. CSA Steel toe boots	Housekeeping			
					3. Long pants	Orientation Program and documentation			
	3. Noise levels in excess of 85dB	Mod	VL	H	1. Disposable ear plugs	Sound level measurements	Mod	U	L
						Hearing conservation program			
						Custom molded hearing protection			
						Orientation Program and documentation			
	4. Eye Hazards	Ser	L	H	1. Safety glasses	Rules enforcement	Ser	U	M
						Procedure Training and documentation			
						Orientation Program and documentation			
2. Siding, Eavestrough, Soffit Installation	1. Puncture wounds (nail guns)	Ser	L	H	1. Gloves	Equipment inspection, maintenance and documentation	Mod	U	L
					2. CSA Steel toe boots	Rules enforcement			
					3. Long pants	Procedure Training and documentation			
					4. Safety glasses	Orientation Program and documentation			
	2. Cuts / Scrapes	Mod	VL	H	1. Gloves	Equipment inspection, maintenance and documentation	Mod	L	M

Task/Function: 5. Siding / Eaves through / Soffit FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
2. Siding, Eavestrough, Soffit Installation		Mod	VL	H	2. CSA Steel toe boots	Housekeeping	Mod	L	M
					3. Long pants	Orientation Program and documentation			
	3. Noise levels in excess of 85dB	Mod	VL	H	1. Disposable ear plugs	Sound level measurements	Mod	U	L
						Hearing conservation program			
						Custom molded hearing protection			
						Orientation Program and documentation			
	4. Working at Heights	Cat	L	H	1. Fall protection system	Fall protection training	Ser	U	M
					2. Scaffolding	Procedure Training and documentation			
					3. Scissor lifts / Man lifts	Scaffold training			
					4. Ladders	Orientation Program and documentation			
						Equipment inspection, maintenance and documentation			
	5. Eye Hazards	Ser	L	H	1. Safety glasses	Rules enforcement	Ser	U	M
						Procedure Training and documentation			
						Orientation Program and documentation			
	6. Pinch points	Mod	L	M	1. Gloves	Constant communication between operators	Mod	U	L
					2. Help from another employee				
					3. CSA Steel toe boots				
	7. Sprains/strains	Ser	L	H	1. Tag lines	Back Injury Prevention Course	Ser	U	M
					2. Help from another employee	Housekeeping			
					3. CSA Steel toe boots				

Task/Function: 6. Drywall FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Lifting and Placing Drywall	1. Sprains/strains (heavy lifting)	Ser	L	H	1. Help from another employee	Back Injury Prevention Course	Ser	U	M
					2. CSA Steel toe boots	Housekeeping			
	2. Pinch points	Mod	L	M	1. Help from another employee	Housekeeping	Mod	U	L
					2. Gloves				
	3. Sprains/strains (drill twisting)	Mod	L	M	1. Experience	Orientation Program and documentation	Mod	U	L
					2. Proper Tool Usage				
	4. Working at Heights	Cat	L	H	1. Temporary railings	Fall protection training	Ser	U	M
					2. Fall protection system	Procedure Training and documentation			
					3. Scaffolding	Scaffold training			
					4. Scissor lifts / Man lifts	Orientation Program and documentation			
					5. Ladders	Equipment inspection, maintenance and documentation			
	5. Cuts / Scrapes	Mod	L	M	1. Gloves	Orientation Program and documentation	Mod	U	L
					2. Proper clothing				
2. Mudding	1. Sprains/strains (repetitive motion)	Ser	L	H	1. Help from another employee	Back Injury Prevention Course	Ser	U	M
					2. Breaks	Orientation Program and documentation			
					3. Wrist and arm support				
	2. Working at Heights	Cat	L	H	1. Temporary railings	Fall protection training	Ser	U	M
					2. Fall protection system	Procedure Training and documentation			
					3. Scaffolding	Scaffold training			
					4. Scissor lifts / Man lifts	Orientation Program and documentation			
					5. Ladders	Equipment inspection, maintenance and documentation			
3. Sanding	1. Respiratory Hazards	Ser	U	M	1. Dust Masks	PPE Program	Ser	R	L
					2. Ventilation	Orientation Program and documentation			
					3. Industrial Fans	Half mask respirators			

Task/Function: 6. Drywall FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
3. Sanding continued	2. Sprains/strains (repetitive motion)	Ser	L	H	1. Help from another employee	Back Injury Prevention Course	Ser	U	M
					2. Breaks	Orientation Program and documentation			
					3. Wrist and arm support				
	3. Working at Heights	Cat	L	H	1. Temporary railings	Fall protection training	Ser	U	M
					2. Fall protection system	Procedure Training and documentation			
					3. Scaffolding	Scaffold training			
					4. Scissor lifts / Man lifts	Orientation Program and documentation			
					5. Ladders	Equipment inspection, maintenance and documentation			

Task/Function: 7. Painting FS /FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Sanding	1. Respiratory Hazards	Ser	U	M	1. Dust Masks	PPE Program	Ser	R	L
					2. Ventilation	Orientation Program and documentation			
					3. Industrial Fans	Half mask respirators			
	2. Sprains/strains (repetitive motion)	Ser	L	H	1. Help from another employee	Back Injury Prevention Course	Ser	U	M
					2. Breaks	Orientation Program and documentation			
					3. Wrist and arm support				
	3. Working at Heights	Cat	L	H	1. Temporary railings	Fall protection training	Ser	U	M
					2. Fall protection system	Procedure Training and documentation			
					3. Scaffolding	Scaffold training			
					4. Scissor lifts / Man lifts	Orientation Program and documentation			
					5. Ladders	Equipment inspection, maintenance and documentation			
2. Painting	1. Working at Heights	Cat	L	H	1. Temporary railings	Fall protection training	Ser	U	M
					2. Fall protection system	Procedure Training and documentation			
					3. Scaffolding	Scaffold training			
					4. Scissor lifts / Man lifts	Orientation Program and documentation			
					5. Ladders	Equipment inspection, maintenance and documentation			
	2. Sprains/strains (repetitive motion)	Ser	L	H	1. Help from another employee	Back Injury Prevention Course	Ser	U	M
					2. Breaks	Orientation Program and documentation			
					3. Wrist and arm support				
	3. Eye Hazards (spraying)	Ser	L	H	1. Safety glasses	Rules enforcement	Ser	U	M
						Procedure Training and documentation			
						Orientation Program and documentation			

Task/Function: 7. Painting

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
2. Painting continued	4. Chemical Exposure to Paints, Lacquers, Stains and Varnishes	Ser	VL	H	1. Respirator (half mask)	PPE Program	Ser	U	M
					2. Ventilation	Respirator fit testing and training			
					3. Rubber gloves	Orientation Program and documentation			
					4. Safety glasses	Procedure Training and documentation			
						WHMIS training			

Task/Function: 8. Driving / Working Alone SM / PM / FS / FW / OW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Working Alone	1. Stranded/Lost	Ser	L	H	1. Cell phones	Vehicle survival kit	Ser	U	M
					2. Employee awareness & experience	First-aid kit			
					3. Proper maps	First Aid Training			
					4. GPS	Call in/check in service			
						Working alone policy			
	2. Injured while alone	Ser	U	M	1. Cell phones	Vehicle survival kit	Ser	R	L
					2. Employee awareness & experience	First Aid Training			
						First-aid kit			
						Call in/check in service			
						Working alone policy			
	3. Slips/trips	Ser	U	M	1. Cell phones	Vehicle survival kit	Ser	R	L
					2. Employee awareness & experience	Call in/check in service			
					3. Proper footwear				
	4. Exposure to weather elements	Mod	L	M	1. Employee awareness & experience	PPE gloves	Mod	U	L
					2. Proper Clothing	Proper clothing			
2. Fueling Vehicle	1. Explosion	Cat	U	M	1. Employee awareness & experience	Fire extinguisher training	Cat	R	L
					2. Proper fueling techniques	No smoking policy			
						First-aid kit			
						First Aid Training			
	2. Exposure to chemicals	Mod	L	M	1. Employee awareness & experience		Mod	U	L
					2. Ventilation				
					3. Gloves				
	3. Slips/trips	Mod	L	M	1. Employee awareness & experience	Housekeeping	Mod	U	L

Task/Function: 8. Driving / Working Alone SM / PM / FS / FW / OW

Task/Function: 8. Driving / working Alone SW/ PW/ FS/ FW/ OV									
Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
2. Fueling Vehicle continued	4. Exposure to weather elements	Mod	L	M	1. Employee awareness & experience	Proper clothing	Mod	U	L
					2. Gloves				
3. Driving Passenger Vehicles	1. Crashing	Cat	L	H	1. Adequate no. of operators for specific task	Vehicle survival kit	Cat	U	M
					2. Employee awareness & experience	First-aid kit			
						First Aid Training			
						Call in/check in service			
						Seat belt policy			
	2. Stranded/Lost	Ser	U	M	1. Cell phones	Vehicle survival kit	Ser	R	L
					2. Employee awareness & experience	Call in/check in service			
					3. Proper maps	Working alone policy			
					4. GPS				

Task/Function: 9. Office Work SM / PM / OW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Computer Work	1. Loosing / stolen computers or equipment and sensitive material	Ser	U	M	1. Material backed up at the office	Physical locks and cables on laptops left at the office	Ser	R	L
					2. Passwords	Back up data regularly			
	2. Keyboard / mouse repetitive movements	Min	L	L	1. Breaks	Ergonomic analysis, education and training	Min	U	N
						Gel wrist supports			
						Stretching regularly			
	3. Monitor incorrect height, distance -- awkward posture, glare	Min	L	L	1. Blinds	Ergonomic analysis, education and training	Min	U	N
						Stretching regularly			
	4. Chair -- poor sitting posture	Min	L	L	1. Quality office chairs / equipment	Ergonomic analysis, education and training	Min	U	N
						Stretching regularly			
2. Moving / lifting material	1. Sprains/strains	Mod	L	M	1. Proper lifting techniques	Dolly / hand cart	Mod	U	L
					2. Help from another employee	Back Injury Prevention Course			
3. Operating Office equipment	1. Equipment / phones unsanitary	Mod	U	L	1. Housekeeping	Vaccinations	Mod	R	N
	2. Scissors / Paper cutters (cuts)	Min	VL	M	1. Proper tools for the job 2. First-aid kit 3. First aid training	Regular housekeeping schedule	Min	U	N
4. Entering and exiting premises	1. Slips/trips	Mod	L	M	1. Proper footwear	Site inspection	Mod	U	L
						Dry platforms / mats			
						Caution flag potential hazards			
						Sanding walking areas			

Task/Function: 10. Loading / Unloading of Materials and Equipment FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Unloading Equipment On/Off Trailer	1. Sprains/strains	Mod	L	M	1. Proper Lifting Techniques	Orientation Program	Ser	U	M
					2. Help from another employee	Back Injury Prevention Course			
					3. Breaks	3 Point Dismount Technique			
					4. Back Supports				
	2. Slips/trips	Mod	L	M	1. Steel Toe Boots	Sanding slippery areas	Mod	U	L
					2. Help from another employee	PPE Program			
					3. Site Inspection	Orientation Program			
						3 Point Dismount Technique			
	3. Pinch Points	Ser	U	M	1. Experience	Orientation Program	Ser	R	L
					2. Gloves	PPE Program			
					3. Help from another employee				
	4. Cuts	Ser	L	H	1. Gloves	PPE Program	Ser	U	M
					2. Proper Lifting Techniques	Orientation Program			
					3. Help from another employee				
2. Loading Equipment into Basements	1. Sprains/strains	Mod	L	M	1. Proper Lifting Techniques	Orientation Program	Ser	U	M
					2. Help from another employee	Back Injury Prevention Course			
					3. Breaks				
					4. Back Supports				
	2. Slips/trips	Mod	L	M	1. Steel Toe Boots	Sanding slippery areas	Mod	U	L
					2. Help from another employee	PPE Program			
					3. Site Inspection	Orientation Program			
	3. Pinch Points	Ser	U	M	1. Experience	Orientation Program	Ser	R	L
					2. Gloves	PPE Program			
					3. Help from another employee				
	4. Cuts	Ser	L	H	1. Gloves	PPE Program	Ser	U	M
					2. Proper Lifting Techniques	Orientation Program			
					3. Help from another employee				

Task/Function: 11. Winter Work FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Working In Cold Temperatures	1. Frostbite	Mod	L	M	1. Gloves	Stretching warmup before work	Mod	U	L
					2. Steel Toe Boots	Stop working when temperature reaches -30C			
					3. Proper Clothing				
					4. Breaks				
					5. Heaters				
	2. Hypothermia	Mod	L	M	1. Gloves	Stretching warmup before work	Mod	U	L
					2. Steel Toe Boots	Stop working when temperature reaches -30C			
					3. Proper Clothing				
					4. Breaks				
					5. Heaters				
	3. Sprains/strains	Mod	L	M	1. Proper Lifting Techniques	Orientation Program	Ser	U	M
					2. Help from another employee	Back Injury Prevention Course			
					3. Breaks				
					4. Back Supports				
	4. Slips/trips	Mod	L	M	1. Steel Toe Boots	Sanding slippery areas	Mod	U	L
					2. Help from another employee	PPE Program			
					3. Site Inspection	Orientation Program			
2. Using Open Flame Heaters	1. Explosion	Cat	U	M	1. Ventilation	Refer to Part 10, Section 168 OH&S Code	Cat	R	L
	2. Carbon Monoxide Poisoning	Ser	L	H	2. Propane or Fuel Stored outside away from Heaters				
					1. Ventilation	Refer to Part 10, Section 168 OH&S Code	Ser	U	M
						Portable Monitor on Workers for Co2			

Task/Function: 12. Equipment Maintenance FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Change Blades	1. Cuts	Mod	L	M	1. Gloves	Orientation Program	Mod	U	L
					2. Safety Glasses	Trim blade to avoid rough edges			
					3. Experience				
	2. Sprains/strains	Mod	L	M	1. Steel Toe Boots	Back Injury Prevention Course	Mod	U	L
					2. Proper Lifting Techniques	Stretching warmup before work			
					3. Back Supports				
					4. Breaks				
	3. Chemical Exposure	Mod	VL	H	1. Rubber Gloves	Orientation Program	Mod	L	M
					2. Goggles				
					3. Steel Toe Boots				
					4. WHMIS training				
2. Change Oil / Grease	1. Chemical Exposure	Mod	VL	H	1. Rubber Gloves	Orientation Program	Mod	L	M
					2. Goggles				
					3. Steel Toe Boots				
					4. WHMIS training				
	2. Environmental Damage	Min	L	L	1. Recycling	Environmental Program	Min	R	N
					2. Reusing oils				

Task/Function: 13. Sealing FS/ FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Spraying foam / silicone	1. Exposure to chemicals	Mod	L	M	1. Employee awareness & experience	PVC gloves	Mod	U	L
					2. Ventilation	Coveralls			
					3. First aid training				
					4. Gloves				
					5. Safety Glasses				
					6. MSDS				
	2. Working at heights	Ser	L	H	1. Orientation Program	Ladder safety training	Ser	U	M
					2. Equipment Maintenance	Refer to part 8 OH&S code, Ladders sections 124-137.			
					3. Scaffolding				
					4. No work above 10 feet				
	3. Explosion Hazard	Ser	U	M	1. MSDS	Do not heat cans with an open flame or heat above 25°C.	Ser	R	L
					2. Orientation Program				
					3. Employee awareness & experience				
2. Shaving the foam	1. Cuts / Scrapes	Ser	L	H	1. Orientation Program	Safety Training for sharp tools	Ser	U	M
					2. Gloves				
					3. Equipment Maintenance				
	2. Working at heights	Ser	L	H	1. Orientation Program	Ladder safety training	Ser	U	M
					2. Equipment Maintenance	Refer to part 8 OH&S code, Ladders sections 124-137.			
					3. Scaffolding				
					4. No work above 10 feet				
	3. Sprains/strains	Mod	L	M	1. Experience	Breaks	Mod	U	L
					2. Proper Tool Usage				
					3. Orientation Program				
					4. Gloves				
	4. Environmental damage	Min	L	L	1. Environment policy	Clean up as you proceed	Min	U	N

Task/Function: 14. Working Alone SM / PM / FS / FW / OW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Working Alone	1. Stranded/Lost	Ser	L	H	1. Cell phones	Vehicle survival kit	Ser	U	M
					2. Employee awareness & experience	Call in/check in service			
					3. Proper maps				
					4. First aid training				
					5. First Aid Kit				
	2. Injured while alone	Ser	U	M	1. Cell phones	Vehicle survival kit	Ser	R	L
					2. Employee awareness & experience	Call in/check in service			
					3. First aid training				
					4. First Aid Kit				
	3. Slips/trips	Ser	U	M	1. Cell phones	Vehicle survival kit	Ser	R	L
					2. Employee awareness & experience	Call in/check in service			
					3. First aid training				
					4. Proper footwear				
	4. Exposure to weather elements	Mod	L	M	1. Employee awareness & experience	PPE gloves	Mod	U	L
					2. Proper Clothing	Proper clothing			

Task/Function: 15. Power Tools FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Operating various power tools	1. Noise levels in excess of 85dB	Mod	VL	H	1. Hearing Protection	Hearing test	Mod	U	L
					2. Sound level measurements	Hearing conservation program			
						Custom molded hearing protection			
	2. Eye Hazards	Ser	L	H	1. Safety glasses	Eyewash stations	Ser	U	M
						Face shield with safety glasses			
	3. Severe Lacerations (saws)	Ser	L	H	1. Coveralls	Never remove guards	Ser	U	M
					2. Gloves	Equipment inspection, maintenance and documentation			
					3. Safety glasses	Employee procedure orientation			
						lock out / tag out policy and procedures			
	4. Repetitive strain injury (impact guns, drills)	Mod	L	M	1. Help from another employee	Stretching warm up before work	Mod	U	L
					2. Breaks	Micro breaks			
						Proper posture / position for work			
						Wrist / arm supports			
	5. Slips/trips	Mod	L	M	1. CSA Steel toe boots	Hanging hoses / cords	Mod	U	L
					2. Housekeeping				
	6. Electrocution	Cat	U	M	1. CSA Steel toe boots	Equipment inspection, maintenance and documentation			
						Replace frayed cords or damaged plug in			
						Lock out / tag out policy and procedures			

Task/Function: 16. Trailing SM / FS / FW

Steps	Potential Incident/Hazard	Before Risk Reduction			Current Controls	Recommendations	After Risk Reduction		
		Sev	Occ	Risk			Sev	Occ	Risk
1. Hooking Up Trailer	1. Pinch points	Mod	L	M	1. Gloves 2. Help from another employee	Signage for pinch points	Mod	U	L
	2. Crushing injury while guiding truck back to hook up trailer	Cat	U	M	1. Proper hand signals	Do not stand between vehicles	Cat	R	L
	3. Cuts / Scrapes	Mod	L	M	1. Gloves	Maintenance program	Mod	U	L
	4. Sprains/strains	Mod	L	M	1. Help from another employee	Back Injury Prevention Course	Mod	U	L
	5. Slips/trips	Mod	L	M	1. Housekeeping 2. Steel toe boots		Mod	U	L
2. Trailing	1. Trailer coming off hitch in transit	Cat	U	M	1. Vehicle walk around	Pre-trip Inspections Maintenance program Orientation program Equipment inspection, maintenance and documentation	Cat	R	L
	2. Operation without lights	Mod	L	M	1. Vehicle walk around	Pre-trip Inspections	Mod	R	N



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06 – HAZARD CONTROL



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SAFE WORK PRACTICES



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Safe Work Practices Policy

Safe work practices are a positive set of "Dos and Don'ts", outlining how to perform a specific task that may not always be done in a consistent manner. To reduce risks, we have set down in written form, the safe work practices that are applicable to our company and applicable tasks.

It is our intent to orient new workers, as well as to instruct, train, and re-train, all employees to use these practices.

Our goal is to prompt everyone from supervisors to labourers to take responsibility for their own safety and that of others, and to make our jobsites accident free.

All safe work practices will be reviewed annually by a team of management, supervisors, employees, and the safety officer to ensure that these practices remain current and meet current legislation.

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. A.', written over a horizontal line.

Date: _____

A handwritten date 'April 9/2024' in black ink, written over a horizontal line.



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Aerial Work Platforms

General

Protecting workers from injuries associated with use of aerial work platforms

- Read and follow manufacturer operator's instructions.
- Perform job site inspection and walk around inspection of the equipment.
- Ensure ground is firm and level.
- Be aware of power line proximity.
- Ensure correct aerial platform is utilized.
- Do not overload the machine at any time.
- No platform is to be made higher by the use of a scaffold, boxes, or ladders.
- Wear the applicable safety harness attached to the machine when operating any aerial platform.
- Get on and off the platform when it is in the lowered position.

While operating an aerial work platform, the operator shall not use any hand-held device(s) while the equipment is being operated

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Signed: Wynne A Date: April 9/2024



Boom Supported Elevating Work Platform Pre-use Inspection Checklist

Operator:				Make & Model:			
Company:				Hour Meter Reading:			
Location:				Date:		Unit No.:	
POWER OFF CHECKS				Status		POWER ON CHECKS	
				OK NO N/A			
						Status	
						OK NO N/A	
1) Wheels and Tires				M	M	M	21) Unit starts and runs properly
2) Lights/Strobes				M	M	M	22) Instruments/Gauges
3) Mirrors/Visibility aids				M	M	M	23) Warning lights/audible alarms
4) Engine/Engine compartment:							24) Fuel/Charge level
a) Belts/Hoses				M	M	M	25) Horn/audible warning device(s)
b) Cables/Wires				M	M	M	26) Function controls:
c) Debris				M	M	M	a) Boom/Jib – raise/lower/extend/retract
5) Battery/Batteries:							b) Turret rotate
a) Terminals tight				M	M	M	c) Drive – forward/reverse
b) Clean/Dry/Secure				M	M	M	d) Steer – left/right
6) Hydraulics:							e) Platform – tilt/rotate/extend
a) Cylinders/Rods				M	M	M	f) Stability enhancing devices
b) Hoses/Lines/Fittings				M	M	M	g) Function-enable (deadman) devices
7) Fluids:							27) Emergency/auxiliary controls
a) Engine oil Level Leaks				M	M	M	28) Safety interlocks
b) Engine coolant Level Leaks				M	M	M	29) Braking – stops & holds
c) Hydraulic oil Level Leaks				M	M	M	30) Other:
d) Fuel/Battery Level Leaks				M	M	M	GENERAL
8) Data/Capacity plate				M	M	M	31) Housekeeping
9) Verify equipment inspections are current				M	M	M	32) Manufacturer's operating manuals
10) Counterweight/Counterweight bolt(s)				M	M	M	33) Decals/Warnings/Placards
11) Cover panels				M	M	M	34) Misc. parts – loose/missing/broken
12) Boom valley – leaks/debris				M	M	M	WORKPLACE INSPECTION
13) Accessory plugs and cables				M	M	M	35) Drop-offs or holes
14) Boom & articulating joints – general condition/wear				M	M	M	36) Bumps and floor/ground obstructions
15) Power track – lines/hoses				M	M	M	37) Debris
16) Turret Turntable – gears/lock pin/stops				M	M	M	38) Overhead obstructions
17) Platform – guardrails/toe board/anchorages/gate				M	M	M	39) Energized power lines
18) Weather-resistant storage compartment/manuals				M	M	M	40) Hazardous locations
19) Control markings				M	M	M	41) Ground surface and support conditions
20) Other:				M	M	M	42) Pedestrian/vehicle traffic
				M	M	M	43) Wind and weather conditions
				M	M	M	44) Other possible hazards
Report any problems found to your supervisor/employer. ALWAYS lock/tag-out unsafe equipment.							
Comments							
Operator's initials:							
Alternative operator's initials:							



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Operation of Man Lifts and Scissor Lifts

General

No person shall operate a Man Lift or Scissor Lift until they have received adequate training, in accordance with manufacturers specifications.

- Erect warning devices.
- Erect barricades and warning signs
- Ensure Flag person on site.
- Swamper to be utilized and identified.
- Ensure means of communication between operator and swamper.
- Fall arrest protection in place.
- Follow manlift / scissor lift specific make / model safe work procedures step by step.
- Do not use hand-held devices (cell phone, two-way radio etc.) while operating the piece of equipment.

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

[Signature]

Date: _____

April 9/2024



SCISSOR LIFT PRE-USE INSPECTION CHECKLIST

Operator:	Date:
Unit Type:	Lift ID #: Location:

#	Inspection Item/Description	Pass/Fail/NA
1	Operating and emergency controls are in proper working condition	
2	Functional upper drive control interlocks (foot pedal, spring lock, etc.)	
3	Emergency lowering function operates properly	
4	Lower operating controls successfully override the upper controls	
5	Both upper & lower controls are protected from inadvertent operation	
6	Control panel is clean; all buttons and switches are clearly visible	
7	All switch and mechanical guards are properly installed and in good condition	
8	All safety indicator lights are in proper working condition	
9	Drive controls function properly and are accurately labeled	
10	Motion alarms are functioning	
11	Safety decals are in place and readable	
12	All guard rails are in place, including basket chains	
13	Work platform extension slides in & out freely with safety locking pins in place	
14	Work platform and extension slides are clean, dry and clear of debris	
15	Lift is free from defects such as cracked welds, fuel leaks, hydraulic leaks, etc.	
16	Tires and wheels are in good condition with adequate pressure (if pneumatic)	
17	Braking devices are operating properly	
18	Manufacturer's operating manual is available	
19	Oil level, Hydraulic oil level, Fuel level, Coolant level	
20	Battery is charged	

Safety Precautions	Check to Confirm
Personal protective equipment is in use (hard hat, fall arrest harness, etc.)	
If conditions are windy, refer to manufacturer guidelines.	
Floor conditions are safe for operation. (Dry, level, free from hazards)	
There are no overhead obstructions.	
Loads do not exceed capacity.	
Watch for vehicular and pedestrian traffic.	

Comments:

If scissor lift is found to fail any aspect of the inspection, remove from service and report it to your supervisor.



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Operation of Telehandler (Zoom Boom)

General

Protecting workers from injuries associated with the operation of a Telehandler.

- Trained workers
- Check to see that motion alarms are functioning.
- Check the area above, below, and around for any obstructions.
- Inspect and test platform controls, ground controls, and auxiliary power unit.
- Use the ignition switch on the platform to start engine and allow the machine to warm up.
- Check all functions of the controls (boom up, down, etc.)
- Complete your task and retract boom.
- Turn off the machine and ensure emergency brake is engaged.
- Never leave the keys with the equipment when it is not in use.

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Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. R.', written over a horizontal line.

Date: _____

A handwritten date 'April 9/2024' in black ink, written over a horizontal line.



Telehandler Forklift Pre-use Inspection Checklist

Operator:				Make & Model:			
Company:				Hour Meter Reading:			
Location:				Date:			
				Unit No.:			
POWER OFF CHECKS				POWER ON CHECKS			
	Status				Status		
	OK	NO	N/A		OK	NO	N/A
1) Wheels and Tires	D	D	D	20) Unit starts and runs properly	D	D	D
2) Lights/Strobes	D	D	D	21) Instruments/Gauges	D	D	D
3) Mirrors/Visibility aids	D	D	D	22) Warning lights/audible alarms	D	D	D
4) Engine/Engine compartment:				23) Fuel level	D	D	D
a) Belts/Hoses	D	D	D	24) Horn/audible warning device(s)	D	D	D
b) Cables/Wires	D	D	D	25) Function controls:			
c) Debris	D	D	D	a) Boom & carriage - raise/lower/tilt/extend/retract	D	D	D
5) Battery/Batteries:				b) Lifting attachment - proper movement	D	D	D
a) Terminals tight	D	D	D	c) Drive - forward/reverse	D	D	D
b) Clean/Dry/Secure	D	D	D	d) Steer - left/right	D	D	D
6) Hydraulics:				e) Frame level	D	D	D
a) Cylinders/Rods	D	D	D	f) Outriggers	D	D	D
b) Hoses/Lines/Fittings	D	D	D	26) Braking:			
7) Fluids:				a) Service/De-clutch	D	D	D
a) Engine oil Level Leaks	D	D	D	b) Parking	D	D	D
b) Engine coolant Level Leaks	D	D	D	27) Other:	D	D	D
c) Hydraulic oil Level Leaks	D	D	D		D	D	D
d) Fuel Level Leaks	D	D	D	GENERAL	OK	NO	N/A
8) Data/Capacity Plate/Load Charts	D	D	D	28) Housekeeping	D	D	D
9) Windows/Glass/Doors	D	D	D	29) Manufacturer's operating manuals	D	D	D
10) Lifting Attachment(s)	D	D	D	30) Decals/Warnings/Placards	D	D	D
11) Counterweight/Counterweight bolt(s)	D	D	D	31) Misc. parts - loose/missing/broken	D	D	D
12) Hood/Covers/Panels	D	D	D	WORKPLACE INSPECTION	OK	NO	N/A
13) Air filter indicator	D	D	D	32) Drop-offs or holes	D	D	D
14) Bbbtn Sectit,hs - damage/wear pads	D	D	D	33) Bumps and floor/ground obstructions	D	D	D
15) Boom Angle Indicator-free movement	D	D	D	34) Debris	D	D	D
16) ROPS/Cab	D	D	D	35) Overhead obstructions	D	D	D
17) Frame level indicator	D	D	D	36) Energized power lines	D	D	D
18) Seatbelt	D	D	D	37) Hazardous locations	☐	D	☐
19) Other:	☐	☐	☐	38) Ground surface and support conditions	D	D	☐
	D	☐	☐	39) Pedestrian/vehicle traffic	☐	D	☐
	☐	☐	☐	40) Wind and weather conditions	D	D	☐
	☐	☐	☐	41) Other possible hazards	☐	D	☐
Report any problems found to your supervisor/employer. ALWAYS lock/tag-out unsafe equipment.							
COMMENTS							
Operator's Initials:							
Alletialive operator's initials:							



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Guard Rail System

General

The roof rail system used at Peerless Products complies with OH&S Code Part 22, Section 315 (1), (2), and (3). It must only be installed by or under the supervision of a competent employee.

- Ensure that all parts of the system are present and in good condition prior to installing the guard rail system
- Use the correct roof rail system for the task at hand
- Identified equipment deficiencies or defects must be promptly repaired by a qualified person or immediately tagged out of service
- The guard rail system should be visually inspected after set up and at regular intervals by a competent person to ensure its proper operation
- Follow regular maintenance on a monthly basis

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. H.', written over a horizontal line.

Date: _____

A handwritten date 'April 9 / 2024' in black ink, written over a horizontal line.



The

B.E.L. SAFETY RAIL SYSTEM

Installation & Specifications Manual

(Revised January, 2011)

Brought to you by:

caBocker
EQUIPMENT SALES LTD.

Toll-Free: 1(877)718-0322

Fax: {403}258-2812

E-mail: info@cabocker.ca

On the Web:

www.cabocker.ca

"Designed in 2004 by Harold Bell (of Edmonton, Alberta), we believe this Safety Rail System is the best Engineered System available."

8.E.L. SAFETY RAIL SYSTEM - Introduction

The **B.E.L. Safety Rail System** has done amazing things for the Roofing industry, being a durable and exceedingly dependable form of protection along the leading edge or at openings on the roof. Utilizing the highest quality in Engineered steel components and a simple, easy-to-assemble design, this **System** provides workers a safer Roofing experience while offering a very visible display of a company's dedication to safety.



The **B.E.L. Safety Rail System** provides:

- Engineered Control
- An Investment in Safety
- Risk Exposure Management
- Confidence for Workers
- Professionally Engineered Quality
- Rugged Construction
- Cost Effectiveness

The **System** is engineered to meet the criteria of the 2004 Alberta Occupational Health and Safety Code (Part 22, Section 315 (1), (2), and (3)). The Occupational Health and Safety Code Explanation Guide provides additional information on Guardrails and can be reviewed online at www.whs.gov.ab.ca. It is important to note that this **System** is only a warning system and is not to be taken as a safety lifeline or fall arrest system. Due diligence should be exercised during the use of this equipment.

That being said, the **B.E.L. Safety Rail System** will meet the needs of many new and retrofit construction projects, though each project site should be assessed to ensure that the **System** installation specifications can be achieved and that the parapet and substrate are of sound construction design and strength.



Professional Engineering reviews have been completed on the **B.E.L. Safety Rail System** to ensure that the design and components will meet or exceed the 2004 Alberta Occupational Health and Safety Code Section 315 (regarding Guardrail requirements).

This Professional Engineering approval is strictly for the components of the System and not the installation as parapet suitability may differ with each project.

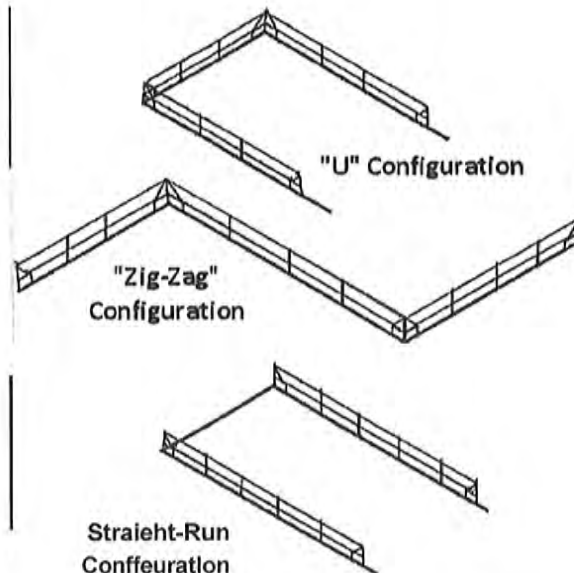
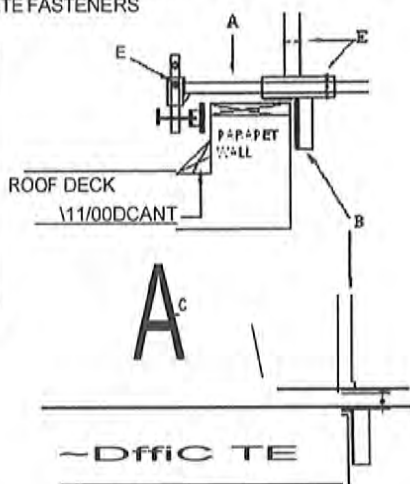
Continued ---

Many different configurations are possible with the **B.E. L. Safety Rail System**, from "U"-shaped enclosures, to multiple 90° corner "zigzags", to traight-runs and everything in between. Compared to traditional guardrails, the **B.E.L. Safety Rail System** is a highly versatile, easy-to-install safety solution.

PERIMETER RAIL SYSTEM MOUNTING BRACKETS

ALL MOUNTING BRACKETS & INSERTS PREDRILLED FOR 1/4" WOOD OR CONCRETE FASTENERS

MOUNTING BRACKET PARTS	
DESCRIPTION	
A=	ADJUSTABLE PARAPET CLAMP INSERT
B=	PARAPET CLAMP OR SLAB INSERT BRACKET
C=	ADJUSTABLE SLAB INSERT OR FASCIA BRACKET
D=	WOOD CANT MOUNTING BRACKET
E=	QUICK PINS



Another key feature of the **B.E.L. Safety Rail System** is the adjustable corner brackets which allow installations on oddly-shaped roofs with angles as wide as 120°.

The optional slab insert and cant mounting brackets extend usability even further by enabling you to install on wood or concrete slab and wood cant roofs.

The **System** incorporates appropriate design and engineering which complies with the OH&S Code for the Province of Alberta (Part 22, Section 315 (1), (2), and (3)). The design engineering permits the system to withstand the forces exerted by a worker stumbling against the System, based on a weight of 200 lbs. (90.72 Kg.) of exerted force applied to the system, complying with the 2004 OH&S Code for Alberta.

Each component of the **System** has been independently inspected using visual and magnetic particle inspection methods by **Klondike Crane Inspection Ltd.** as per the Professional Engineering Services to ensure that the **B.E.L. Safety Rail System** is capable of meeting or exceeding OH&S Code requirements in Alberta. A report of this inspection is provided with every set of **B.E.L. Safety Rails** purchased. Accessories such as cables, hooks, quick pins, and end post winches remain under the performance responsibilities of their separate manufacturers.

It is recommended that prior to the use of the System all installers be educated in the use, care, operating limits and maintenance of the System as well as have access at all times to the **B.E.L. Safety Rail System** specifications.

8.E.L. SAFETY RAIL SYSTEM -A Note on Installation

The **B.E.L. Safety Rail System** is constructed of high-quality steel and material and is designed for reliability as well as ease of assembly.

The System provides a warning system that can be utilized at roof openings or along the leading edge of buildings on both new and retrofit construction. The System incorporates appropriate design and engineering which complies with the OH&S Code for the Province of Alberta (Part 22, Section 315 (1), (2), and (3)). The design engineering permits the system to withstand the forces exerted by a worker stumbling against the **System**, based on a weight of 200 lbs. (90.72 Kg.) of exerted force applied to the system, complying with the 2004 OH&S Code for Alberta. It is the responsibility of the Work Director to ensure that all required jurisdictional health and safety regulations for a given project's geographical area are adhered to.

The **B.E.L. Safety Rail System** performance is based on the ability of the given substrate integrity to provide an acceptable connecting point to which the **System** is to be attached. It is recommended that prior to any installation of the **System**, a thorough pre-inspection of all substrates be completed and the findings cross-referenced to the design engineering requirements for the **System's** compatibility that is provided with each set purchased.

The inspection of the construction of the parapet and supporting members will confirm that the load applied to the **System** will be supported. Should pre-inspection determine that the **System** cannot be adequately secured to the substrate, alternate means of Worker protection along the leading edges or openings must be considered. All employers must ensure that their use of the System is in conjunction with the 2004 Occupational Health and Safety Code (Part 22, Section 315 (1), (2) and (3)), inclusive of Employer Duties.

As with all equipment, inspections must occur on a regular basis either through formal or informal process by a competent worker. Identified equipment deficiencies or defects must be promptly repaired or otherwise remedied. Only maintenance personnel competent to maintain this equipment adequately should perform the repair task(s). All maintenance and inspections should be planned and conducted in a safe fashion. It is recommended that a competent worker complete a hazard assessment prior to setting up the **System** followed by an equipment inspection upon initial installation. If the project on which the **System** is used lasts for more than one work day, the **System** should be inspected by a competent worker prior to the commencement of work in the direct area every day.

Pre-inspection should include a review of all critical components such as anchorage points, corners, cable tension setting, and the overall condition of the **B.E.L. Safety Rail System**.

Note: The Safety Rail System design engineering performance standards do not apply if non-approved alternate steel structural components are incorporated into the use of the Safety Rail System without the written approval from the manufacturer.

B.E.L. SAFETY RAIL SYSTEM - Connection Requirements

All end and corner posts should be firmly screwed and clamped at all times. Pivoting or swiveling of corner posts is *not permitted at any time*. The **B.E.L. Safety Rail System** will not meet all the needs of new or retrofit construction projects. Each project should be assessed to ensure that the **System** installation specifications can be achieved and that the substrate to which the **System** will be connected is of good construction, strength and design. Professional Engineering services have been completed on the **System** to ensure that the manufacturer's design and components will meet or exceed the 2004 Alberta Occupational Health and Safety Code (Part 22, Section 315 (1), (2), and (3)) Guardrail Requirements.

Professional Engineering approval is strictly for the **B.E.L. Safety Rail System** components only and not the installation as parapet suitability varies with each project.

Wood Parapet Wall

- | | |
|--------------------------------------|---------------------------|
| 1. The posts are clamped and screwed | 300' - 0" Straight Length |
| 2. The posts are clamped only | 250' - 0" Straight Length |
| 3. The posts are screwed only | 200' - 0" Straight Length |

FOR EACH **EXTERNAL CORNER**, REDUCE THE STRAIGHT LENGTH BY:

- | | |
|------------------------|--------------------------|
| 1. Clamped and screwed | 15' - 0" Straight Length |
| 2. Screwed only | 25' - 0" Straight Length |

FOR EACH **INTERNAL CORNER**, REDUCE THE STRAIGHT LENGTH BY:

- | | |
|------------------------|--------------------------|
| 1. Clamped and screwed | 15' - 0" Straight Length |
| 2. Screwed only | 40' - 0" Straight Length |

Note: It is important that the end post, break post and corner posts are securely fixed for the System to be effective.

Concrete Parapet Wall

- | | |
|--------------------------------------|---------------------------|
| 4. The posts are clamped and screwed | 400' - 0" Straight Length |
| 5. The posts are clamped only | 300' - 0" Straight Length |
| 6. The posts are screwed only | 200' - 0" Straight Length |

FOR EACH **EXTERNAL CORNER**, REDUCE THE STRAIGHT LENGTH BY:

- | | |
|------------------------|--------------------------|
| 3. Clamped and screwed | 10' - 0" Straight Length |
| 4. Screwed only | 20' - 0" Straight Length |

FOR EACH **INTERNAL CORNER**, REDUCE THE STRAIGHT LENGTH BY:

- | | |
|------------------------|--------------------------|
| 3. Clamped and screwed | 20' - 0" Straight Length |
| 4. Screwed only | 40' - 0" Straight Length |

Note: It is important that the end post, break post and corner posts are securely fixed for the System to be effective. Hilti Screws must be $\frac{1}{4}" \times 1 \frac{1}{2}"$ minimum. Inspection of all connecting parts used for mechanically fastening screws should be inspected prior to the next use so as to ensure the integrity of the system was not compromised during the dismantling stage of the B.E.L. Safety Rail System.

B.E.L. SAFETY RAIL SYSTEM - Equipment Identification



BR-1 Adjustable Parapet Clamp

Used in conjunction with:

- BR-3 Break Post/End Post
- BR-4 Straight Post



BR-2H Adjustable Inside/Outside Corner

Used in conjunction with:

- BR-5 Corner mounting Bracket
- BR-6 Center Corner Mounting Bracket

Note: Adjustable Inside/Outside Corners cannot be rotated past 120 degrees, as per the Professional Engineering limitations.



BR-3 Break/End Post Combo

Used in conjunction with:

- BR-1 Adjustable Parapet Clamp
- BR-1A Slab Insert Plate
- BR-1B Cant Strip Bracket

B.E.L. SAFETY RAIL SYSTEM - Equipment Identification

	BR-4 Straight Post Used in conjunction with: - BR-1 Adjustable Parapet Clamp - BR-1A Slab Insert Plate - BR-18 Cant Strip Bracket
	BR-5 Corner Mounting Bracket Used in conjunction with: - BR-2H Adjustable Inside/Outside Corners
	BR-6 Centre Corner Mounting Bracket Used in conjunction with: - BR-2H Adjustable Inside/Outside Corners

B.E.L. SAFETY RAIL SYSTEM - Equipment Identification



BR-7 Cable Tie-down

Used in conjunction with:

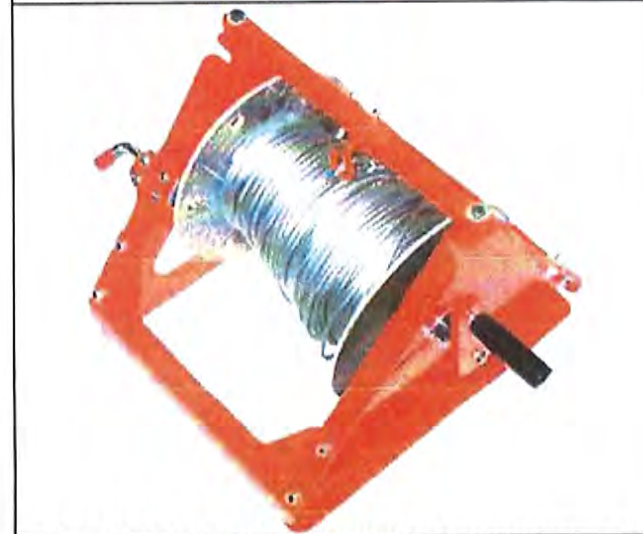
- BR-3 Break/End Post Combo



BR-SA Cable Coiler

The new, heavy-duty design.

Shipped without the standard wire rope.



BR-88 Cable Coiler

The new, heavy-duty design.

Shipped standard with 500' of pre-spoiled wire rope.

Note: The Safety Rail System design engineering performance standards do not apply if non-approved alternate steel structural components are incorporated into the use of the Safety Rail System without the written approval from the manufacturer.

8.E.L. SAFETY RAIL SYSTEM - *Equipment Identification*

Optional Items (By Special Order)



BR-1A Slab Insert plate

Used in conjunction with:

- BR-4 Straight Post
- BR-3 Break/End Post Combo



BR-1B Cant Detail Bracket

Used in conjunction with:

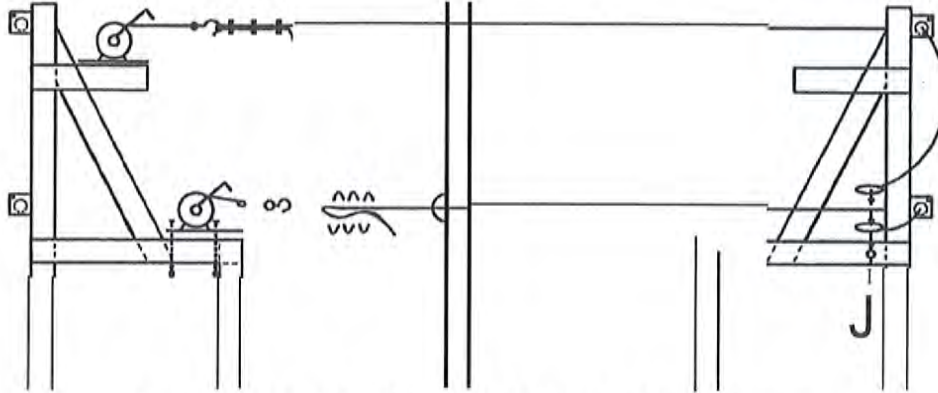
- BR-4 Straight Post
- BR-3 Break/End Post Combo



BR-8 Cable Coiler

The original, lightweight design.

Diagram A



Refer to section 300 (Cable Clips) of the Alberta Occupational Health and Safety Code for cable requirements. When using the Safety Rail System outside of Alberta, ensure that all applicable legislative Health and Safety Regulations are followed.

Diagram B: Cable Loop

U Bolt Y, \

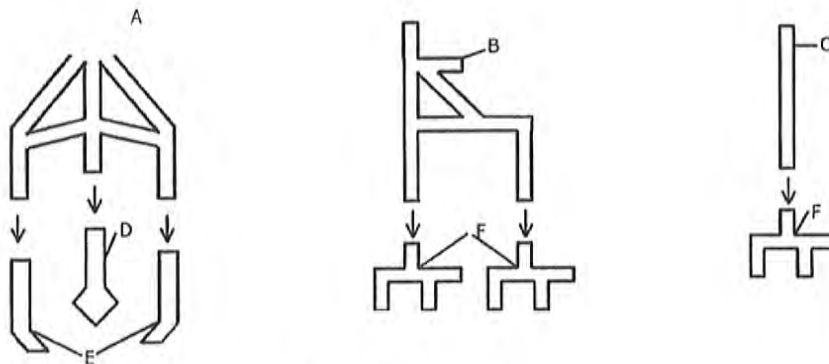
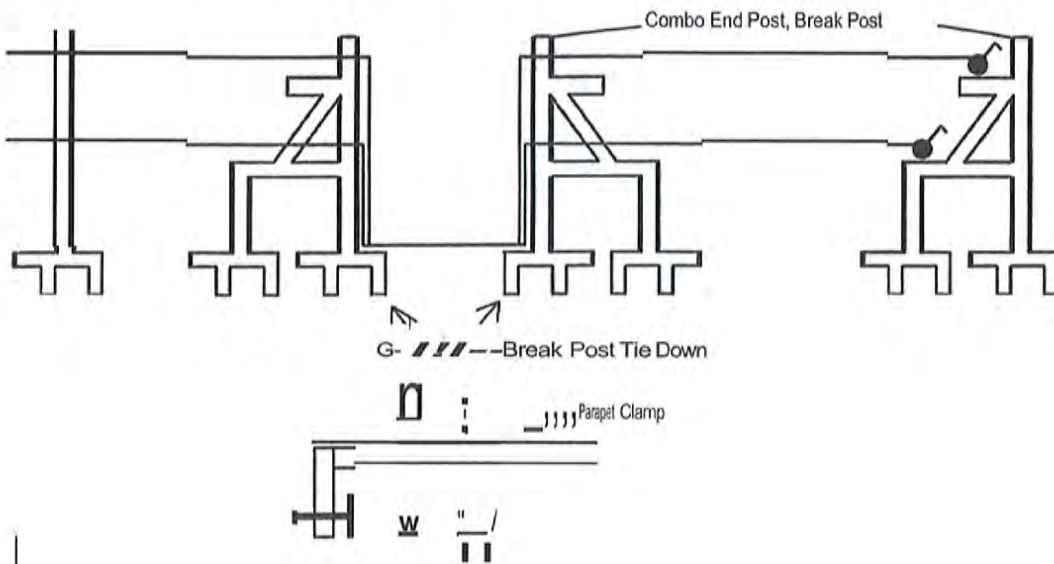
C---+---+L f._-'--Dead Part

Th bl L!J L...J Li..J Live Part
o o o o o
'---.../ Nut Clip Base

All clip bases must rest against the live part of the cable and the U-bolt against the dead end. A Minimum of 3 clips is recommended.

RAILING ASSEMBLY

Diagram C



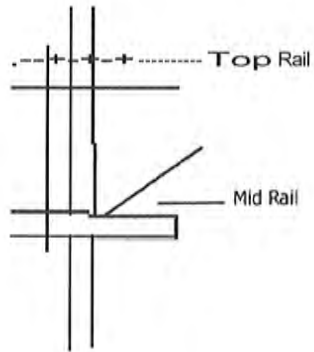
Railing Parts 200' Set

- | | |
|-------------------------------|---------------------------|
| A = (2) Corner Post | E = (4) Corner Brackets |
| B = (4) End, Break Post Combo | F = (23) Adjustable Clamp |
| C = (15) Straight Post | G = (2) Cable Tie Downs |
| D = (2) Swivel Corner Bracket | |

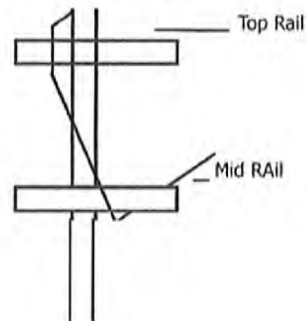
RAILING ASSEMBLY

Diagram D

End Post Cable

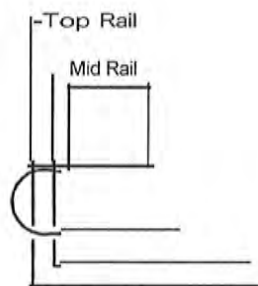


WRONG

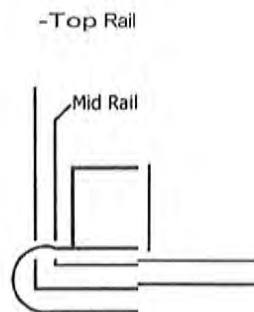


RIGHT

Break Post Tie Down Cable



WRONG

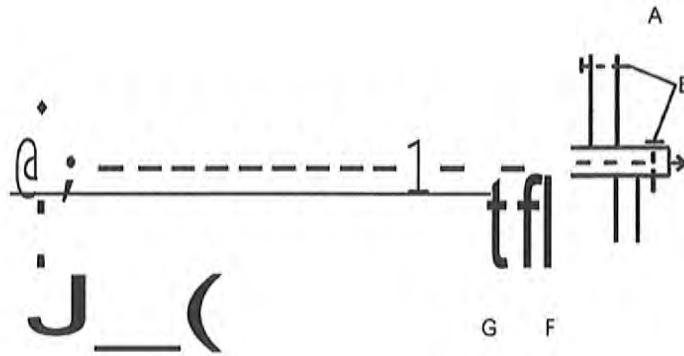


RIGHT

RAILING ASSEMBLY

Diagram E

Parapet Bracket Set Up



- A= Parapet Bracket
- B= 36" Insert
- C= 8" Clamp Insert
- D= 12" Insert Plate
- E= Quick Pins
- F= EPDM Tape
- G= Rubber Pad

RAILING ASSEMBLY

B.E.L. SAFETY RAIL SYSTEM - Installation Specifications

Step	Equipment	Instructions
1	Hazard Assessment	- Survey set up locations for the purpose of controlling and eliminating hazards which may compromise the safe use of the System. - Ensure the site is in compliance with the geographic health and safety regulations before installing the System.
2	Tape Measure	- Measure the width of the parapet to pre-set the width, allowing for setting the Adjustable Clamp away from the leading edge. - Measure and mark locations at 10' intervals for straight post locations and set straight post to accommodate a height between 18" for mid cable and 36" for top cable.
3	Winch	- Follow attaching cable to winch drum instructions. - Cut 8 feet of cable from supplied cable. - Install one end to hand winch drum. - loop one end through the hook. - Mount winch to end post (use two 3/8" bolts). - Refer to Diagrams A & B.
4	Adjustable Clamp	- Adjust clamp to fit parapet and insert quick pin. - Tighten "T" bolt to a "snug" fit on parapet at predetermined locations (do not over-tighten).
5	Corner Post	- Ensure adequate substrate strength. - Fasten to inside and outside corners as per Professional Engineering specifications. - Refer to engineer design specification for fasteners. - Install quick pin. - Refer to Diagram C. Note: Adjustable Corner Post not to be rotated past 120 degrees.
6	Straight Post	- Install post with cable keepers to the inside of the parapet. - Mount every 10' at predetermined locations. - Install quick pins. - Refer to Diagram C.
7	Combo End Post	- Mount winch on one end post. - Start with end post end, with the end post at the System Termination point. - Install quick pin. - Ensure substrate of adequate design and good construction. - Fasten as per Professional Engineering specifications. - Refer to Diagrams A & C.
8	Combo Break Post	- Determine area for hoisting and garbage removal. - Slip Break post cable tie downs over parapet clamp. - Install quick pins. - Fasten as per Professional Engineering specifications. - Refer to Diagram C.
9	Threading Cable through Rail	- Place cable spool beside hand winch. - Loop end of cable (Diagram B). - Thread cable through mid rail and top rail (Diagrams A, C, and D) by hand, pull all loose cable back to the winch. - Hook loop and winch in any slack cable. - Ensure lock mechanism is set on winch.
10	Inspection	- Complete visual inspection upon installation. - Double-check "T" bolts on Adjustable Clamps are "snug tight" to the parapet. - Ensure the Safe Work Practices and Job Procedures developed for the use of the Safety Rail System specifies that workers do not lean on any part of the System while working near it.

Note: Should any equipment be involved in an accident or incident, the entire installed system **must be taken out of service** and inspected by a Professional Engineer prior to being placed back in service.



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Equipment Activities near Overhead Power Lines

General

Do not operate heavy equipment near or under a power line until a permit and/or crossing agreement has been issued.

- Operator must be trained in use of equipment
- Maintain minimum safe clearances.
- Install warning devices and signs.
- Install telescopic non-conductive posts and flagging across R.O.W. at the minimum allowable clearance as allowed by regulations for the line voltage.
- Position signs or other devices to identify the "Danger Zone".
- Be conversant with allowable clearances.
- Adhere to all site-specific requirements.
- Beware of atmospheric conditions such as temperature, humidity and wind which may dictate more stringent safety procedures.

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. H.', written over a horizontal line.

Date: _____

A handwritten date 'April 9 / 2024' in black ink, written over a horizontal line.



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Heavy Equipment Maintenance

General

Protecting workers from injuries associated with heavy equipment operation and preventing damage to equipment

- Operator must be trained in proper use of equipment
- Walk around your unit and perform a visual check.
- Conduct pre-start checks.
- Conduct after start checks.
- Follow Manufacturer's recommendations for Cold Weather Starts.
- Wear seat belts where machines are equipped with Roll Over Protection.
- Use extreme caution when mounting or dismounting a machine.
- Report all problems or potential problems to your Supervisor.
- Ensure the correct operating procedures are followed when the day's activities have been completed and the machine is being stopped.

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Signed: _____

A handwritten signature in black ink, appearing to be 'M. J. A.', written over a horizontal line.

Date: _____

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Compressed Air

General

Air powered tools in construction range from stapling guns to jack hammers. All air powered tools and equipment must be operated in accordance with the manufacturer's specifications.

- Compressed air must not be used to blow debris or to clear dirt from any worker's clothes.
- Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
- All hose connectors must be of the quick disconnect pressure release type with a "safety chain/cable".
- Wear personal protective equipment such as eye protection and face shields, and ensure other workers in the area are made aware of or have restricted access to the hazard area.
- Hoses must be checked on a regular basis for cuts, bulges, or other damage. Ensure that defective hoses are repaired or replaced.
- A proper pressure regulator and relief device must be in the system to ensure that correct desired pressures are maintained.
- The correct air supply hoses must be used for the tool/equipment being used.
- The equipment must be properly maintained according to the manufacturers requirements.
- Follow manufacturer's general instructions and comply with legislated safety requirements.

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Signed: _____

[Signature]

Date: _____

April 9/2024



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Portable Arc Welders

General

Portable arc welders should be treated as a vehicle and not operated indoors due to exhaust fumes

- Worker must be trained in the use of welder
- Perform a 'walk around' inspection before starting equipment
- Be sure that the machine is firmly attached to the transporting unit.
- Check all fluid levels, water, oil, and gas to be sure they are at acceptable levels for operation.
- Do not fuel the machine when it is running or hot
- When fueling, **DO NOT** "top off" the gas tank. Gasoline expands as the outside temperature rises, this may result in seepage and an ensuing fire.
- Be sure the radiator and gas caps are in proper working order and securely attached.
- Any repairs should be done by qualified mechanics or technicians.
- Make sure all cables are wound securely when transporting.
- Ensure the side covers are kept closed to protect the machine from any damage from external objects and outside weather, as well as to protect the operator and others from the moving parts of the machine.

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Signed: _____

A handwritten signature in black ink, appearing to be 'W. H.', written over a horizontal line.

Date: _____

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Welding, Cutting, Burning

General

Work involving welding, cutting, and burning can increase the fire and breathing hazard on any job. The following should be considered prior to the start of work.

- Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting, or burning.
- Where other workers may also be exposed to the hazards created by welding, cutting, and burning, they must be alerted to these hazards or protected from them by the use of "screens".
- Never start work without proper authorization.
- Always have an adequate fire extinguisher on hand before starting welding, cutting or burning.
- Check the work area for combustible material and possible flammable vapors before starting work.
- A welder should never work alone. A fire or spark watch should be maintained.
- Check cables and hoses to protect them from slag or sparks.
- Never weld or cut lines, drums, tanks, etc, that have been in service without making sure that all precautions have been carried out and permits obtained.
- Never enter, weld, or cut in a confined space without proper gas tests, air quality tests, and a required safety monitor.
- When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks.
- Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side).
- Open all cylinder valves slowly. The wrench used for opening the cylinder valves should always be kept on the valve spindle when the cylinder is in use

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Signed: _____

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Date: _____

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Use of Cleaning Solvents and Flammables

General

Cleaning solvents are used in construction work to clean tools and equipment. Special care must be taken to protect the worker from hazards which may be created from the use of these liquids. Whenever possible, solvents should be nonflammable and nontoxic.

The foreman must be aware of all solvents/flammables that are used on the job, and be sure that all workers who use these materials have been instructed in their proper use and any hazard they pose.

- Anybody involved in the use of controlled products will be trained in WHMIS (Workplace Hazardous Materials Information System) and will adhere to all WHMIS requirements.
- Use nonflammable solvents for general cleaning.
- When flammable liquids are used, make sure that no hot work is permitted in the area.
- Store flammables and solvents in special storage areas.
- Check toxic hazards of all solvents before use (MSDS)
- Provide adequate ventilation where all solvents and flammables are being used.
- Use goggles or face shields to protect the face and eyes from splashes to sprays.
- Use rubber gloves to protect the hands.
- Wear protective clothing to prevent contamination of worker's clothes.
- When breathing hazards exist, use the appropriate respiratory protection.
- Never leave solvents in open tubs or vats – return them to storage drums or tanks.
- Ensure that proper containers are used to transportation, storage and field use of solvents/flammables.

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Signed: _____

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Date: _____

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Power and Hand Tool Use

General

Power tools and hand tools to be used and maintained in compliance with manufacturers guidelines.

- Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools.
- Grinder discs, buffers and stones to be used only for designed application and at rated speed.
- Stationary grinders must have properly adjusted tool rests and stones to be properly dressed.
- Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard.
- On/off switches must be functional and positioned so Operator has access.
- Accessories can only be used that are designed for use with the tools specified.
- Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional.
- Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area.
- Chisels, punches, screwdrivers, etc. to have tips properly dressed.
- Cracked a/o splintered handles to be replaced.
- All tools must be cleaned after use and repairs made before being properly stored.
- Tools to be used for designed purpose only.
- Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent.

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Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. H.', written over a horizontal line.

Date: _____

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Defective Tools

General

Defective tools can cause serious injuries. If a tool is defective in any way, **DO NOT USE IT.**

Be aware of problems like, but not limited to:

- Chisels and wedges with mushroomed heads
- Split or cracked handles
- Chipped or broken drill bits
- Wrenches with worn out jaws
- Tools which are complete, such as files without handles
- broken or inoperative guards,
- Insufficient or improper grounding due to damage on double insulated tools,
- No ground wire (on plug) or cords of standard tools,
- The on/off switch not in good working order,
- Tool blade is cracked,
- The wrong grinder wheel is being used, or
- The guard has been wedged back on power saw

To ensure safe use of tools, remember:

- Never use a defective tool;
- Double check all tools prior to use; and
- Ensure defective tools are tagged out of service until repaired, replaced, or disposed of

Air, gasoline or electric power tools, require skill and complete attention on the part of the user even when they are in good condition. Don't use power tools when they are defective in any way.

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Hand-Held Power Circular Saws

General

This type of power hand tool is one of the most commonly used in construction. Because of this common use there are numerous accidents due to thoughtless acts.

The following are the minimum accepted practices to be used with this saw.

- Approved safety equipment including safety glasses or a face shield are to be worn
- Where harmful vapors or dusts are created, approved breathing protection is to be used.
- The proper sharp blade designed for the work to be done must be selected and used.
- The power supply must be disconnected before making any adjustments to the saw or changing the blade.
- Before the saw is set down be sure the retracting guard has fully returned to its down position.
- Both hands must be used to hold the saw while ripping.
- Maintenance is to be done according to the manufacturer's specifications.
- Ensure all cords are clear of the cutting area before starting to cut.
- Before cutting, check the stick for foreign objects or any other obstruction which could cause the saw to "kick back".
- When ripping, make sure the stock is held securely in place. Use a wedge to keep the stock from closing and causing the saw to bind.

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Use of Portable Grinders

General

Abrasive wheels can cause severe injury. Proper storage of new wheels, proper use of wheels, and proper maintenance of wheels must be observed.

- Familiarize yourself with the grinder operation before commencing work.
- Ensure proper guards are in place and that safety glasses, face shields, gloves, and safety boots are worn when using portable grinders.
- Never exceed the maximum wheel speed (every wheel is marked). Check the speed marked on the wheel and compare it to the speed on the grinder.
- When mounting the wheels, check them for cracks and defects, ensure that the mounting flanges are clean and the mounting blotters are used. Do not over-tighten the mounting nut.
- Before grinding, run newly mounted wheels at operating speed to check for vibrations.
- Do not use grinders near flammable materials.
- Never use the grinder for jobs for which it is not designed, such as cutting.

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Grinding

General

Severe injury may occur if proper protective equipment is not used and properly maintained.

- Check the tool rest for the correct distance from the abrasive wheel, maximum 1/8" or 3mm.
- Replace the grindstone when adjustment of the rest cannot provide 1/8" or 3mm clearance.
- If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
- Protect your eyes with goggles or safety glasses with a face shield at all times when grinding.
- Each time a grinding wheel is mounted, the maximum approved speed stamped on the wheel bladder should be checked against the safe rotation speed of the machine to ensure the safe peripheral speed is not exceeded. A grinding wheel must not be operated at peripheral speed exceeding the manufacturer's recommendation.
- The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel, and must fit the shaft rotating speed according to the manufacturer's recommendation.
- Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel.
- Do not stand directly in front of grinding wheel when it is first started.

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Circular Table Saw

PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Hearing protection must be worn.



Sturdy footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.

General

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty. **If guards are missing, establish a hands-free zone on the table using red tape, and DO NOT place hands inside designated zone.**
- ✓ Ensure all locks are securely tightened.
- ✓ Ensure table and work area is clear of all tools, off-cuts and sawdust.

OPERATIONAL SAFETY CHECKS

- ✓ Allow the saw blade to obtain maximum speed before making a cut.
- ✓ Use a push stick (at least 400 mm long) to guide material through saw.
- ✓ Always stand to one side of the line of cut.
- ✓ Before making adjustments, switch off and bring the machine to a complete standstill.
- ✓ Remove the rip fence when using the mitre gauge.
- ✓ Make sure someone "tails out" when cutting long material.

Continued on next page.....

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ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed.
- ✓ Lower blade so it is below the table.
- ✓ Leave the machine in a safe, clean and tidy state.

POTENTIAL HAZARDS AND INJURIES

- ⓘ Kickback: material may catch or jam and be flung back violently.
- ⓘ Airborne dust.
- ⓘ Eye injuries.
- ⓘ Contact with blade at point of operation.

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Do not cut freehand.
- ✗ Never remove off cuts or dust from the saw table while the saw is running.
- ✗ Never leave the machine running unattended.

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Small Engine Equipment

General

All workers must read and understand manufacturer's specifications prior to operation of this type of equipment.

- Read and understand the instruction manual for the engine and all attachments
- Find, read, and understand the safety label affixed to the unit
- Understand the operation of all controls and learn how to stop the engine quickly in case of emergency
- Ensure operator has adequate instruction from a competent person before operating
- The engine and fumes become extremely hot during operation. Keep unit at least 1 meter (3') away from buildings, other equipment, and workers during operation.
- Keep flammable materials away and do not place anything on the engine while operating
- Do not operate small engine equipment indoors due to exhaust fumes/carbon monoxide poisoning

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Powered Roof Cutter General

Always refer to manufacturer specifications prior to operating this equipment.

- Only qualified roofers trained in the operation of a power roof cutter shall operate this machinery. Ensure you have read, understand, and follow the manufacturer's operating and safety instructions
- The equipment shall be operated and maintained in accordance with the manufacturer's instructions. A qualified mechanic shall make repairs or replace damaged components prior to use
- Keep the work area clear of debris and any tools. Remove obstacles that could cause personal injury. Keep other persons out of the cutting area
- Wear proper apparel including long sleeved shirt, buttoned at the cuffs, glasses, goggles, or a face shield, hard hat, properly fitted pants
- Keep hands, feet, hair, and loose clothing away from the cutter blade area, engine, pulleys, belts, and other moving parts
- Never operate the unit without all shields and covers in place
- Check the engine crank case oil – if the unit does not start it may be low on oil
- Check the fuel supply – fill with fresh unleaded gasoline. Ensure all caps are securely tightened. Never test/operate the machine indoors due to exhaust fumes
- Check cutter blade condition and tightness before starting the engine. Do not operate a cutter with an excessively worn, damaged, or loose blade
- Do not operate the machine if there are any bent frame members, broken welds, or damaged components
- Plan your work prior to starting, and never cut towards people, buildings, vehicles, or other objects that could be damaged by flying debris. Do not allow people to work near or walk in front of the cutter while in operation
- Never make adjustments to the unit while the engine is running. Turn off the engine and allow it to cool before performing any maintenance
- Whenever the roof cutter is left unattended, shut off the engine, even if leaving for only a few seconds
- Ensure the depth of the roof system is set correctly as the cutter can easily cut into the roof deck presenting a serious hazard to personnel
- Properly guard and/or cover any roof openings, and use caution to avoid any slips/trips/falls
- Do not operate the machine within 10' (3m) of the roof edge when working perpendicular to the edge, or 6' (2m) when working parallel to the roof edge without a proper fall protection system

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Powered Roof Sweeper

General

Only qualified personnel trained in the operation of a power roof sweeper shall operate this equipment.

- Power sweepers shall be operated and maintained in accordance with the equipment manufacturer's specifications. A qualified mechanic shall repair or replace damaged sweeper components prior to its use
- Be certain all safety guards, shields, and pins are secure and locked in place before starting the engine
- Do not operate the power sweeper if safety devices are not in proper working order
- Never operate a sweeper with improperly adjusted controls
- Do not attempt to disable or modify sweeper controls or the 'anti-reverse device', as serious injury may result
- Do not attempt to override the 'dead man' safety controls. Creeping could result in the machine going over an unguarded roof edge
- Do not attempt to adjust sweeper controls while the engine is in operation
- Never engage the brush without the sweepers drive wheels in operation. Failure to do so may result in the backward movement of the sweeper, which could result in severe injury or fall
- Never reach into the brush area when the engine is operating, keep hands and feet away from brush and drive belts
- Use manufacturer's recommended replacement brush assembly only
- Wear PPE including safety footwear, dust mask, eye and ear protection, while operating the roof sweeper

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Powered Roof Hoist

General

Only qualified personnel trained in the operation of a power roof sweeper shall operate this equipment.

- The hoist shall be operated and maintained in accordance with the equipment manufacturer's specifications. A qualified mechanic shall repair or replace damaged sweeper components prior to its use
- Ensure the roof decking and structure can support the hoist, its counterweights, and intended loads
- Assemble the hoist away from the roof edge and move into place after assembly is complete
- Place the hoist away from overhead power lines
- Avoid placing the hoist over building access points such as at doorways and walkways
- Place hoists only on flat or near level roofing systems
- Install guard rails on each side of the hoist frame at unguarded edges
- Inspect hoist and cable prior to operation, ensure all connecting pins, hydraulic hoses, and hardware are tightened and secure
- Use an appropriate counterweight system specified by the hoist manufacturer and maintain proper counterweight to load ratio at all times. Never use roofing materials as a substitute for the counterweight system
- Be certain that all hoist safety guards are in place before starting the engine
- Do not attempt to make adjustments while hoisting equipment is in operation
- When refueling, shut off engine, allow to cool, and remove fuel container from work area. If fuel is spilled, clean up the excessive fuel before restarting the engine
- Identify loading/unloading areas, barricade and clear the areas of obstructions

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Explosive and Power Actuated Fastening Tools

General

There are a number of tools utilizing an explosive charge in use throughout the construction industry to drive fastenings.

The manufacturers of these devices provide detailed instructions regarding their use and maintenance. These instructions, along with the legislation specifically set out for their use, shall be closely adhered to at all times.

The following general recommendations apply to all explosive/power actuated tools.

- Only properly trained and qualified operators are to use this type of tool. The user shall possess proof of this training issued by the manufacturer, authorized dealer/distributor, or other competent source.
- The tool must be CSA standard approved for "Explosive Actuated Fastening Tools:
- The tool should be loaded just prior to use with the correct load for the job anticipated. Tools should never be loaded and left to sit or be moved to an alternate work site after being loaded.
- The tool should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle end at all times.
- Explosive/powder actuated tools should always be stored in their proper lockable boxes.
- Explosive/power actuated tools must never be used in an explosive atmosphere.
- When used, the tool must be held firmly and at right angles to the surface being driven into.
- Eye protection must be worn by the operator. Where there is a danger of spalling, full face protection must be worn. Hearing protection is also to be worn in confined areas.
- To prevent free-flying studs, ensure that the material being driven into will not allow the stud to completely pass through it (ie. Glass block, hollow tile etc.).
- Manufacturers' recommendations should be consulted and followed whenever there is a doubt about the material being driven into, maintenance procedures, or load strength to be used.
- Always be aware of the other workers. Where a hazard to other workers is created by this operation, signs and barricades identifying the hazard area are mandatory.

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Scaffolding

General

All scaffolding used shall be erected, maintained and dismantled by a competent worker, in accordance with manufacturers specifications and legislation.

- Ensure grounding on a firm and level base.
- Maintain the established minimum clearances from all power lines.
- Provide a safe access ladder.
- Ensure scaffold has a platform perimeter handrail.
- Anchor or tie a free standing scaffold according to legislation.
- Do not use a ladder sloped against the side of a scaffold at any time.
- A toe board is required on all platforms.
- Ensure tube and clamp modular construction is utilized. Wood construction is to be used only when absolutely necessary.
- Ensure proper safe scaffold tags are installed.
- Utilize a tag line when hoisting material.
- Minimize tools, material and debris on the platform.
- Ensure a hand line with a tool bag for tools is utilized.
- When working at 3m (10 ft.), fall protection system must be used.

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Metal Scaffolding

General

There are various types of metal scaffolds and they all have a right and wrong way to be erected.

The misuse of scaffolding is the cause of numerous serious injuries. Every worker who designs or constructs a scaffold should be competent and know what the manufacturer's specifications are for that scaffold.

The scaffold type which will be best suited for the job and capable of withstanding the loads to be imposed it must be determined before the job begins.

Ensure that:

- The scaffold you intend to use is the correct one for the job
- The location in which the scaffold is to be constructed is the level or is capable of presenting secure footing by use of mudsills or some other device
- The scaffold will be erected by a competent worker
- Legislative and manufacturer's requirements have been complied with
- Safe access and egress to both the scaffold and the general work area has been provided
- Leveling adjustment screws have not been over extended
- Tower scaffolds have outriggers or are guyed and have all component parts secured in place (ie: cross braces, pins, lateral braces, etc)
- Scaffold work platforms have perimeter guardrail
 - o Horizontal rail - .92 meters to 1.07 meters above platform
 - o Intermediate rail – Horizontal rail midway between scaffold platform and top rail
 - o Toe Board – Horizontal member at platform level no less than 140mm in height above the platform level
- Scaffold planks are of number one grade materials with maximum spans of 3.1 meters on light duty and 2.3 meters on heavy duty with a maximum projection beyond the ledger of no more than 300mm

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Fall Protection

General

Fall 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.

- Be fully conversant with Fall protection systems.
- Ensure you know capabilities of Fall Protection Equipment.
- Ensure barricades, ribbons, and signs identify restricted areas.
- Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area.
- Ensure you know your anchor points.
- Ensure you do not wrap the lanyards and/or rope around beams, girders, pipes, etc.
- Utilize 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.

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Travel Restraint

- The worker(s) shall be trained and competent in all aspects of sheet metal application and the safe use of the fall protection system being employed.
- A written work specific / job site hazard assessment shall be completed by workers prior to starting work.
- Where permanent anchorage points are provided they shall be used to connect the personal fall protection system.
- Where no permanent anchor points are provided, the worker is responsible for the inspection and installation of a temporary travel restraint anchor.
- To reduce the possibility of a swing fall injury, the temporary travel restraint anchor shall be installed immediately opposite the work area, in accordance with the manufacturer's written installation requirements.
- One (1) temporary travel restraint anchor shall be used for each worker working at the roof edge.
- Travel restraint equipment shall be inspected prior to its connection to the anchorage point.
- Lanyard and snap hook connectors shall be approved and certified.
- The travel restraint lanyard shall be connected to an approved dorsal D-ring (A-Type) full body harness. Safety belts are not accepted.
- All application work undertaken at an unguarded roof edge shall be completed from the kneeling position, while wearing a personal travel restraint system.
- Workers shall keep the roof edge in sight at all times, while working or traveling to or from an unguarded roof edge. Never turn your back or walk parallel to the unguarded roof edge.
- Maintain good housekeeping by keeping the work area clear of debris.
- Do not stack material near the unguarded roof edge.
- In temporary applications, travel restraint anchors must be designed to have an ultimate load capacity of 3.5 kilonewtons (800 pounds-force) and be installed, used and removed according to manufacturer's specifications.
- To prevent a worker from confusing a fall restraint anchor with an anchor intended for fall protection, the temporary anchor must be permanently marked as being "for travel restraint only".
- The temporary anchor must be removed upon completion of the work, or within the time specified by the manufacturer. In the event a temporary anchor is left in place and forgotten it may deteriorate to the point it is unable to provide the expected degree of protection.

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Storage and Handling of Propane Cylinders

General

No person shall handle propane cylinders or use propane cylinders until they are fully aware of the potential hazards and the precautions necessary to handle propane safely.

- Wear gloves and long sleeved shirt when handling propane cylinders.
- Do not smoke or have open flame around or near propane cylinders.
- 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.
- Inspect cylinder's protective collar and foot ring for broken welds or corrosion.
- Ensure that the cylinder valve outlet has a safety plug installed when not in use and that the cylinder safety relief valve is unobstructed.
- Handle propane cylinders in an upright position secured to wheeled carts/dollies.
- Avoid dropping, bumping or rolling cylinders on their sides.
- Store cylinders outside, at ground level, in a level upright position on an elevated base to prevent ground thawing and cylinder tipping.
- Do not store propane cylinders at roof level.
- Do not store propane cylinders indoors, in a heated, enclosed or inhabited space.
- Do not hoist propane cylinders to roof level by their cylinder valves or protective collars. Use a properly designed propane cylinder-hoisting cage at all times.
- Keep the area around propane cylinders clear and avoid placing roofing materials or clothing on top of cylinders.
- Place a charged ABC type fire extinguisher in the work area. Do not place the extinguisher next to the propane cylinder.
- Ensure WHMIS and TDG labels are appropriately attached and visible.
- A regulator must be installed on cylinder prior to use.
- When checking for connection leaks use a soapy water solution.
- When not in use, cylinder to be secured in upright position, valve closed, and regulator removed.
- Cylinders should not be used if shoulder label/stamp is not legible.
- See SWP-33b for delivery and transport of propane tanks

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Delivering and Transporting Propane

General

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

All installations and use of this product on the job-site must comply with the Government Legislation set out for its safe use.

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

- Cylinders must be transported and secured in an upright position in a well ventilated area.
- Nylon slings must be used in a "choker" fashion when loading, off-loading or lifting propane tanks.
- "Lifting lugs" provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank.
- Hoses and regulators are to be removed from the tank prior to any movement of the tank
- Crane hooks shall be equipped with a "safety latch".
- All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled,
- Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.
- Tanks are not to be heated to increase flow.
- When in use, propane bottles are to be securely held in an upright position.
- Tanks are not to be hooked up and used without proper regulators.

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Portable Ladders

General

Portable ladders should only be used when there are no permanent or temporary stairways or work platforms available for task.

- All ladders must be inspected before performing a task
- When setting up a ladder, secure the base and "walk" the ladder up into place.
- The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.
- Before using a ladder, make sure it is secured against movement.
- When in position, the ladder should protrude one (1) meter (3 feet) above the intended landing point.
- Workers shall not work from the top two rungs of a ladder. 3 points of contact should always be maintained
- Do not overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.
- Always face the ladder when using it. Grip it firmly and maintain three points of contact method when moving up and down.
- The minimum overlap on an extension ladder should be one (1) meter (3 feet) unless the manufacturer specifies the overlap.
- Keep both metal and wood ladders away from electrical sources.
- Wood ladders shall not be painted
- Ladders must not be erected on boxes/tables/scaffold platforms/man lift platforms/vehicles

Ladders are intended for access and egress only. If work is to be performed from a ladder a worker MUST:

1. Ensure the work is light duty and short duration
2. Keep center of balance in the middle of the ladder at all times (work within the rails) – even if an arm is extended past the rail
3. Maintain 3 points of contact at all times

If these 3 are not ALL met at height at or over 3m (10 feet) then the worker MUST implement a fall protection system.

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

Date: _____

[Signature] *April 9 2004*



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A
8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

Step Ladders

General

As with all ladders, make sure that the step ladder is in good condition, and is the right ladder for the job to be done.

Step ladders are to be used only on clean and even surfaces.

- No work is to be done from the top steps of a step ladder.
- When in the open position ready for use, the incline of the front step section shall be two (2) horizontal to four (4) vertical.
- The step ladder is only to be used in the fully opened position with the spreader bars locked.
- Tops of step ladders are not to be used as a support for scaffolds.
- Don't overreach while on the ladder. Ensure center of balance remains in the middle of the ladder. Climb down and move the ladder over to a new position if required.
- Follow manufactures instructions
- Only CSA Standard ladders will be used.

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Signed: _____

_____ Date: _____



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Manual Lifting and Carrying

General

Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed.

- Ensure that you know your physical limitations and the approximate weight of materials.
- The use of power equipment or mechanical lifting devices should be considered and employed where practical.
- Obtain assistance in lifting heavy objects.
- Ensure a good grip before lifting and employ proper lifting technique.
- Avoid reaching out.
- Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.
- Be aware of hazardous and unsafe conditions.

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Signed: _____

Date: _____

A handwritten signature in black ink, appearing to be 'W. J. A.', written over a horizontal line.

A handwritten date 'April 9 / 2024' in black ink, written over a horizontal line.



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Tiger Torches

General

Tiger torches, although valuable to a job-site, are sometimes misused in a manner that can make them dangerous. The primary function of the tiger torch is to preheat piping systems prior to welding.

- Ensure you are acquainted with the operation of equipment.
- Ensure fuel lines are in good working conditions.
- Ensure proper cylinders are secured and regulators in place.
- When not used for pre-heating operation, shut torch off.
- Torches are not to be used for heating or thawing of lines where known hydrocarbons are present.
- Follow tiger torch safe work procedure step by step.
- Use proper PPE as per manufacturer's specifications.

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All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

Date: _____

[Signature] *April 9 / 2029*



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Hoisting

Evaluating the Load

Determine the weight of the object or load prior to a lift to make sure that the lifting equipment can operate within its capabilities.

Balance Loads

Estimate the centre of gravity or point of balance. The lifting device should be positioned immediately above the estimated centre of gravity.

Landing the Load

Prepare a place to land the load, lower the load gently and make sure it is stable before slackening the sling or chain.

- Ensure barricades and warning signs are in place
- **NEVER** exceed the working load limits
- Make sure the hoist or crane is directly over the load.
- Use slings of proper reach. With chain slings, never use bolts or nuts.
- Never permit anyone to ride the lifting hook or the load.
- Make sure all personnel stand clear from the load being lifted.
- Never work under a suspended load, unless the load is properly supported.
- Never leave a load suspended when the hoist or crane is unattended.
- Inspect all slings thoroughly at specified intervals and maintain them in good condition.
- Inspect each chain or sling for cuts, nicks, bent links, bent hooks, etc., before each use. If in doubt, do not use it.
- Ensure that safety latches on hooks are in good working condition.
- Ensure that the signaler is properly identified and understands techniques of proper signaling.
- Make sure a tagline is used to control the load.

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Signed: _____

Date: _____

April 9 / 2024



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Use and Care of Respiratory Equipment

General

When hazardous airborne contaminants or an oxygen deficient atmosphere exists, proper respiratory equipment must be utilized.

- Ensure you are fully trained on respiratory equipment.
- Ensure you are conversant with safe work procedures and/or site-specific procedures.
- Inspect before each use.
- Inspect after each use.
- Ensure to utilize "Buddy" system.
- Ensure work masks are cleaned and disinfected after each use.
- Ensure equipment is stored properly.

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Signed: _____

A handwritten signature in black ink, appearing to be 'R. J. H.', written over a horizontal line.

Date: _____

A handwritten date 'April 19 / 2024' in black ink, written over a horizontal line.



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Hazard Control Signage

General

Work sites should have appropriate and adequate signage to identify site hazards in place prior to the commencement of any work process.

- Ensure signage is in good condition, clean, legible and suited to the purpose.
- Ensure traffic control signage is of accepted standards.
- Ensure signage is secured.
- Routinely inspect signage for placement, cleanliness and physical damage.
- Ensure road traffic control signage is covered when no activity is present.
- Ensure you are fully trained to erect road traffic signage.

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Signed: _____

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Date: _____

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Spray Painting

General

Spray painting is an integral part of construction work, which must be performed by trained workers.

- Ensure you are fully trained.
- Ensure you are acquainted with safe work procedures.
- Follow manufacturer's recommendations.
- Ensure all sources of ignition are eliminated or controlled.
- Ensure equipment is grounded.
- Ensure area is ventilated.
- Do not smoke around spray painting operations.
- Ensure warning signs are in place.
- Practice good housekeeping.
- Use proper PPE when spray painting.

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Signed: _____

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Date: _____

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Restricted Work Areas

General

A Work Area will be designated as a "Restricted Area", where there is a danger of contact with energized electrical equipment or hazardous substance.

- Establish and maintain clear exits.
- Have safety and emergency breathing air apparatus available.
- Place continuous gas monitors at strategic points.
- Place fire extinguishers at strategic points.
- Isolate system to be worked on.
- Purge system.
- Check for hydrocarbon leaks.
- Ensure no alternate power sources.
- Continually monitor area for changing conditions.

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Signed: _____

A handwritten signature in black ink, appearing to be 'M. J. A.', written over a horizontal line.

Date: _____

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Fire and Use of Fire Extinguishers

General

Portable fire extinguishers must be installed, inspected and maintained on a regular basis to ensure proper operation in an emergency.

- Ensure you are fully trained with operation and maintenance of fire extinguishers.
- Check Cylinder.
- Inspect cartridge puncture cap.
- Weigh cartridge.
- With cartridge removed, check action of puncture lever.
- Check hose and nozzle for obstruction.
- Check date of manufacture.
- Check level and condition of powder.
- Check fill-cap threads and gasket.
- Attach visual seal.
- Check Pressure Gauge.

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Signed: _____

A handwritten signature in black ink, appearing to be 'UPH' or similar, written over a horizontal line.

Date: _____

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Refueling Equipment

General

Refuelling of equipment is a daily task in construction industry which may be hazardous if not carried out properly

- Ensure you are conversant with regulations
- Refueling area is ventilated
- Ensure equipment is shutoff prior to refueling
- Ensure there is no smoking or open flames in vicinity
- Avoid spillage on equipment or ground
- Ensure cellular phones and/or hand-held devices are turned off

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Signed: _____

Date: Apr 9/2024



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Office Safety

General

To ensure employees are aware of the potential and existing hazards in the office environment

- Ensure you are conversant with emergency evacuation.
- Ensure that all electrical cords are in good condition and are not overloaded.
- Ensure that computer monitors are adjusted to correct height and kept clean.
- Ensure fans/space heaters are used to manufacturer specifications.
- Ensure floors and aisles are kept clear and not cluttered.
- Ensure that only one drawer of filing is open at one time and that drawers are closed when not in use.
- Ensure proper type of fire extinguisher is available.
- When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly.
- Operate microwave according to manufacturers specifications.
- Ensure coffee makers are used according to manufacturer specifications.
- Ensure photocopier is maintained according to manufacturers specifications.
- Ensure chairs are in good repair.
- Ensure rugs are kept clean and in good repair – free of tripping hazard.
- Ensure paper cutter blade is placed in closed lock position.
- Ensure all loose clothing is tied back when using paper shredder.

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Signed: _____

Date: _____

[Handwritten signature] *April 9 / 2024*



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Cell Phone Usage

General

Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public.

- When vehicle is in motion calls may not be answered by the driver and must be directed to voicemail or a passenger.
- If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location.
- If making an emergency call (911) the vehicle must be safely parked before making the call.
- Do not use cell phone when fueling / refueling a vehicle, jerry can, equipment, etc

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Signed: _____

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Date: _____

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Driving

General

Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.

- Ensure you have a valid operator's license.
- Be conversant with traffic laws and applicable regulations.
- Drive defensively.
- Back in when practical.
- Ensure the vehicle has an emergency road kit.
- Ensure you are not under the influence of alcohol or drugs.
- Avoid driving when fatigued.
- Ensure seatbelts are worn at all times when the vehicle is being operated.
- Be familiar with the vehicle and its' capabilities.
- Offering rides to strangers or hitchhikers is prohibited.
- Perform a "walk around" inspection prior to travelling.
- Use good judgement and understand of the basic recovery skills appropriate to the vehicle you are driving.
- Do not operate a cell phone while driving.

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Signed: _____

_____ Date: April 9 / 2024



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Winter Driving

General

Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.

- Ensure you have a valid operator's license.
- Be conversant with traffic laws and applicable regulations.
- Drive defensively.
- Back in when practical.
- Ensure the vehicle has an emergency road kit.
- Clear snow from all windows, lights and mirrors, when required.
- Avoid using cruise control on icy roads.
- Accelerate and brake gently to reduce skids or spinouts.
- Ensure winter clothing does not restrict movement, vision or hearing.
- Ensure fuel tank is full when possible.
- Ensure you are familiar with the installation of snow chains, if applicable.
- Monitor weather reports, road conditions.
- Do not operate a cell phone while driving.

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Signed:  Date: April 9 / 2024



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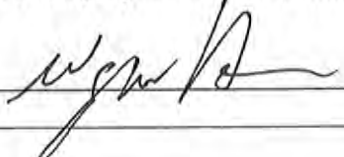
Rigging

General

Rigging of equipment, piping and valves is an integral part of construction operations.

- Ensure you are competent in rigging procedures.
- Be acquainted with hand signals.
- Be aware of pinch points.
- Ensure you are in view of operator.
- Utilize a tag line.
- Ensure load is centered.
- Do not walk under suspended loads.
- Ensure wire chokers, slings, and other equipment is in good condition.
- Be aware of the direction of the swing of load.

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Signed:  Date: April 9 2024



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Housekeeping

General

Good housekeeping is imperative on all work sites in the prevention of slips/trips/falls

- Ensure all work sites are kept tidy
- All garbage is to be disposed of immediately in appropriate bins
- Tools and material to be stored properly to prevent damage and hazards
- All stairs and walkways are always to be clear of tools/materials/debris
- A minimum of 3 feet of clearance is to be maintained around all electrical panels, fire extinguishers, first aid stations, and doorways for ease of access
- Fire exits must never be blocked at any time for any reason
- Spills are to be cleaned up properly, following SDS if applicable
- Ice/snow to be cleared from walkways if applicable, with sand/ice melt applied if required (and allowed by property owner)

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Respiratory Protective Equipment (RPE) Code of Practice

All Workers Affected Must Be Trained in the RPE Code of Practice		
Person Responsible for Selecting and Providing RPE		
Name: Wayne Herman	Telephone: 403-527-5700	Position: Owner

Conditions for Use of RPE
Health Surveillance: Workers must be medically fit to wear a respirator. (A sample respirator user screening form can be found in Appendix E of CSA Standard Z94.4-02)
Fit-Testing: RPE that depends on an effective seal for its safe use must be properly fit-tested by a competent (trained) person. (This must be done every two years or when physical conditions change)
NIOSH Approval: RPE required at the worksite must be NIOSH Approved (it will bear a NIOSH approval # e.g. TC XXXX)
Clean-Shaven: Workers must be clean shaven where the respirator contacts the face

Maintenance/Cleaning/Storage of Respiratory Protective Equipment
Maintenance: Cartridges/filters must be replaced as per the manufacturer's instructions or earlier if smell, taste, or irritation from contamination is detected or if there is resistance to breathing. (see the manufacturer's instructions)
Cleaning: RPE should be cleaned after each use. Wipes may be used, but should not be the only method of cleaning RPE (see the manufacturer's instructions)
Storage: RPE must be stored in a manner that will prevent its contamination (e.g. sealed bag (Ziploc TM))

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Signed: _____

Date: _____

[Signature] *April 9 / 2024*



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Pre-Job Stretching Program

General

In an effort to reduce the occurrence of musculoskeletal injuries (sprains and strains) - the number one type of injury we have - Peerless Products has a Pre-Job Stretching Program that is optional may be completed before any work commences.

Stretching prior to any physical activity is proven to reduce physical stress and strain, boost balance and strength, and improve productivity. Participation in the stretching program will be conducted during the morning Toolbox Meeting. The stretch and flex component should not exceed 10 minutes. Employees should exercise judgment to the extent that their physical capabilities allow and they should not perform motions that may aggravate previous injuries or other physical conditions.

A designated volunteer should then lead the daily stretching program, at the start of the shift, by using the examples provided. As mentioned above, the stretching should not exceed 10 minutes, and will typically last between 5 and 10 minutes. During any of the stretch & flex exercises, you should never bounce or have quick movements. Be aware that fast motions, or unexpected motions caused by loss of balance, can result in strains and sprains. Only stretch to a point of mild tension.

Avoid pain. It is normal and safe to feel tension increasing during a stretching exercise. But if you start to feel pain, back off the tension a bit.

Do not stretch a recently injured muscle unless directed to do so by your doctor or physical therapist.

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Signed:  Date: April 9 / 2024

The stretches diagramed here can prepare the body for everyday work stresses. This is done through stretching and strengthening the specific muscles that are commonly associated with strains and sprains.

Stretch – do not bounce – until mild tension is felt. Hold the stretch position 15 to 30 seconds. Then relax. Repeat stretches on the opposite side. You may choose to repeat the same stretch two or three times. All movements are gently but progressively increased. Remember **“NO QUICK OR BOUNCY MOVEMENTS”**! Only stretch until you feel mild tension.

1. Neck

		
Tilt head to one side until tension is felt. Hold for 20 seconds. Then do other side.	Tilt head forward until slight tension is felt. Hold for 20 seconds. Then tilt head back.	Turn head to one side until slight tension is felt. Hold for 20 seconds. Then turn the opposite way.

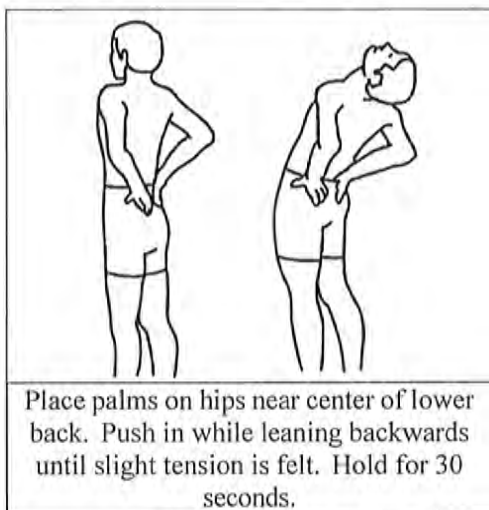
2. Shoulders


Pull elbow across chest until slight tension is felt in the shoulder/shoulder blade. Hold for 20 seconds. Then switch arms.

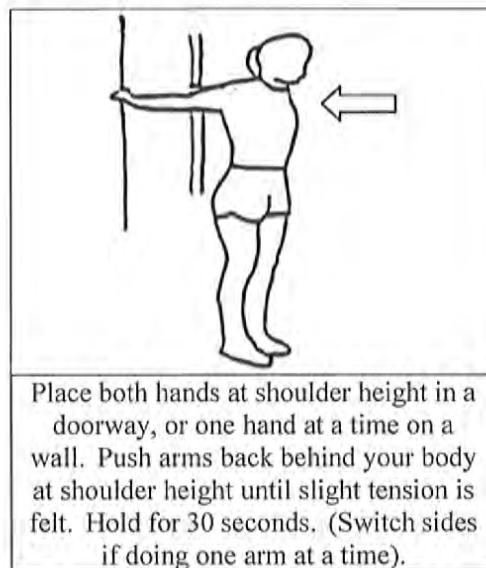
3. Upper Back


Interlock fingers and push away from chest, palms out, until tension is felt in the upper to mid-back. Hold for 30 seconds.

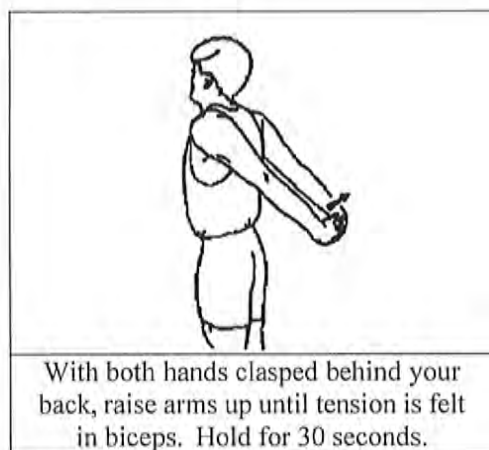
4. Lower Back



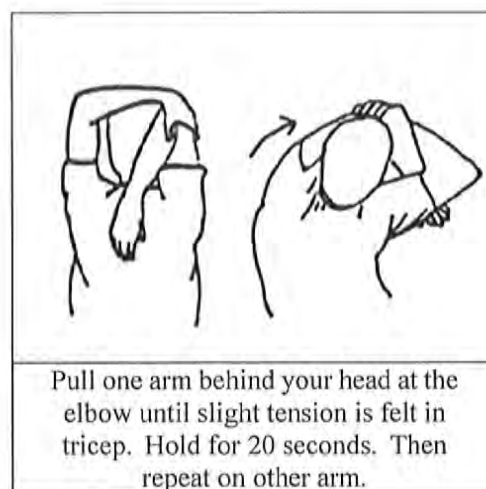
5. Chest



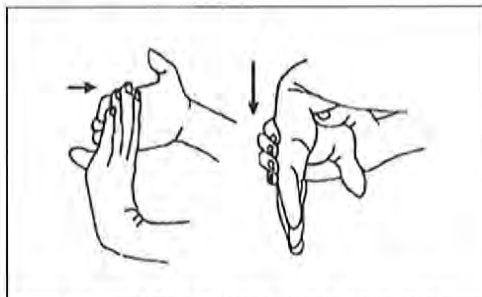
6. Biceps



7. Triceps



8. Wrists



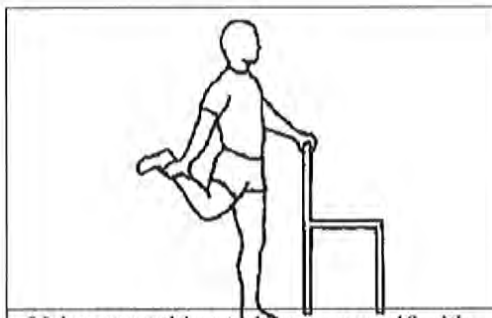
On one hand, pull wrist down until slight tension is felt. Hold for 20 seconds. Then pull wrist up until slight tension is felt and hold for 20 seconds. Then repeat on the other wrist.

9. Groin



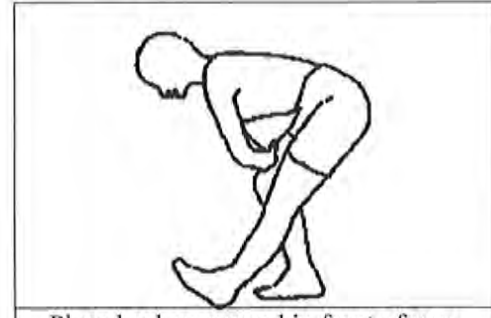
With feet shoulder-width apart, lean to one side bending the knee until slight tension is felt in the opposite leg's groin is felt. Hold for 20 seconds. Repeat on the other side.

10. Quads



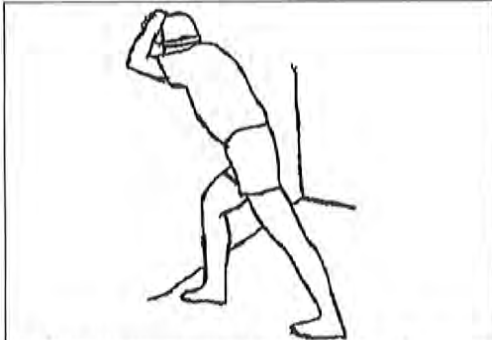
Using something to brace yourself with, pull your ankle up behind your back until slight tension is felt in quad. Hold for 20 seconds. Then repeat on other leg.

11. Hamstrings



Place heel on ground in front of you, keeping the leg straight. With weight on the opposite leg, bend opposite knee until tension is felt in straight leg. Hold for 20 seconds. Repeat on other leg.

12. Calves



With elbows pressed against a wall, push one leg back with heel stretching to the ground until slight tension is felt in calf. Hold for 20 seconds, then repeat on opposite leg.

13. Ankles



Start by pushing toes forward until slight tension is felt in ankle. Hold for 20 seconds. Then pull toes back towards you until slight tension is felt. Hold for 20 seconds. Finally, do 10 small circles in one direction, and then 10 small circles in the other.



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SAFE JOB PROCEDURES



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Safe Job Procedures

Safe job procedures are specific step-by-step descriptions on completing jobs safely. To reduce risks, we set out in written form the safe job procedures that are applicable to our company.

It is Peerless Products' intent to orient new workers, as well as to instruct, train, and re-train, all employees in the proper procedure of carrying out a specific task.

Our goal is to prompt everyone from supervisors to labourers to take responsibility for their own safety and that of others and to make our jobsites accident free.

All safe job procedures will be reviewed annually by a team of management, supervisors, employees, and the safety officer to ensure that these procedures remain current and meet current legislation.

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. H.', written over a horizontal line.

Date: _____

A handwritten date 'April 9 / 2024' in black ink, written over a horizontal line.



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Procedure for Imminent Danger

1. If you find yourself in a position of imminent danger (unsafe act or conditions) stop work immediately.
2. Get yourself and others to a safe location (muster point) if required and ensure all personnel on site are accounted for (do a head count)
3. Contact the site foreman.
4. If required, contact emergency services at 911 or the appropriate emergency services number in the jurisdiction you are working in
5. Contact company safety officer at the office – 403.527.5700 and/or company supervisor – Wayne Herman – 403.952.0642.
6. Decide with the site foreman, safety officer, and company supervisor exactly what the imminent danger is and what can be done to correct the situation.
7. Correct the situation in the safest and most expedient manner possible.
8. When corrections have been made, the site should be inspected by the company supervisor or the site foreman and yourself to make sure that the situation of imminent danger has been corrected.
9. Once it is safe, return to work.
10. Inform office that you are resuming work.

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Signed: _____

Wayne Herman

Date: _____

April 9 / 2024



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Fall Protection Procedures

1. All employees working at height are to be trained in Fall Protection, and have a valid training certificate with them on all job sites.
2. Conduct a proper hazard assessment prior to performing work at heights (This needs to include considerations of changing weather conditions).
3. If a fall hazard is 3 meters (10') or more, a fall protection system **MUST BE IN PLACE** and a Fall Protection Plan must be completed with all workers on site in attendance.
4. All fall protection equipment **MUST** be inspected and documented prior to use. Any Fall Protection Equipment supplied by employees must be approved by their employer before being taken to job site.
5. For roof heights that meet or exceed 3 meters, proceed to roof, immediately setup fall protection equipment, and use.
6. After all Fall Protection Equipment is in place proceed to work.
7. After all breaks, roof changeovers, and shift changeovers visibly inspect fall protection equipment and document. If safe, put harness back on before proceeding back to work.
8. All Procedures, legislation, and safety measures must be adhered to at all times.
9. Supervisor will make spot checks at any time during any project. Any employee not using Fall Protection equipment or unapproved Fall Protection equipment will be dealt with severely.
10. Please contact company safety officer at the office: 403.527.5700 or the company supervisor at 403.952.0642 with any concerns regarding fall protection safety equipment.

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: Wynne Allen Date: April 9/2024



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Respiratory Protective Equipment

General

1. Must be medically fit to wear a respirator
2. Must be properly fit-tested by a competent person
 - a. Must be fit-tested every two years or when physical conditions change
3. Must comply with NIOSH standards
4. Proper respirator selection must be made for the environment you will be working in, whether it be for dust, chemical, or supplied air. Must be trained in the proper use of the applicable respirator
5. Don the respirator as per training/manufacturer's specifications, confirm a proper seal, and proceed to work
6. Cartridges/Filters must be replaced as per manufacturer's specifications or earlier if smell, taste, or irritation from contamination is detected, or if there is a problem with breathing/air flow
7. RPE must be cleaned after each use as per manufacturer's specifications
8. RPE must be stored in a manner that will prevent contamination, such as a sealed Ziploc bag.

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Date: _____

[Signature] *April 9/2024*



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Manual Lifting Procedure

General

Prior to lifting:

1. Check before lifting to see if mechanical aids such as hoists, lift trucks, dollies, or wheel barrows are available
2. Get help with heavy or awkward loads
3. Assess / identify the weight of the load
4. Be sure that you can lift the load without over-exertion
5. Be sure that the load moves freely
6. Check that the planned location of the load is free of obstacles and debris
7. Be sure that the path to the planned location of the load is clear
8. Do not lift if you are not sure you can handle the load safely

Lift Procedure:

1. Prepare for the lift by warming up / stretching
2. Stand close to the load and face the way you intend to move
3. Use a wide stance to gain balance
4. Keep arms straight
5. Bend at the knees, not the back
6. Grasp the load firmly, and hold it close to the body
7. Lift smoothly with your legs, without jerking/wrenching your back
8. Avoid twisting and bending
9. Proceed to intended relocation area, and follow steps in reverse to set the load down

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Date: _____

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Setting up Pole/Pump Jack Scaffolding

General

Always follow manufacturer specifications when erecting any kind of scaffolding. If roof height is more than 3m (10') a fall protection plan MUST be in place prior to commencing erection of scaffolding.

1. Lay out pole jacks and plank in front of wall to properly map out placement
2. Install braces into roof of fascia board with lag bolts or at least 3" deck screws with washers. (it is important that they are secured into trusses)
3. Make sure person on roof is wearing fall protection and people on the ground are wearing hard hats and steel toed boots
4. One person must hold the bottom while steadying the pole jack as another person pushes it up
5. When the pole jack reaches the roof the person on the roof must place the pole in the brace and tighten correctly
6. The pole jack must be plumb side to side, but leaning onto the building
7. The guard rail and plank must be tightly chained down

Important Note: The pole jack must have at least 1 foot above the brace. On pole jacks with extensions the person on the roof should help pull up the pole jack with a rope. A base or plate should be placed under the pole jacks to distribute the weight. Use only specified braces, plywood cutouts are NOT recommended.

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Personnel Lifting Equipment Procedure

General

Personnel lifting devices such as reach man lifts are incredible time savers. They allow quick access to areas which could not be reached without building scaffolds or using ladders. If not used properly they can cause considerable damage and put the operator in jeopardy.

The procedure for operation of this equipment is as follows:

1. Do not operate this equipment without proper training
2. Perform a "walk around" inspection before using. If anything is wrong, correct it or use alternate equipment
3. Fall protection equipment and a fall protection plan must be in place prior to operating any aerial lift device
4. Check fuel level before starting
5. Allow hydraulics to warm-up before using
6. Check all controls in a clear area before moving to your task
7. Make absolutely sure you are clear of overhead power lines before driving under or raising the lift
8. Make sure equipment is on level surface and downriggers are in position before raising the equipment
9. Pay attention to clearances on all sides as you are lifting, lowering, or turning the equipment
10. Do not make sudden control changes; instead ease into a change, especially when equipment is at full extension
11. Stay within the cage of the equipment. Do not stand on guardrails
12. Store tools and supplies securely within the cage
13. Do not exceed the load rating of the equipment
14. Check below for co-workers before changing machine position

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Continuous Siding Machine Operation Procedure

General

1. Pull out guillotine rack
2. Install guillotine
3. Place run-off stands to accommodate siding length
4. Plug in the machine
5. Unspool the material coil to the loader end
6. Feed material into embossing roller using jogging switch
7. Jog material through remaining roller stages
8. Ensure guillotine is in the upright position and feed material through
9. Run siding for the job
10. When run is complete, cut material at the coil and run it through the machine. Disconnect machine power, pack up run-off stands, remove guillotine, slide it in the guillotine rack, and securely close the door.

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Standing Seam Roof Panel Machine Operation Procedure

General

1. Plug in the machine
2. Using the key, turn on the safety switch
3. Adjust crank to material width
4. Manually feed material from the coil to the guides
5. Jog material through the roller stages
6. Adjust guillotine to suit finished product
7. Set up run-off stands
8. Run the job through
9. When finished, cut material manually at coil
10. Run material through the machine, disconnect machine power, and pack up the run-off stands

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Eavestrough Machine Operation Procedure

General

1. Plug in the machine
2. Manually place material in guides
3. Using the switch, jog material through the remaining roller stages
4. Set up run-off stands to appropriate length
5. Run pieces through and manually cut to proper length
6. When all pieces for the job have been made, cut the material at the coil and run material out of the machine
7. When complete, pack up the run-off stands and disconnect machine power

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Embossing Machine Operation Procedure

General

1. Ensure machine table and surrounding area are clear
2. Ensure you are not wearing loose clothing or gloves which could get caught in the rollers
3. Check roller operation before feeding material
4. Lay out material
5. Turn on machine and feed material into rollers
6. At all times keep hands away from the rollers
7. When complete, turn off the machine and clean up the area

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Roof Tar Kettle Operating Procedure

General

Care and attention is to be given at all steps of the procedure when dealing with the tar kettle.

1. Position the kettle in a secure, level area
2. Check the pump fuel and oil levels and fill as required
3. Set fire extinguisher(s) strategically near the kettle
4. Hook up the LIQUID propane bottle and set the regulators
5. Open the burner valve slightly
6. Ignite the burner
7. From a low setting, gradually increase propane flow to the burner to raise the kettle temperature
8. Monitor the temperature until it reaches 550 degrees Fahrenheit
9. Hook up the delivery pipe ensuring a good seal at all hammer-lock fittings
10. Run flow control rope to the roof area
11. Once tar has liquefied, the pump motor can be started and controlled from the roof area using the control rope

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Roof Tar Kettle Adding Tar Procedure

General

Tar is liquefied at a very high temperature. Any amount spilled onto bare skin will cause severe burns instantly. This task **MUST NOT BE DONE** without proper attire and PPE. Minimum requirements are a face shield, hard hat, heavy gloves, long sleeve shirt, and long pants.

1. Place tar kegs near the kettle
2. If necessary, break the tar into smaller pieces using an axe
3. Put on face shield and gloves
4. Open the kettle lid
5. Set a piece of tar on the edge of the kettle and carefully tip it down into the liquefied tar
6. Release your hold on the piece of tar and immediately back away from the kettle
7. Repeat steps 5 and 6 until the desired level is reached in the kettle
8. Once complete, close the kettle lid
9. Remove any tar pieces not used from the area around the kettle to prevent slips/trips/falls
10. Monitor the kettle

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Dump Truck Operation Procedure

General

All lift-dump trucks must be operated in compliance with all applicable traffic laws.

1. Set the parking brake
2. Open and tie back the end-gate doors
3. Engage the PTO (power take off)
4. From inside the cab engage the clutch and PTO
5. Use the clutch to operate the lift
6. When emptied, lower the box and disengage the PTO
7. Visually check the PTO shaft to ensure that it has been fully disengaged and is not turning
8. Close the latch and end-gate doors

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Roto-Die Brake Operating Procedure

General

The Roto-Die Brake must only be operated by a trained, qualified, competent worker; following all guidelines provided by training and manufacturer's specifications.

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Masteel Brake Operating Procedure

General

The Masteel Brake shall only be operated by competent employees.

1. Only trained operators may operate this unit
2. Walk around machine front and back and visually inspect for any obstructions and good housekeeping
3. Check on punch and die holder for any pieces of metal or other obstructions before continuing
4. Turn machine power on
5. Turn computer screen power on
6. Operator then sets the program in the computer for the job they are working on
7. Operators MUST NEVER put hands or fingers between punch and die.
8. When work is completed, shut machine down with on/off switches and clean up the work area
9. Complete machine monthly maintenance reports

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Signed: _____

Date: _____

[Signature] *[Date: April 9, 2024]*



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Pearson Shear Operating Procedure

General

Safety Glasses, Gloves, and Steel Toed Boots are required

Start Up Procedure:

1. ONLY trained personnel shall operate this machine
2. Determine thickness of material being cut and set proper gauge
3. Set up table arms to hold size of material being cut
4. Remove all debris and material from under cutter blade
5. Turn on power switch on the front panel
6. Proceed to cut material
7. Remember to keep hands/fingers/all objects out from under the cutting blade. Use tools provided to push or pull cut material out of machine

Shut Down Procedure:

1. Remove all cut material from cutters and under machine
2. Turn machine off
3. Clean machine and surrounding area of debris, garbage, and dirt
4. Adhere to machine monthly maintenance schedule

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Kingsland Hydraulic Cutter Operating Procedure

General

Safety Glasses, Gloves, and Steel Toed Boots are required

Start Up Procedure:

1. Plug power cord into proper electrical outlet
2. Start engine
3. Run machine through paces to see if everything is working properly, i.e.: travel of cutter, etc
4. Check oil level in site tube
5. Make sure all bolts and allen screws are tight
6. Prepare material to be cut
7. Make sure machine and surrounding area are clear of debris
8. Begin cutting

Shut Down Procedure:

1. Make sure all material is removed from cutter
2. Turn machine off
3. Unplug cord if necessary
4. Clean up cutter and work area

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Heagan Euromac PB-350 Horizontal Bending Machine Operating Procedure

General

Safety Glasses, Gloves, Steel Toed Boots are required

Start Up Procedure:

1. Make sure power cord is plugged into proper electrical outlet
2. Ensure machine and working area is free of debris
3. Prepare product for bending
4. Start up machine
5. Run machine through paces to make sure everything is working properly
6. Check oil level and make sure tank is filled to appropriate level
7. Start work

Shut Down Procedure:

1. Make sure all bent pieces are out of the machine
2. Turn machine off, unplug if necessary
3. Clean machine of all work material
4. Clean up work area of all debris, garbage, etc
5. Wrap up foot pedal and cord and put away

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Signed: _____

A handwritten signature in black ink, appearing to be 'M. J. A.', written over a horizontal line.

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Hyd-Mech Band Saw Operating Procedure

General

Safety Glasses, Gloves, Steel Toed Boots, are required

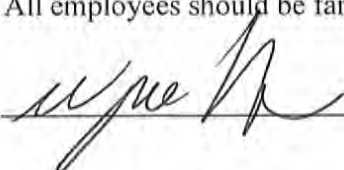
Start Up Procedure:

1. Make sure power cord is plugged into proper outlet and out of the way of falling or cut pieces
2. Check and clean screen so as not to plug off lubricant
3. Start machine
4. Check operation to make sure all functions are working properly
5. Check coolant flow
6. Check blade track
7. Check gear box oil (with the machine sitting level)
8. Check hydraulic valve and oil level
9. Check clamp grip
10. Clean machine so it's ready to cut
11. Check drive belt and tension toggle
12. Begin cutting

Shut Down Procedure:

1. Make sure all cut pieces are removed from machine
2. Turn machine off and unplug if necessary
3. Clean machine and work area
4. Put all extra parts away and store as necessary

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TEC VE-712 Horizontal & Vertical Band Saw Operating Procedure

General

Safety Glasses, Gloves, and Steel Toed Boots are required

Start Up Procedure:

1. Make sure switch is turned off and plug power cord into proper electrical outlet
2. Clamp work securely in vise before cutting
3. Start machine
4. Keep hands firmly on handle until a cut track can be seen
5. Make sure cutting fluid is hitting the piece being cut
6. Make sure flow of cutting fluid is streaming properly
7. Start cutting

Shut Down Procedure:

1. Make sure all cut pieces and materials are out of the machine
2. Turn off power and unplug if necessary
3. Raise arm into locked position
4. Clean screen of filings and debris
5. Clean machine and work area

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Signed: _____

A handwritten signature in black ink, appearing to be 'upw A', written over a horizontal line.

Date: _____

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Pro Bend 2000 (Hydraulic Ram) Operating Procedure

General

Safety Glasses, Gloves, and Steel Toed Boots are required

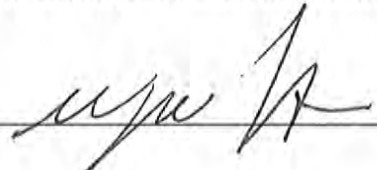
Start Up Procedure:

1. Plug power cord into proper electrical outlet
2. Start engine
3. Check hydraulic fluid level
4. Check movement of guide plates, arbor, and swagger clamp blocks to ensure movement is not restricted
5. Check all oil levels
6. Check all gauges for proper pressures
7. Check back pressure gauge (should be around 1800lbs)
8. Start bending material
9. Ensure to watch for all pinch points

Shut Down Procedure:

1. Make sure all hydraulics are back in normal position
2. Remove all working materials from machine
3. Turn power off
4. Unplug machine if necessary
5. Clean machine and work area

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Polyurethane Foam Installation Procedure

General

Start Up Procedure:

1. Put on rubber gloves and safety glasses
2. Stretch hose into work area
3. Set up fresh air supply for installer
4. Place fire extinguisher in vicinity of work area
5. Put up Caution signs
6. Put up yellow Caution tape around building being sprayed
7. Put gun together (hook up)
8. Turn on propane and start generator
9. Start compressor
10. Check all breakers and valves
11. Hook up all air lines
12. Turn heaters on
13. Equalize pressure
14. Put on ALL required PPE
15. Check heat and pressure again
16. Hook gun up to the hoses
17. Run spray tests for density before job and halfway through job
18. Start spraying

Shut Down Procedure:

1. Clean gun
2. Unhook and wrap up hoses
3. Make sure pump is in retracted position, and shut heat off
4. Disconnect all air lines and close all valves
5. Turn breakers off
6. Shut generator down and turn propane off
7. Clean up work area and trailer
8. Clean masks with wipes
9. Store masks and other PPE in lockers

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Clark Forklift Operating Procedure

General

Proper training is required to operate a forklift

1. Do not operate forklift without proper training
2. Walk around the machine to visually inspect machine. Remedy any problems before use or select alternative equipment
3. Check the oil, hydraulic fluid, and propane bottles ensuring all are filled to proper level, and free of leaks
4. Start the forklift and let hydraulics warm up prior to use
5. Check all controls in a clear area before moving lift to do work
6. Pay attention to clearances above, and all around machine
7. Never exit forklift until all controls are in neutral and parking brake is applied
8. Always use a spotter for lifting high or wide loads
9. When finished, park in appropriate area, turn off key, and close valve on propane cylinder
10. Clean out machine
11. Follow maintenance schedule

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Ergonomics

General

Workshop/Jobsite

- Ensure that all machine controls are reachable and easily accessible prior to operation.
- Ensure that lighting is adequate to perform task activities.
- Ensure that adequate space for safe lifting of loads using both hands, while facing the load.
- Arrange work spaces and areas to avoid carrying objects overhead and for overreaching.
- Vibration dampening products used on vibratory type tools and equipment where applicable.
- Plan work activities to reduce or eliminate repeated manual lifting where possible.

Office Chair Guidelines

- Thigh should be parallel to floor.
- Feet should be on floor.
- 2-3 finger breadth between knee and front edge of seat pan.
- Adequate back support.
- Shoulders relaxed and level.
- Elbows at 90 degrees.
- Seat pan well padded.
- Know how to adjust and operate your chair.

Desk Guidelines

- Desk height is equal to seated elbow height.
- Adequate space.
- Minimal reaching above and below shoulder.
- Do not slouch forward. Maintain natural 'S' curve in back.
- Regular stretch breaks and alternate task schedule.
- When using phone, use head set rather than holding the phone between neck and shoulder.

Computer Guidelines

- Posture of head should be neutral and eyes looking forward.
- Monitor should be at least an arm's length away. As far as possible but can still easily read the monitor.
- Document and monitor should be the same distance and height from eyes.
- Minimize glare.
- When keyboarding, keep wrists in neutral flexion/extension and relaxed fingers
- Visual rest every 30 minutes.

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Gum Cup Removal Procedure

General

1. Assess if any hazards are present. (e.g., electrical conduit, gas line, water line)
2. If hazards are present, **worker shall use hand tools only.**
3. If reasonably practicable, de-energize electrical and/or use shut-off valve for other lines.

Procedure

1. Remove gum cup using utility knife.
2. Remove metal ring using hammer and pry bar
3. Remove product inside gum cup. Depending on the products consistency, a hammer and pry bar or utility knife is to be used.
4. Clean and prepare area for new roof product.

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All employees should be familiar with the OH&S Act, Regulations, and Code. *

Signed: _____

A handwritten signature in black ink, appearing to be 'WPH'.

Date: _____

Aug 9 / 2024

2022-08-24



Peerless Building Products
360326 ALBERTA LTD.
1301 Porters Hill S.E.
Medicine Hat, Alberta T1A 8N5
Phone: (403) 527-5700 Fax: (403) 526-1717

COMPANY RULES



Peerless Products
1301 Porter's Hill SE
Medicine Hat, Alberta, T1A
8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

General Rules

Mandatory Requirements

1. Wear hard hats, safety boots, and safety glasses, and high visibility garment, as well as any specialized PPE as required in work areas.
2. Report to your supervisor all unsafe acts, unsafe conditions, near miss incidents, injury, and/or property damage incidents immediately.
3. Perform all work in accordance with safe work practices and your supervisor's direction.
4. Maintain good housekeeping in your work area.
5. Running is not permitted anywhere, except in the case of extreme emergency.
6. Smoking is permitted in designated areas only.
7. Any and all tools will be operated by competent personnel who have received proper training in their safe operation.
8. All materials on the job site are to be stored according to WHMIS data sheets or manufacturer's instructions.
9. Operate all vehicle and mobile equipment in accordance with site rules and highway regulations

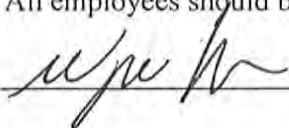
Prohibitions

The following are prohibited at all times on all company property and all company job-sites:

1. Possession or consumption of alcohol, recreational marijuana, or illegal drugs;
2. Possession of firearms;
3. Fighting, horseplay, practical jokes;
4. Theft, vandalism;
5. Riding on equipment is prohibited. No person shall ride any hook, hoist, or other material handling equipment which is not specifically designed to carry personnel.
6. Damaging, disabling or interfering with safety, fire fighting, or first aid equipment;
7. Arriving for work and/or remaining at work when ability to perform the job safely is impaired.

All Rules, including Mandatory Requirements and Prohibitions are
enforced by Peerless Products' Enforcement Policy

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed:  Date: April 9 / 2024



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Enforcement Policy

The management of Peerless Products is committed to achieving health and safety excellence by providing an injury and accident free workplace for everyone. All employees are required to follow applicable legislation, company rules, safe work practices, and safe job procedures.

At Peerless Products, violations will be handled in an objective, but firm manner and employees will be instructed what the enforcement policy is upon commencement of employment and upon any changes to policies, practices, procedures, etc.

Peerless Building Products' steps of the enforcement progression is as follows:

1st offense	-	verbal warning
2nd offense	-	written warning
3rd offense	-	suspension without pay
4th offense	-	dismissal

Any measure or combination of measures deemed appropriate to the circumstance can and will be used including immediate suspension and/or dismissal.

Documentation must be done at each stage of the enforcement policy.

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Signed: _____

A handwritten signature in black ink, appearing to read 'Uwe R.', written over a horizontal line.

Date: _____

A handwritten date 'April 9/2024' in black ink, written over a horizontal line.



Employee Safety Violation Warning Report

Employee's Name: _____

Date of Warning: _____ Type of Warning: _____

Project / Job Number: _____

Warning Issued By (print): _____ (sign): _____

Type of Violation: _____

Company Statement:

Employee Statement:

☐ I agree with the company's statement

☐ I disagree with the company's statement for the following reasons. (State Below)

I have entered my statement of the above matter.

Employee Signature: _____ Date: _____

☐ I would like to receive a copy of this statement for my records.

**PLEASE BE AWARE THAT THIS REPORT WILL BE KEPT ON FILE AT THE OFFICE,
AND THE ISSUE MAY BE DISCUSSED AT A COMPANY HEALTH AND SAFETY MEETING
IN THE FUTURE.**



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WORKPLACE VIOLENCE & HARASSMENT POLICY



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Workplace Violence and Harassment Prevention Policy and Program

Mission Statement

Peerless Building Products is committed to providing a safe, healthy and supportive work environment by treating our employees and clients with respect, fairness and sensitivity.

Violence and harassment in the workplace can have devastating effects on employees' quality of life and organizational productivity. **Workplace violence** is:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

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

Policy Statement

The management of Peerless Building Products recognizes the potential for violence and harassment in the workplace. We will therefore make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them through our workplace violence and harassment prevention program. Peerless Building Products will not tolerate any type of violence or harassment within the workplace or during work-related activities. This policy to be reviewed a minimum of every 3 years, or when an incident of violence or harassment occurs, or when recommended by the HSC.

Dated at _____ on _____, 20__

Signed _____
(Owner to sign)

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code. *

Signed: *[Signature]* Date: *April 9/2024*



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Definitions Associated with Workplace Violence and Harassment

- **Physical assault:** is any physical force or threat of physical force to create fear and control another person. Some examples include: hitting, blocking, shoving, choking, slapping or biting, or pulling hair; "caring" for the victim in an abusive way, threats of violence, and using a weapon or other objects to threaten, hurt or kill.
- **Sexual assault:** is any unwanted sexual act done by one person to another. Examples include: kissing or forcing/coercing the person into kissing; touching the person's body with or without clothes on; forcing/coercing the person to masturbate; sexual intercourse (anal or vaginal), penetrating with an object; causing bodily harm; removing or attempting to remove clothing; taking advantage of a position, trust or authority to get sex; and threatening to harm someone else if the person does not agree to do any of these things.
- **Sexual harassment:** is often interpreted as objectionable comments or conduct of a "sexual" nature. However, sexual harassment, in the broader context of unequal treatment based on gender, may refer to instances where the behaviour is not overtly sexual in nature, but is related to the person's gender, and demeans or causes personal humiliation or embarrassment to the recipient. Examples include: degrading words, rude jokes or sexual comments, name calling (e.g. "chick", "bitch"), physical contact, sexual demands, unwanted kissing or touching of a sexual nature, and insulting remarks about the person's sexual orientation, race, culture, ability, and/or income.
- **Threat (verbal or written):** is a communicated intent to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm, for example, "I am going to make you pay for what you did to me." A conditional threat involves a condition, for example, "If you don't leave me alone you will regret it." Veiled threats usually involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends to harm.
- **Verbal/Emotional/Psychological abuse:** is a pattern of behaviour that makes someone feel worthless, flawed, unloved, or endangered. Like other forms of abuse, it is based on power and control. Examples include: swearing, put-downs/name calling over a period of time, labelling the victim in a derogatory way such as stupid, crazy or irrational, acts of humiliation, extreme jealous behaviour, attacking the victim's self-esteem in other ways. It can also include harming pets and damaging property.
- **Workplace Bullying:** repeated and persistent negative acts towards one or more individuals, which involve a perceived power imbalance and create a hostile work environment (Salin, 2003)

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Signed: _____

Date: _____

[Signature] *April 9/2024*



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Roles and Responsibilities of Workplace Parties

Employer:

- Ensure that measures and procedures in the violence and harassment prevention program are carried out. Hold management accountable for responding to and resolving complaints of violence.
- Ensure compliance by all who have a relationship with the organization, such as contractors.
- Post a copy of this policy in the workplace.
- In consultation with the JHSC, conduct regular risk assessments.
- In consultation with the JHSC, establish control measures.
- In consultation with the JHSC, establish and deliver training and education for all employees.
- Integrate safe behaviour into day-to-day operations.
- Develop a reporting process for incidents of workplace violence and harassment.
- Investigate all reports or threats of violence/harassment in a prompt, objective and sensitive way.
- Report incidents of workplace violence to the JHSC within four days if an employee is disabled from performing their own work or receives medical attention as a result of an incident.
- Take corrective action.
- Provide response measures.
- Facilitate medical attention and support for those involved directly or indirectly.
- Ensure any deaths or critical injuries are reported to a Ministry of Labour (MOL) inspector, the police (as required), JHSC or H&S representative, as well as investigated with the JHSC. Send the report explaining the circumstances to all parties in writing within 48 hours of the occurrence. Include information and particulars prescribed by the Occupational Health and Safety Act and regulations.

Managers/Supervisors:

- Enforce policy and procedures and monitor worker compliance.
- Identify and alert staff to violent persons and hazardous situations.
- Investigate all workplace violence using the organization's accident investigation procedure and form, and contact the police as required.
- Facilitate medical attention for employee(s) as required.
- Debrief those involved in the incident either directly or indirectly.
- Track and analyze incidents for trending and prevention initiatives.
- Immediately report a death or critical injury to an MOL inspector, the police (as required), JHSC, H&S representative, and investigate with JHSC Report the

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. H.', written over a horizontal line.

Date: _____

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circumstance to all parties in writing within 48 hours. Include information and particulars prescribed by the regulations.

- Issue a report to the employer and WCB on all lost-time accidents where a worker requires healthcare, earns less than regular pay for regular work, requires modified work at less than regular pay or performs modified work at regular pay for more than seven days. Copies of accident information where there is no critical injury must be provided to the JHSC within four days of the occurrence, as prescribed by the Occupational Health and Safety Act.
- Ensure the workplace violence and harassment prevention program is reviewed at least once a year.

Employees:

- Participate in education and training programs so you can respond suitably to any incident of workplace violence or harassment.
- Understand and comply with the violence and harassment prevention policies and related procedures.
- Report all incidents or injuries of violence/harassment or threats of violence/harassment to your supervisor immediately. Complete the Workplace Violence Incident Report.
- Inform the JHSC or the worker member of the JHSC about your concerns regarding the potential for violence/harassment in the workplace.
- Contribute to risk assessments.
- Seek support when confronted with violence/harassment or threats of violence.
- Get medical attention.
- At least once a year, participate in a review of the workplace violence and harassment prevention program.

Violence Prevention Policy:

Peerless Building Products is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence;

Peerless Building Products will investigate any incidents of violence and take corrective action to address the incidents;

Peerless Building Products will not disclose the circumstances related to an incident of violence or the names of the complainant, the person alleged to have committed the violence, and any witnesses, except

- where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident,

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. R.', written over a horizontal line.

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- where necessary to inform workers of a specific or general threat of violence or potential violence, or
- as required by law; 27-1 Part 27 Section 390.2 OCCUPATIONAL HEALTH AND SAFETY CODE AR 87/2009

Peerless Building Products will disclose only the minimum amount of personal information that is necessary to inform workers of a specific or general threat of violence or potential violence;

The violence prevention policy is not intended to discourage a worker from exercising the worker's rights pursuant to any other law.

Harassment Prevention Policy:

Peerless Building Products is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment;

Peerless Building Products will investigate any incidents of harassment and take corrective action to address the incidents;

Peerless Building Products will not disclose the circumstances related to an incident of harassment or the names of the complainant, the person alleged to have committed the harassment, and any witnesses, except

- where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident, or
- as required by law

The harassment prevention policy is not intended to discourage a worker from exercising the worker's rights pursuant to any other law, including the *Alberta Human Rights Act*.

Reporting and Investigation

- Workers are to report all violence-related incidents or hazards to their manager or supervisor. This report can be made confidentially at the employee's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).
- The reporting worker may make the report confidentially without leaving a copy in the log, indicating the need for confidentiality to her/his direct manager or supervisor (or in that person's absence, to another manager or supervisor).

Signed: _____

A handwritten signature in black ink, appearing to be "W. J. H.", written over a horizontal line.

Date: _____

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- The manager or supervisor receiving the report investigates it and ensures that measures are taken to safeguard employees and curtail the violence or harassment. No report of workplace violence/harassment or risks of violence may be the basis of reprisal against the reporting employee.

Response Procedures

- Using the incident investigation form, the manager or supervisor documents all reports of workplace violence/harassment, hazards and measures taken to address them.
- Management reviews all incident reports, monitors trends and makes recommendations to the CEO or equivalent for prevention and enhancements to the workplace violence and harassment prevention program.
- These findings are shared with the JHSC, which is consulted about any revision to the violence and harassment prevention and training program.
- The CEO or equivalent reviews reports of workplace violence/harassment and ensures that actions are taken.
- The managers or supervisors who investigate the reported incident warn all staff who might be affected about dangerous situations. They also tell the reporting employee about the outcome of the investigation to help minimize the chance of similar incidents.

Program Evaluation

The effectiveness of the workplace violence and harassment prevention program will be evaluated a minimum every 3 years by management and reviewed by the JHSC.

Workers, managers and supervisors are accountable for establishing and implementing the policy and procedures related to workplace violence and harassment. Responsibility for complying with the health and safety policy is part of a manager's, supervisor's and worker's job description. Included in the health and safety components of job descriptions are management responsibilities for enforcing policy and procedures, investigating and responding to workplace violence and harassment.

Accountability

All workplace parties are accountable for complying with the policy, program, measures and procedures related to workplace violence.

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Signed: _____

A handwritten signature in black ink, appearing to be 'W. H.', written over a horizontal line.

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07 – INSPECTIONS & MAINTENANCE



Peerless Products
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Phone: (403) 527-5700
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Inspection Policy

It is the policy of Peerless Products to maintain a comprehensive Inspection Program to control losses of human and material resources by identifying and correcting unsafe acts and conditions. Formal and informal inspections of our work sites will be conducted on a monthly basis.

- The Safety Officer will be responsible for directing formal inspections on job sites and for involving workers in such inspections. A minimum of 2 job sites to be inspected per month. The office/shop to be inspected quarterly.
- The Senior Manager to review and sign the monthly formal inspections.
- Supervisors are responsible for conducting ongoing informal inspections of areas where their crews are working.
- Workers are responsible for participating in and contributing to the Inspection Program.

Signed: _____

Date: April 9 / 2024



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Signed: _____

A handwritten signature in black ink, appearing to be 'V. J. H.', written over a horizontal line.

Date: _____

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Fire Extinguisher Inspection

General

This procedure covers the steps required for a complete monthly check of fire extinguishers in the office, shops, trucks and trailers. Yearly inspections and repairs shall only be completed by a certified company.

Fire extinguishers must be inspected at least once a month.

Extinguisher ID: _____

Location: _____

Item	Pass/Fail	Inspection Items
1		Extinguisher is supported with proper bracket
2		Hanger is fastened solidly
3		Extinguisher is easily accessible
4		Extinguisher location signs are clear
5		Class markings are clear
6		Operating instructions are clear
7		Discharge opening is clear
8		Is fully charged
9		Is not physically damaged
10		Certified yearly testing has been done within the last year
11		The ring pin is in place
12		The seal is intact

If any item fails inspection the extinguisher is to be removed from service and immediately sent out for repair. A spare unit should be used to replace the extinguisher while it is out for repair.

Inspected by: _____ Sign: _____ Date: _____

Reviewed By:

Safety Officer

Date:

Safety Officer



Office/Shop Safety Inspection Report

Office/Shop must be inspected quarterly.

Building Asset #	Building Description	Inspected By	Date Inspected yyyy-mm-dd
------------------	----------------------	--------------	------------------------------

Priority Index:

1	Imminent Danger	3	Minor	5	Not Applicable (N/A)
2	Serious	4	Acceptable		

Items to watch for:

- Buildings and structures, windows, floors, doors, stairs - Lighting - Electrical wiring, cords - Exits, alarms, emergency lighting, drills - Fire extinguishers - Heating and cooling - Sanitation - Storage facilities, areas	- Atmospheric condition, ventilation - Safe work practices - Hand and power tools - Ladders, scaffolds - Vehicles - First aid, contents, training - Personal protective equipment - Warning signs, labels	- Flammable liquid, gas, labels, storage containers - Proper lifting - Housekeeping - Maintenance - Safety training - Smoking - Lunch room - Job procedures
---	--	--

Priority #	Hazard	Corrective Action		
		Action	By Whom	Date
				YYYY / MM / DD
				YYYY / MM / DD
				YYYY / MM / DD
				YYYY / MM / DD
				YYYY / MM / DD
				YYYY / MM / DD
				YYYY / MM / DD

Comments:

Reviewed By:	Safety Officer	Date:	Safety Officer
--------------	----------------	-------	----------------



Work Site Safety Inspection Report

Mandatory Field Required

Department	Employee in Charge	Immediate Supervisor	Date Inspected YEAR - MONTH - DAY	Time: H:MM:SS
Location	Contractor	Type of Operation	Crew Size	Job#:
Inspected by:		Signature:		

Priority Index:

1. Imminent Danger	2. Serious	3. Minor
4. Acceptable	5. Not Applicable (N/A)	

Priority	Item	Inspected Items	Priority	Item	Inspected Items	Priority	Item	Inspected Items
	1	Hazard Assessment Procedure		10	Fire Extinguishers		19	Confined Space Entry
	2	Code of Practice/Procedures		11	Smoking in Restricted Areas		20	Fall Protection
	3	Protection of Public		12	First Aid Kits/First Aid		21	Safety Promotion/Education
	4	Excavation Procedures		13	Lockouts/Energy Control		22	Vehicle/Equip Operator Cert.
	5	OH&S Act / Regulation / Code		14	Vehicle/Equipment Condition		23	Proper Lifting, Manual/Mechanical
	6	Hard Hat, Safety Footwear		15	Other PPE i.e. Safety Glasses, Hearing Prot.		24	Cables, Ropes & Chains
	7	Tools – Use, Storage, Maintenance		16	Waste Disposal / Housekeeping		25	Electrical Wiring & Guards
	8	TDG		17	WHMIS		26	Materials Storage & Handling
	9	Log Books		18	Fire Retardant Coveralls		27	Non-Synthetic Clothing

Corrective Actions

Item	Description	By Whom	Date	Time

Comments:

Signature of Employee in Charge:

Date:

Reviewed By:

Signature:

Date:



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Preventative Maintenance Policy

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

Peerless Products' Preventative Maintenance Program will include the following components:

- Adherence to applicable legislation, regulations, standards, and manufacturer's specifications.
- Inspections and maintenance services will only be performed by competent personnel.
- Inspections and maintenance services will be completed as per the company's Maintenance Schedule.
- All maintenance work will be documented and retained on file

Any tools/equipment/vehicles found to be out of compliance with manufacturer's specifications will be immediately tagged out of service, brought to the attention of the Safety Coordinator, properly documented, and subsequently repaired or removed from service entirely.

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All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

Date: _____

[Signature] *April 9 / 2024*



Defective Tools/Equipment Log

The following tools or equipment have been identified as defective:

Name	Location	Description	Model	Problem / Fault	Action	Date of Action
Date			Serial number			
YYYY/MM/DD						
Date			Serial number			
YYYY/MM/DD						
Date			Serial number			
YYYY/MM/DD						
Date			Serial number			
YYYY/MM/DD						
Date			Serial number			
YYYY/MM/DD						



SCISSOR LIFT PRE-USE INSPECTION CHECKLIST

Operator:	Date:
Unit Type:	Location:

#	Inspection Item/Description	Pass/Fail/NA
1	Operating and emergency controls are in proper working condition	
2	Functional upper drive control interlocks (foot pedal, spring lock, etc.)	
3	Emergency lowering function operates properly	
4	Lower operating controls successfully override the upper controls	
5	Both upper & lower controls are protected from inadvertent operation	
6	Control panel is clean; all buttons and switches are clearly visible	
7	All switch and mechanical guards are properly installed and in good condition	
8	All safety indicator lights are in proper working condition	
9	Drive controls function properly and are accurately labeled	
10	Motion alarms are functioning	
11	Safety decals are in place and readable	
12	All guard rails are in place, including basket chains	
13	Work platform extension slides in & out freely with safety locking pins in place	
14	Work platform and extension slides are clean, dry and clear of debris	
15	Lift is free from defects such as cracked welds, fuel leaks, hydraulic leaks, etc.	
16	Tires and wheels are in good condition with adequate pressure (if pneumatic)	
17	Braking devices are operating properly	
18	Manufacturer's operating manual is available	
19	Oil level, Hydraulic oil level, Fuel level, Coolant level	
20	Battery is charged	

Safety Precautions	Check to Confirm
Personal protective equipment is in use (hard hat, fall arrest harness, etc.)	
If conditions are windy, refer to manufacturer guidelines.	
Floor conditions are safe for operation. (Dry, level, free from hazards)	
There are no overhead obstructions.	
Loads do not exceed capacity.	
Watch for vehicular and pedestrian traffic.	

Comments:

If scissor lift is found to fail any aspect of the inspection, remove from service and report it to your supervisor.



Telehandler Forklift Pre-use Inspection Checklist

Operator:				Make & Model:			
Company:				Hour Meter Reading:			
Location:				Date:		Unit No.:	
POWER OFF CHECKS				POWER ON CHECKS			
Status				Status			
OK NO N/A				OK NO N/A			
1) Wheels and Tires				20) Unit starts and runs properly			
2) Lights/Strobes				21) Instruments/Gauges			
3) Mirrors/Visibility aids				22) Warning lights/audible alarms			
4) Engine/Engine compartment:				23) Fuel level			
a) Belts/Hoses				24) Horn/audible warning device(s)			
b) Cables/Wires				25) Function controls:			
c) Debris				a) Boom & carriage - raise/lower/tilt/extend/retract			
5) Battery/Batteries:				b) Lifting attachment - proper movement			
a) Terminals tight				c) Drive - forward/reverse			
b) Clean/Dry/Secure				d) Steer - left/right			
6) Hydraulics:				e) Frame level			
a) Cylinders/Rods				f) Outriggers			
b) Hoses/Lines/Fittings				26) Braking:			
7) Fluids:				a) Service/De-clutch			
a) Engine oil Level Leaks				b) Parking			
b) Engine coolant Level Leaks				27) Other:			
c) Hydraulic oil Level Leaks							
d) Fuel Level Leaks				GENERAL			
8) Data/Capacity Plate/Load Charts				OK NO N/A			
9) Windows/Glass/Doors				28) Housekeeping			
10) Lifting Attachment(s)				29) Manufacturer's operating manuals			
11) Counterweight/Counterweight bolt(s)				30) Decals/Warnings/Placards			
12) Hood/Covers/Panels				31) Misc. parts - loose/missing/broken			
13) Air filter indicator				WORKPLACE INSPECTION			
14) Bbbtn Sectit,hs - damage/wear pads				OK NO N/A			
15) Boom Angle Indicator-free movement				32) Drop-offs or holes			
16) ROPS/Cab				33) Bumps and floor/ground obstructions			
17) Frame level indicator				34) Debris			
18) Seatbelt				35) Overhead obstructions			
19) Other:				36) Energized power lines			
				37) Hazardous locations			
				38) Ground surface and support conditions			
				39) Pedestrian/vehicle traffic			
				40) Wind and weather conditions			
				41) Other possible hazards			
Report any problems found to your supervisor/employer. ALWAYS lock/tag-out unsafe equipment.							
COMMENTS							
Operator's initials:							
Alletilative operator's initials:							



Boom Supported Elevating Work Platform Pre-use Inspection Checklist

Operator:				Make & Model:							
Company:				Hour Meter Reading:							
Location:				Date:		Unit No.:					
POWER OFF CHECKS			Status			POWER ON CHECKS			Status		
			OK	NO	N/A				OK	NO	N/A
1) Wheels and Tires			M	M	M	21) Unit starts and runs properly			M	M	M
2) Lights/Strobes			M	M	M	22) Instruments/Gauges			M	M	M
3) Mirrors/Visibility aids			M	M	M	23) Warning lights/audible alarms			M	M	M
4) Engine/Engine compartment:						24) Fuel/Charge level			M	M	M
a) Belts/Hoses			M	M	M	25) Horn/audible warning device(s)			M	M	M
b) Cables/Wires			M	M	M	26) Function controls:					
c) Debris			M	M	M	a) Boom/Jib – raise/lower/extend/retract			M	M	M
5) Battery/Batteries:						b) Turret rotate			M	M	M
a) Terminals tight			M	M	M	c) Drive – forward/reverse			M	M	M
b) Clean/Dry/Secure			M	M	M	d) Steer – left/right			M	M	M
6) Hydraulics:						e) Platform – tilt/rotate/extend			M	M	M
a) Cylinders/Rods			M	M	M	f) Stability enhancing devices			M	M	M
b) Hoses/Lines/Fittings			M	M	M	g) Function-enable (deadman) devices			M	M	M
7) Fluids:						27) Emergency/auxiliary controls			M	M	M
a) Engine oil Level Leaks			M	M	M	28) Safety interlocks			M	M	M
b) Engine coolant Level Leaks			M	M	M	29) Braking – stops & holds			M	M	M
c) Hydraulic oil Level Leaks			M	M	M	30) Other:			M	M	M
d) Fuel/Battery Level Leaks			M	M	M	GENERAL			OK	NO	N/A
8) Data/Capacity plate			M	M	M	31) Housekeeping			M	M	M
9) Verify equipment inspections are current			M	M	M	32) Manufacturer's operating manuals			M	M	M
10) Counterweight/Counterweight bolt(s)			M	M	M	33) Decals/Warnings/Placards			M	M	M
11) Cover panels			M	M	M	34) Misc. parts – loose/missing/broken			M	M	M
12) Boom valley – leaks/debris			M	M	M	WORKPLACE INSPECTION			OK	NO	N/A
13) Accessory plugs and cables			M	M	M	35) Drop-offs or holes			M	M	M
14) Boom & articulating joints – general condition/wear			M	M	M	36) Bumps and floor/ground obstructions			M	M	M
15) Power track – lines/hoses			M	M	M	37) Debris			M	M	M
16) Turret Turntable – gears/lock pin/stops			M	M	M	38) Overhead obstructions			M	M	M
17) Platform – guardrails/toe board/anchorage/gate			M	M	M	39) Energized power lines			M	M	M
18) Weather-resistant storage compartment/manuals			M	M	M	40) Hazardous locations			M	M	M
19) Control markings			M	M	M	41) Ground surface and support conditions			M	M	M
20) Other:			M	M	M	42) Pedestrian/vehicle traffic			M	M	M
			M	M	M	43) Wind and weather conditions			M	M	M
			M	M	M	44) Other possible hazards			M	M	M
Report any problems found to your supervisor/employer. ALWAYS lock/tag-out unsafe equipment.											
Comments											
Operator's initials:											
Alternative operator's initials:											



Trailer Inspection - Check list

Date: YYYY/MM/DD

Unit / License Plate #: _____

Rating Legend:

P	Passed in Good Working Condition	M	Passed but Maintenance Required
R	Rejected, Replacement	N/A	Not Applicable to this Unit

Brake System		Body Exterior	
1	Brake Wiring	25	Turn Signal Lamps & Operation
2	Truck Electrical Connector	26	Tail Lamps & Operation
3	Park and Emergency Brakes Working	27	Stop Lamps & Operation
4	Brake Operation	28	Secondary Attachments
5	Brake Activation Switch	29	Paint & Cleanliness
6	Battery	30	Headache Rack
7		31	Hazard Warning (Reflective Tape)
8		32	Fenders
9		33	Mud Flaps
10		34	
11		35	
Under the Deck		Deck	
12	Suspension	36	Deck
13	Tire Pressure	37	Condition of Wood / Fasteners
14	Tire Wear	38	Tie Down Points
15	Axel Condition	39	Cleanliness of Deck
16	Road Clearance	40	Side Walls / Cage
17		41	
Hitch / Attachments			
18	Latch Condition / Operation		
19	Jack Operation / Grease Fitting		
20	Chains / Leveling Bars		
21	Ramps (If Applicable)		
22			
Legal Requirements			
23	CVIP / Registration Sticker		
24	Documentation Tube		

[Print](#)

[Sign](#)

Comments:

Item	Corrective Action Taken	Completed By	Date <u>YYYY/MM/DD</u>

Reviewed By: _____	Date: <u>YYYY/MM/DD</u>
--------------------	-------------------------



Vehicle Inspection- Check list

Date: _____

Unit / License Plate #: _____

Vehicle Mileage: _____

Rating Legend:

N.A.	Not Applicable to this Unit	P	Passed in Good Working Condition
M	Passed but Maintenance Required	R	Rejected, Replacement

Driver's Compartment		Body Exterior	
1	Windshield, Side Windows (Check for excessive cracking, chipping, and/or pitting)	28	Head Lamp Operation/Aim
2	Heater , A/C working	29	Tail Lamps
3	Pedal Pads	30	Trailer Hitch
4	Seats and Seatbelts	31	Stop Lamps
5	Speedometer	32	Secondary Attachments
6	Horn and Switches	33	Paint & Cleanliness
7	Steering Column	34	Headache Rack
8	Mirrors	35	Reservoirs, Brackets, and Straps
9	Hazard Warning	36	Turn Signal Lamps
10	Cab Cleanliness	37	Fenders
		38	Mud Flaps
		39	Body, Doors, Bumper, and Cab
Under the Hood		Undercarriage, Truck Bed & Safety Equipment	
11	Hood latch working	40	Visual Check for leaks
12	Power Steering System (Fluid Level)	41	Warning Triangle or Flares
13	Exhaust System (Visual for looseness)	42	First Aid Kit (Check annually of if seal broken)
14	Air Filter	43	Fire Extinguisher (with valid certification)
15	Cooling System (Fluid Level & Leaks)	44	Snow Chains (if applicable)
16	Fan and Belt	45	High Visibility Vest
17	Windshield Washer (Fluid level)	46	Cleanliness of truck bed
18	Battery and Wiring (Check for corrosion)	47	Owner's Manual, Safety Manual, OH&S manual
19	Oil (Fluid Level)		
20	General visual condition of engine & wiring		
Brake System and Tires		Number of Items Passed	
21	Reservoirs (Fluid Levels)	Number of Items Needing Maintenance	
22	Brake Lines and Hoses (Visual Check for leaks)	Number of Items Rejected	
23	Park and Emergency Brakes Working		
24	Brake Operation		
25	Tire Pressure (Depends on Vehicle)	Print	
26	Tire Wear	Inspected by: _____	
27	Road Clearance	Sign	
Comments: _____			
Corrective Action			
Item	Corrective Action Taken	Completed By	Date:
			YYYY / MM / DD
			YYYY / MM / DD
			YYYY / MM / DD
			YYYY / MM / DD
			YYYY / MM / DD
			YYYY / MM / DD
			YYYY / MM / DD



FALL PROTECTION INSPECTION CHECKLIST

All equipment must be thoroughly inspected for damage prior to every use. Please make note of each inspection on this form. If any equipment is damaged it must be noted and equipment must be taken out of service and destroyed.

Inspection Form

Harness No:	Lanyard:	Manufacture Date:		
	Item Description	Pass	Fail	N/A
	D - Rings			
	D - Pads			
	Nylon Webbing			
	Stitching			
	Strap Keepers			
	Grommets			
	Buckles			
	Tagging /Labels			
	CSA, ANSI, CEN Approved			
	Shock Absorber			
	Lanyard			
	Snap Hooks			
	Anchor Connector			
	Carabiners			
Comments:				
Date:	Inspector: PRINT NAME			
☐ Pass-Return to Service	Signature:			
☐ Fail	Signature:			

CHECK LIST GUIDE:

Body Harness: Body Harness fully intact? Tel-Tails visible? Holes on the harness? Straps on the harness discolored? Fraying on harness components? Clips / attachment points present? Cracked / bent clips or buckles?

Lanyards: Lanyard fully intact? Tel-Tails visible? Discoloring / fraying or holes in the fabric? Links bent or stretched? Cable lines snapped or frayed? Retracting feature working? Clips/attachments cracked or bent? Lanyard appropriate for the job?

Connectors & Anchor Straps: Hooks and carabineers intact? Locking mechanism present? Connectors stretched, cracked or modified? Stitching ripped? Tel-Tails visible?

***Industry Recommendation to replace fall protection equipment, especially software every 5 years**



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08 – EMERGENCY MANAGEMENT



Peerless Products
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Emergency Preparedness and Response Policy

Purpose

By developing branch specific Emergency Preparedness Plans, employees will be prepared for emergencies in the workplace. By preparing in advance, Peerless Products will have the resources and education to deal with any emergencies that occur.

Management Responsibilities

Peerless Products is responsible for ensuring that all reasonable steps are taken to provide the following:

- An adequate number of personnel have been certified in first aid and are available to act as emergency medical responders.
- An up-to-date list of certified emergency responders is maintained and available on job sites.
- First aid kits and supplies meet appropriate guidelines and regulations and are available on job sites. See Provincial Occupational Health and Safety Legislation
- Arrangements are made for appropriate transportation to a medical facility as required.
- Procedures for reporting of first aid or a medical emergency are communicated and available to all personnel.

Supervisor and Personnel Responsibilities

- Become familiar with designated first aid and emergency responders on the job site.
- Ensure first aid kits and supplies are replenished when necessary.
- Report and document all first aid or medical emergencies and provide to management.
- Assist in the arrangement of appropriate transportation to a medical facility.

First Aid Provider Responsibilities

- Control all first aid treatment and medical emergency situations.
- Follow all procedures according to your designated certification guidelines.
- Ensure first aid kits and supplies are replenished when necessary.
- Report and document all first aid or medical emergencies and provide to management.
- Assist in the arrangement of appropriate transportation to a medical facility.

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. H.', written over a horizontal line.

Date: _____

A handwritten date 'April 9/2024' in black ink, written over a horizontal line.



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Emergency Response appropriate to work activities

Peerless Products has developed a generic Emergency Response Plan that is appropriate for all jobsites. Since we provide different services and our time at worksites can be short to relatively lengthy, creating a generic and in-depth ERP mitigates the potential of receiving the wrong plan or emergency information for that worksite. In addition, many of our commercial worksites have emergency response plans in place that we will adopt (if applicable) for the length that we are there.

Within the Emergency Response Plan, you will find information on the following:

- Procedures for dealing with emergencies.
- Emergency Response training requirements.
- Location and use of emergency facilities or equipment.
- Fire protection requirements.
- Alarm and emergency communication requirements.
- First Aid services required.
- Procedure for rescue and evacuation.

Training in Emergency Procedures, roles and responsibilities

In the event of an emergency, all available company designated First Aid personnel must be able to perform the standard level of first aid or to the desired CPR level, have the knowledge and skills to recognize when first aid is needed and have the confidence to render first aid at an emergency scene. In addition, the First Aid designate needs to recognize when more qualified help or medical help is required.

As per provincial legislation all designated First Aiders at a work site must have successfully completed a first aid training course from a company approved first aid provider.

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Signed: WPA Date: Apr 9 / 2011



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Testing of Emergency Response Plan

Testing of our Emergency Response Plan is vital in ensuring that the procedures and practices laid out in it are effective. This plan will be tested at least annually, and the record will be kept with the Health and Safety Department.

The goal is to practice a crisis situation in a work setting that will allow for an understanding of how well the Emergency Response Plan will work. Communication between all the supervisors and management will be critiqued to ensure proper procedures are carried out in a timely fashion.

At the conclusion of the Emergency Response Plan Test (Mock Drill), you will be able to understand the planning process of running a mock crisis drill in a workplace setting.

- Identify participants
- Plan the crisis or mock drill
- Develop strategies for communication to the public (i.e. Fire department and neighbors) before the crisis drill occurs
- Provide the needed forms for the participants (i.e. Attendance List)
- Prepare all participants for the drill
- Hold a debriefing meeting for closure and suggestions
- Critique the Emergency Response Plan versus the drill
- Build a rapport with the emergency agencies for such an occasion

Fire Response Plan

It is the policy of Peerless Products, to provide a Fire Plan to standardize the procedures to be followed in the event of a fire, so that the preservation of life and property can be maintained. The Fire Response plan can be found in the Emergency Response Plan or with the Health and Safety department.

It is the purpose of this plan to provide the guidelines and procedures for a simple Fire Plan to be followed by all employees in the event of a fire.

On all Peerless Products jobsites where there is a potential for fire, management will ensure that proper classed extinguishers are available and all personnel are instructed on their use.

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Signed:  Date: April 9 / 2007



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Fire Protection

- Firefighting equipment shall not be tampered with by any person.
- Employees are required to know the location of the fire extinguishers and firefighting equipment nearest their area and to be familiar with the operation of the fire extinguishers.
- Employees shall report the use of, damage, or empty fire extinguishers or other firefighting equipment to their supervisors.
- Employees shall not block access to fire extinguishers or other firefighting equipment.
- Water or water spray shall not be applied to electrical fire or to fires in the area of energized electrical conductors or equipment.
- When it is necessary to fight a fire, employees shall avoid the smoke and make every effort to avoid injury to themselves or others.
- Only ABC type fire extinguishers should be used on gas, diesel, oil fires, or where there is potential exposure to electricity, as the extinguishing agent will not conduct electricity.
- Employees are not permitted to smoke or use open flame within 25 feet of equipment being fueled.

Fire Extinguishers

Used properly, a portable fire extinguisher can save lives and property by putting out a small fire or controlling it until further support arrives.

Portable fire extinguishers are not designed to fight large or spreading fires. However, even against small fires, they're useful only under certain conditions:

- The operator must know how to use the extinguisher. There is no time to read directions during an emergency.
- The extinguisher must be within easy reach and in working order.
- The extinguisher must be suitable for the type of fire being attacked

Size & Class of Fire Extinguishers needed

Ensure that all areas in the main building have the appropriate size and class of fire extinguisher. Class ABC Fire Extinguisher is recommended.

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Signed: _____

A handwritten signature in black ink, appearing to be 'N. Jim A.', written over a horizontal line.

Date: _____

A handwritten date 'Apr 9 / 2011' in black ink, written over a horizontal line.



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Fire Extinguisher Inspection & Maintenance

As per NFPA 10, fire extinguishers are to be inspected and recorded approximately every 30 days and are subject to maintenance at least once a year.

Peerless Products shall ensure that their fire extinguishers are inspected and cleaned once a month (approximately every 30 days) and are maintained once a year. Annual inspection must be conducted by a qualified fire extinguisher technician. Monthly visual inspections are required to ensure the fire extinguisher is fully charged, clean and in its proper location.

Emergency Communication System

All Peerless Products employees will be expected to maintain a mode of communication. This will enable personnel to contact management or outside emergency services for assistance if necessary.

First Aid Supplies and Facilities

As per Provincial Legislation the number of employees, distance to worksite and location of worksite dictate the type and size of first aid kits, first aid equipment and first aid personnel required on site. See Provincial First Aid Regulations

Transportation of an Injured Employee to a Medical Facility

If one of our employees are injured and need to be transported to a medical facility we are able to use one of our vehicle units to transport an injured person effectively.

There are only two instances where this may happen:

1. Minor Injury: For a minor injury to an employee on the job site that will require medical attention (i.e. laceration requiring stitches or broken arm) and transporting them will not cause further damage to the injury.
2. Serious Injury: at job site where medical personnel will take longer than 45 minutes to reach the workplace and when not at risk to cause greater injury to the employee.

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. H.', written over a horizontal line.

Date: _____

A handwritten date 'April 9/2024' in black ink, written over a horizontal line.



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Emergency Response Plan

Objective:

This Emergency Response Plan (ERP) is in place to facilitate a coordinated response by Peerless Products personnel during an emergency, which may affect our company, customers and/or the public.

Utilizing this ERP and implementation of training programs, Peerless Products staff will be prepared to:

1. Ensure immediate, competent responses to handling an emergency;
2. Minimize danger to the public and Peerless Products employees;
3. Make maximum use of the combined resources from Peerless Products, government and other outside agencies to:
 - Effectively ensure the rescue and appropriate treatment of injured;
 - Safeguard the public;
 - Minimize damage to property and the environment;
 - Initially contain and ultimately bring the incident under control to eliminate or reduce injuries, preserve equipment and property

TRAINING REQUIREMENTS:

In the event of an emergency all available company designated first aid personnel must be able to perform the standard level of first aid or to the desired CPR level, have the knowledge and skills to recognize when first aid is needed and have the confidence to render first aid at an emergency scene. In addition, the first aid designate needs to recognize when more qualified help or medical help is required.

As per provincial legislation, all designated first aiders at a work site shall have successfully completed a first aid training course from an approved provider. First Aid requirements pertaining to first aid kits, personal, transportation must be in accordance with provincial requirements. See Provincial Regulations Section

*The safety information in this policy does not take precedence over OH&S Regulations.
All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

Date: _____

[Signature] *April 9 / 2024*



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PROVIDE THE FOLLOWING INFORMATION TO EMERGENCY SERVICES:

- (a) Your name
- (b) Your exact location
- (c) The type, nature and severity of injury and/or another emergency
- (d) The number of injured persons
- (e) Is the area accessible by vehicle or are additional resources required (i.e. STARS, AIR RESCUE ETC)

EMERGENCY GUIDELINES:

Stay on the phone and maintain contact if possible.

Dispatch an employee with a vehicle to guide ambulance and emergency personnel to location of site if necessary

Have a first aid provider provide immediate treatment to their level of training.

Do not move the injured person if:

- (a) **There is danger of further injury to the injured person**
- (b) **The position of the person will not interfere with giving first aid**
- (c) **There has been sufficient initial treatment rendered by a qualified person**

If injury is serious or critical, all employees must be prepared to assist; cellular messages may have to be relayed. First aid equipment (i.e. stretcher, spinal board) may need to be carried to the scene. All work will cease for fatalities or major incidents pending incident investigation by local or government agencies.

Critical Injury is defined as an injury of a serious nature that:

- (a) Places life in jeopardy - adversely affecting the airway, respiratory or cardiovascular systems
- (b) Produces unconsciousness
- (c) Results in substantial loss of blood
- (d) Involves the fracture of a leg, arm (or pelvis) but not a finger or toe
- (e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe
- (f) Consists of burns to a major portion of the body
- (g) Causes loss of sight in an eye

Signed: _____

A handwritten signature in black ink, appearing to be 'A. [unclear]', written over a horizontal line.

Date: _____

A handwritten date 'April 9 / 2024' in black ink, written over a horizontal line.



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All other tasks, including head counts, and the implementation of evacuation procedures as required, are to be completed by remaining crew members as directed by the crew leader, safety personnel or designated person in charge.

TRANSPORTATION GUIDELINES:

Minor injury or illness (Ground Transportation):

- (a) The injured or ill person will receive initial treatment from the first aid designate. The first aid attendant will then have the employee report the incident to their supervisor. At which time the supervisor will have them either (pending first aid attendants conclusions);
- Return to work
 - Seek medical attention at a hospital or clinic
 - Be transported to a medical facility in a Peerless Products vehicle and accompanied by an appropriate authority (i.e. Supervisor or delegate)
 - Be transported to a medical facility by Emergency Response Team and accompanied by an appropriate authority (i.e. Supervisor or delegate)

Serious injury or illness (Air Ambulance):

- (a) The first aid attendant will be notified
- (b) After initial assessment, the first aid attendant will arrange to transport the injured person by the most appropriate means available (air transport may be required) and the injured person will be accompanied by an appropriate authority (i.e. Supervisor or delegate).

Signed: _____

A handwritten signature in black ink, appearing to be 'Mike H', is written over the signature line.

Date: _____

A handwritten date 'April 9 / 2024' in black ink is written over the date line.



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Other Types of Emergencies

SEVERE WEATHER STORMS

Lightning Storms

Outdoor Precautions:

- Avoid putting yourself above the surrounding landscape. Seek shelter in low-lying areas such as valleys, ditches and depressions but be aware of flooding.
- Stay away from water. Don't work if you're on the water, if a storm threatens, get to land as quickly as possible if you are already on the water. Lightning can strike the water and travel a substantial distance from its point of contact.
- ☐ Stay away from objects that conduct electricity, such as forklifts, aerial lifts, cranes and metal fences.
- Avoid being the highest point in an open area the tallest object can be a target for lightning.
- You are safe inside a car during lightning but be aware of downed power lines which may be touching your car. You are safe inside the car, but you may receive a shock if you step outside.
- Keep alert for flash floods, sometimes caused by heavy rainfall, if seeking shelter in a ditch or low-lying area.

Indoor Precautions:

- Don't go outside unless absolutely necessary.
- Keep as many walls as possible between you and the outside.
- Don't handle electrical equipment.

Signed: _____

A handwritten signature in black ink, appearing to be 'W. P. R.', written over a horizontal line.

Date: _____

A handwritten date 'Apr 19 / 2024' in black ink, written over a horizontal line.



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Tornado

- Take shelter immediately, if available, preferably in the lower level of a sturdy building.
- Stay away from windows, doors and exterior walls
- Be aware of flying glass and debris.
- If you are outdoors, with no shelter available, lie flat in a ditch, ravine or other low-lying area, and shield your head with your arms.
- Don't get caught in a vehicle which the tornado can lift. Take shelter elsewhere or, if none is available, even a ditch offers better protection. Choose a location where your vehicle won't be hurled or rolled on top of you.
- In heavy rain, be on the lookout for flash floods.
- Remember that damaged and weakened structures, fallen debris, downed electrical wires, and gas leaks are potential dangers after a storm has passed.

Natural Gas Odour/Leak

When a natural gas odour/leak is detected take the following action:

- Evacuate the immediate area.
- If safe to do so turn off the natural gas supply
- Depending on the strength of the odour or size of the leak, contact Emergency Services 911 advising them of the location of the odour/leak.
- If the odour/leak is from a work site, evacuate the area and contact Emergency Services 911.

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Signed: _____

A handwritten signature in black ink, appearing to be 'W. R.', written over a horizontal line.

Date: _____

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Fire Safety Plan

Purpose:

The Alberta Fire Code, Section 2.8 requires the implementation of a FIRE SAFETY PLAN. A Fire Safety Plan is designed to identify the actions that should be taken by the occupants in the event of a fire or similar emergency.

Emergency Procedures:

In the event of smoke or fire at Peerless Building Products, the person shall sound the air horn three (3) times, and notify the fire department by CALLING 911.

That person shall FIGHT the fire ONLY if it is SMALL and you are NOT alone.

EVACUATE via the nearest safe exit.

ASSIST persons requiring assistance.

PROCEED to the muster point and report to fire department.

The Owner (or most senior person on site if the Owner is not available) must take charge.

The Owner (or alternate) must ensure all persons on the site have evacuated to the designated assembly area and are accounted for.

The Owner (or alternate) will meet the fire department at the gate and provide details on the fire, including recommendations.

-
-
- It is the responsibility of all occupants of Peerless buildings to be familiar with the correct operation of the company's fire extinguishers. Operating instructions can be found on all fire extinguishers.
 - It is the responsibility of all occupants of Peerless buildings to be familiar with the location of fire extinguishers and the location of the muster point.
 - Ensure propane cylinders are securely chained
 - Smoking only in designated smoking areas and properly dispose of all cigarettes.
 - Ensure stairs and exit doors are kept clear of obstructions.
 - Mock fire drills will be held annually, and the Safety Coordinator will be the lead.
 - Fire extinguishers will be inspected monthly by the Safety Coordinator and certified annually by a competent person.
 - Emergency lights shall be tested quarterly by the Safety Coordinator.
 - The fire safety plan shall be reviewed annually by the Owner.

Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. R.', written over a horizontal line.

Date: _____

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Peerless Products
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Emergency Phone Numbers

Police / Fire / Ambulance	911
Poison Control	1-800-332-1414
Electrical Utility	403.529.8262
Gas Utility	403.529.8190
Cable / Internet Utility	1-877-742-9249
Occupational Health & Safety	1-866-415-8690 / 780.415.8690
Alberta One-Call	1-800-242-3447
Peerless Office	403.527.5700
Wayne Herman	403.952.0642 / 587.289.4700
Corey Herman	403.952.1635 / 403.952.1635
Garry Herman	403.928.9185 / 403.527.5398
Coy Olson	403-952-0645

Emergency Response Team

Coordinator	Coy Olson
First Aid Attendants	Edwin Lamela Garry Herman or Greg Schroeder
First Aid Kit Locations	Front Office, Beside Shop Door
Fire Extinguisher Locations	Near Every Exit

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All employees should be familiar with the OH&S Act, Regulations, and Code.*

Signed: _____

Date: _____

[Signature] *April 9 / 2024*



Peerless Products
1301 Porter's Hill SE
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8N5
Phone: (403) 527-5700
Fax: (403) 526-1717

Emergency Response Plan Office/Shop/Yard Evacuation

In the event of a required evacuation from the Peerless Products Office/Shop, follow these steps exactly:

1. Notify all other employees in the area of the emergency and need to evacuate
2. Collect a first aid kit and all employees immediately leave the work areas and assemble at the muster point, which is just outside the front gate
3. Do a head count, and ensure all employees are accounted for
4. Call emergency personnel at 911, and notify Wayne at 403.952.0642
5. Apply first aid if needed to any injured workers in the muster area
6. Await emergency arrival, and aid with anything they need, including notifying them of any workers missing from the muster point
7. Do not return to the work area until emergency personnel give the "All Clear"
8. Complete a written incident investigation

Emergency Response Numbers:

Police/Fire/Ambulance 911
Wayne Herman..... 403.952.0642

First Aiders on Site....., Coy Olson
.....Garry Herman, Greg Schroeder, Edwin Lamela

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Signed:

A handwritten signature in black ink, appearing to be 'Wayne Herman', written over a horizontal line.

Date:

A handwritten date 'April 9 / 2024' in black ink, written over a horizontal line.



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Emergency Response Plan General Roof Evacuation

Prior to beginning work, a detailed Emergency Response Plan is to be established on the Toolbox Meeting document including evacuation, responsibilities, and encompassing the entire procedure.

The general guideline is as follows:

1. Notify all persons in the area of the need to evacuate
2. Collect a first aid kit, and fire extinguisher if required
3. Proceed to the nearest ladder/lift in a calm and orderly fashion and descend from the roof safely
4. Meet at the predetermined muster point
5. Do a head count of all workers, and ensure all are accounted for
6. Contact emergency personnel at 911, the Peerless office at 403.527.5700, and company president Wayne at 403.952.0642 to notify of the emergency
7. Unless properly trained in rescue, DO NOT go back into the emergency area
8. Await emergency personnel and assist them with anything they require
9. Do not return to the evacuated area until emergency personnel have given the "All Clear"
10. Complete an incident investigation report

Emergency Response Numbers:

Police/Fire/Ambulance	911
Peerless Office	403.527.5700
Wayne Herman.....	403.952.0642

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Date: _____

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Emergency Response Plan Vehicle Incident

Although all accidents on highways are different, we must ensure there are some general guidelines established. When met with a vehicle incident ensure the following steps are taken to protect life and assets.

The general guideline is as follows:

1. If you are involved in a vehicular incident take a breath and remain calm.
2. Check yourself and others for injuries.
3. Notify emergency personnel immediately at 911, and advise the dispatcher of how many injured and type of injury if known, the types of vehicles, cyclists, pedestrians, etc.
4. Then notify the Peerless office at 403.527.5700, and company president Wayne at 403.952.0642
5. If able, move vehicles out of traffic to a safe place and activate hazard lights
6. DO NOT attempt to move the injured unless it is more dangerous to leave them where they are – i.e., in the event of a car on fire.
7. Attempt to keep the victims calm and reassure them that assistance is on the way. Apply First Aid to any injured if trained to do so
8. Await emergency personnel and assist them with anything they require.
9. Do not leave the scene until you have exchanged information with other motorists, or the police release you from the scene
10. Complete an incident report immediately and submit to the office within 24 hours

Emergency Response Numbers:

Police/Fire/Ambulance	911
Peerless Office	403.527.5700
Wayne Herman.....	403.952.0642

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Signed: _____

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Date: _____

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SITE MAP: PEERLESS BUILDING PRODUCTS



MUSTER POINT



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09 - INVESTIGATIONS



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Investigation Policy

It is the policy of Peerless Products to report and conduct investigations on any and all incidents on our work sites so that causes can be determined, and corrective actions can be implemented to prevent recurrence.

The following types of incidents will be reported and fully investigated:

- Incidents that result in injuries requiring medical aid
- Incidents that cause property damage or interrupt operations with potential loss
- Near Miss Incidents that have the potential to result in injury and/or property damage
- Incidents that result in an occupational illness
- Incidents that are a result of work refusals

Definitions:

Incident: An unplanned, unexpected event which results in a loss, injury or damage.

Near Miss Incident: An unplanned, unexpected event which did not result in loss, but under other circumstances or conditions had the potential to cause loss or serious injury.

Critical Injury: Critical injury means an injury of a serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture of an arm or leg, hand or foot, but not a finger or toe
- Consists of burns to a major portion of the body
- Or causes loss of sight in an eye

First Aid: Means the immediate and temporary care given to an injured or ill person at work site using available equipment, supplies, facilities or services, including treatment to sustain life, to prevent a condition from becoming worse or to promote recovery.

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Signed: _____

Date: _____

W. J. R. *April 9 / 2024*



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Injury: Damage or harm done to or suffered by a person or thing

Loss Time Incident: (LTI) is when an employee sustains a severe enough injury that no modified work or light duties is available for them. Therefore, they are required to take time off from work, with a written approval from a qualified Medical Professional.

Medical Aid: Professional treatment for an illness or injury; if an employee is injured or ill from work and seeks professional medical help.

Occupational Illness: A disease resulting from exposure during employment to conditions or substances that are detrimental to health.

Property Damage: Any form of loss or damage caused to the property of Peerless Products, either personal or real property, due to negligence or intentionally by the person who is not the owner. The willful damage to any form of property is usually malicious. The intentional damages done to the real property differs from that to the personal property. The real property losses are assessable and have exact value of loss while the personal property has only the sentimental value.

Workplace: means a place at a work site where a worker is, or may be, during work or may be during a work break.

Responsibilities:

- It will be the responsibility of all employees to report incidents as soon as possible to their immediate supervisor
- It is the responsibility of the supervisor to complete the initial investigation and either fill out an incident investigation report, or direct a worker to fill out the report, and submit to the safety officer within 24 hours of the incident occurring.
- It is the responsibility of the safety officer to review the incident report, and if necessary conduct a detailed investigation to determine causes, recommend corrective action, and report to management.
- Then, management, the safety officer, and /or an appointed employee will determine corrective action to be taken and ensure that such action is implemented.

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Signed: _____

Date: _____

[Handwritten signature] *[Handwritten date: April 9/2024]*



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Near Miss Reporting

A Near Miss is when an incident occurs that could have damaged property or injured personnel if a contributing factor was different.

For example: An employee is wearing loose fitting gloves while running a skill saw. Their glove becomes caught in the rotating blade and pulls in their hand. Fortunately, the employee pulled their hand out in time to avoid it being amputated. Now had one factor been different and they were not able to slip out of their glove in time, their finger(s) would have been amputated.

Near Miss reporting is just as important as reporting an incident. Near Miss reporting determines the elements in our managed safety system that may need improvement on. In the event of a reported Near Miss, the Near Miss be investigated and communicated in the same way as an Incident Report and Investigation.

Investigation Reporting - Basic Causes - Root Causes and Corrective Actions

Identifying Basic (direct) causes and Root (indirect) causes is imperative to determining what corrective actions need to be put in place to prevent reoccurrence.

The Investigation Report once completed will determine the Basic and Root causes of the Incident and provides recommendations and corrective actions.

Communication of Incident Corrective Actions

In the event of an incident or near miss the corrective actions that need to be put in place are identified to all employees through safety meetings, safety meeting minutes and safety memos. These corrective actions may be in the form of a new Safe Job Procedure, a changed Safe Work Practice, different protocol, policies, PPE or equipment.

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Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. R.', written over a horizontal line.

Date: _____

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Incidents:

The most comprehensive way to prevent an incident from occurring is to complete a thorough Hazard Assessment and ensure all employees are aware of the hazards and sign off on them.

When an Incident occurs

The first priority when an incident occurs is to deal with the emergency and ensure that any injuries or illnesses receive prompt medical attention. The incident investigation should begin immediately thereafter. This ensures that details of what occurred will be fresh in people's minds and that witnesses don't influence one another by talking about the incident. It also minimizes the likelihood that important evidence is not moved, lost, taken, destroyed, or thrown away before the scene has been thoroughly investigated.

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Signed: _____

A handwritten signature in black ink, appearing to be 'W. J. H.', written over a horizontal line.

Date: _____

A handwritten date 'April 9/2024' in black ink, written over a horizontal line.

Incident Investigation Report

Injury / Illness

Date: Year Month Day

Completed by: `print name`

[illegible]



17. Diagram/photos of Injury

NTS (not to scale)

18. Witness(s):

Witness(s) Statement(s) Attached: ☐ Yes ☐ No

19. Immediate Cause(s) Description:

20. Underlying Cause(s) Description:

21. Corrective Action(s) (Immediate, Interim, Final):

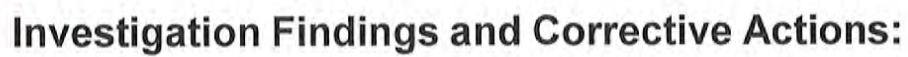
Recommendations Completed by Whom: print name Signature:

Date/Time: Year Month Day

22. Date Report Completed: Year Month Day Signature:

Reviewed by: print name Date/Time: Year Month Day Signature:

Follow up:

Page 3 of 3



Incident Investigation Report Property Damage

Date/Time: Year Month Day

Completed by: print name

1. Incident Type:	☐ Injury/Illness	☐ Property Damage	☐ Major Potential	☐ Fire
	☐ Spill	☐ Other	☐ Vehicle Collision	
2. Incident Date:	Year Month Day	3. Time:	am/pm	
4. Area:	5. Specific Location:			
6. Object/Equipment/Substance Inflicting Damage:				
PROPERTY DAMAGE				
7. Description of Property:				
8. Description of Damage				
9. Estimated Loss/Damage Cost:				
OTHER ACTUAL/POTENTIAL LOSS				
10. Type:				
11. Description:				
12. Estimated Cost:				
13. Evaluation of Risk Potential if Not Corrected:				
A. Loss Severity Potential ☐ Major ☐ Serious ☐ Minor				
B. Probable Recurrence Rate ☐ Frequent ☐ Occasional ☐ Rare				
14. Description of Incident:				



15. Diagram of Scene/Photo's

NTS (not to scale)

16. Witness(s): [print names](#)

Witness(s) Statement(s) Attached: ☐ Yes ☐ No

17. Immediate Cause(s) Description:

18. Underlying Cause(s) Description:

19. Corrective Action(s) (Immediate, Interim, Final):

Hazard assessment attached: ☐ Yes ☐ No

Toolbox meeting attached: ☐ Yes ☐ No

20. Report Completion Date: [Year](#) [Month](#) [Day](#) Signature:

Reviewed by: [print name](#) Signature:

Comments:



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10 – PROGRAM ADMINISTRATION



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Documentation Process Policy

Peerless Products will maintain a consistent and accurate filing system in order to provide access to all safety related records.

This system will be managed by the Safety Officer.

The physical documentation will be placed and maintained in separate files in accordance to an ACSA approved audit document in the office, and digital copies will be stored on the company file server.

All emergency/incident report documents must be submitted within 24 hours of the incident occurrence, and general safety documentation is to be handed in from the field at the end of each month for review.

RECORDS and REPORTS

Incident Investigation Reports

- Incident investigation reports will be completed as soon as possible following an incident/injury. All incidents shall be documented on the Peerless Products Incident Report and a copy of the completed forms is retained for a minimum of three years before being archived.

Incident Data

- Incident data will be electronically filed, and the paper copies retained each month by the Safety Coordinator.

Worksite Inspection Reports

- All inspection reports will be filed and ensured that appropriate corrective action has been taken.

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Signed: _____

[Signature]

Date: _____

April 9/2024



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Safety Meeting Minutes

- All safety meeting minutes will be electronically filed in the month that the meeting took place.

Employee Training Records

- Records of formal training programs will be kept on file by the Safety Coordinator.

Health & Safety Statistical Reports

Health and Safety Statistical reports are generated, as required, by the Safety Coordinator. This report will include:

- Total Number of Incidents
- Total Number of Vehicle Incidents
- Number of Loss Time Incidents
- Number of Medical Aid Incidents
- Number of Days Lost
- Number of First Aid Incidents
- Modified Workdays
- Number of Near Misses reported

Year to Year Health & Safety Performance

- The Safety Coordinator compares year to year safety performance by using the past year's statistics and comparing them to WCB and Peerless Products annual historical data (year to year).
- The Safety Coordinator oversees yearly COR Internal and External Audits.

Audits and Action Plans

- The results of each Audit are reviewed, corrective action plans are developed and implemented for the continuous improvement of the Safety Program.

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Signed: _____

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Date: _____

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11 – COVID-19



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COVID-19 PROTOCOL INFORMATION - To be used when a COVID alert is issued by governing bodies

Peerless Products is committed to the Health and Well-being of its employees. Peerless will make every effort as reasonably practicable to advise and maintain a healthy work location.

During this trying period of health crisis, certain guidelines require all employee's attention. All recommendations on this policy do not exceed government suggestions, requirements, and MANDATORY actions.

As an employee of Peerless Products, you have the obligation to work in a manner that will not create a hazard to your own health and safety or the health and safety of other employees.

Distancing Measures

Worksite Locations •

It is recommended that during the break periods of the workday employees should take their break in their private vehicles. It is the responsibility of each employee to maintain the required 6 ft physical distance during periods of eating or work discussions if they choose not to use a face covering.

- Outside close contact work activities are at the discretion of each employee. If each employee is comfortable with another employee, close unprotected contact can occur. It is advised if you are uncomfortable with close contact, please wear a face covering during work activities or contact the supervisor for task reallocation.

Office/Shop Location:

- Due to separation of workstations, it is not required to wear a mask or face covering during the workday. If existing staff members enter your enclosed work location, physical distancing of 6 feet must be maintained, if this cannot be maintained, a mask or face covering is required.
- All visitors and suppliers must wear a mask or face covering while accessing the facility.

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Signed: _____

Date: _____

[Signature] *April 9/2024*



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Symptoms and Responsibilities

Peerless Senior management will inform employees of ongoing changes to Alberta Governmental orders and requirements. Management will rely on each employee's honesty when confronted with identifying potential Covid-19 symptoms. Because of this trust the company will not institute a Covid-19 daily checklist program but may revise this decision if future situations warrant revisiting this process.

Management relies on Alberta Governmental Orders and Restrictions to guide the company through difficult decisions during the health crisis.

Every level of employees must make a personal attempt at:

- Understanding Core and Other Symptoms of Covid-19 (Information can be located on the Alberta Health Services website or by calling 811).
- Performing a mental self-health daily checklist for symptoms prior to entering any company work location.
- Act upon discovery of health crisis symptoms, by following governmental mandatory health guidelines.
- Following governmental regulations for testing, isolation, and quarantine procedures.
- Maintaining masking and physical distancing requirements and recommendations for public and work locations.
- Maintain good hygiene and cleanliness practices throughout home and work.
- Understanding related company documentation to Covid-19 and Covid-19 information posters.

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Signed: _____

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Date: _____

A handwritten date 'April 19 / 2024' in black ink, written over a horizontal line.

COVID-19 RAPID RESPONSE CHECKLIST

PEERLESS PRODUCTS

✓	Required Action
	Immediately isolate the employee from others
	Employee must book a COVID-19 test through AHS' online booking tool or by calling Health Link 811 .
	The employer may be required to report the incident to OHS, if one or more of the following conditions applies. • A worker is confirmed to have COVID-19 and the employer has reason to believe that the exposure occurred at work; • A worker is exposed to a confirmed or suspected case of COVID-19 and the worksite did not follow the rules, procedures, and guidance related to COVID-19 protection; or the COVID-19 controls in place have failed; or • A worksite has a confirmed COVID-19 outbreak (5 or more cases). Phone: 780.415.8690 (Edmonton) Toll-free: 1.866.415.8690 TTY: 780.427.9999 (Edmonton) TTY: 1.800.232.7215 OHS Online Incident Reporting
	<i>If the symptomatic/exposed person is an employee who was exposed at work:</i> Report to WCB
	Prepare and complete tracing forms, as directed by current Alberta Health Services policy. • Keep contact tracing forms for a minimum of 2 weeks in a secure location with limited access by staff. Ensure the form includes: ○ Date ○ Name ○ Phone number and/or email • Alberta Health Services (AHS) will only request information about employees if a potential exposure occurs on-site. • AHS may advise the employer to notify close contacts.
	Confirm which areas of the jobsite have been affected and ensure: • All surfaces that may have come into contact with the symptomatic employee are cleaned and disinfected using the Government of Canada's guidance for cleaning and disinfecting during COVID-19. • Ensure appropriate PPE is worn while cleaning and disinfecting. • Inform staff about how long the property/area will be closed to clean.