



**COMPANY  
HEALTH & SAFETY  
MANUAL**

EFFECTIVE MARCH 2017



Peerless Products  
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## Health and Safety Manual

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## **01 – Company Health and Safety Policy**



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## **Company Safety Policy**

Peerless Building 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 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.

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## **Assignment of Responsibility and Accountability**

### **Manager**

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. 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. 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. Set a good example

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## **02 - Hazard Assessment & Control**



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## **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 Building Products employees being present on the site. In addition, each crew will participate in a formal 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.

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## **Hazard Assessment - Roof Inspections, Estimates, and Emergency Repairs Policy**

It is the policy of Peerless Products to promote safety while estimates, roof inspections, or emergency repairs are being performed by either employees or management.

As with all jobs, a Hazard Assessment is to be completed prior to commencing any work/inspection/estimate/emergency repair.

The fall hazard must be listed, and corrective actions listed, including Peerless Products' safe job procedure.

Ladders will always be deemed a hazard so workers are required to follow Peerless' safe work practice for ladder use.

Ladders must be placed with stand-off jacks in place where appropriate or, if not feasible, then the ladder must be tied-off to a suitable anchor point. No damaged ladders, or painted wood ladders, are permitted to be used.

To reduce exposure to a fall hazard, it is required that the individual doing the inspection stay a minimum of 2m (6.5 feet) from the unguarded edge and as high as possible above the eaves while taking measurements.

When conducting emergency repairs all materials and tools taken to the roof must be kept to a minimum that is required to accomplish the repair. Depending on the extent of the repair, fall protection may be required.

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## 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	Probability	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

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## **03 - 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.

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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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## **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.

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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.

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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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## 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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## 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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## **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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## 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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## **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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## 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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## **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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## 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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## 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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## **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

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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 provided 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.

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## 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 two steps of a step ladder, counting the top platform as a rung.
- 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.
- Only CSA Standard ladders will be used.

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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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## **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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## Pipe Bending

### General

A bending machine is used to shape the pipe to conform to the contours of the terrain or to change the direction of the line route.

- Regularly inspect equipment.
- Remain within the operator's line of vision.
- Keep proper distance when tagging pipe.
- Keep pipe from swinging.
- Know the proper hand signals.
- Check pipe slings for wear and defects.
- Ensure pipe is properly chalked.
- Do not ride on equipment unless appropriate seating is available.
- Do not stand between pipe and equipment.
- Do not stand between pipe and ditch.
- Ensure you know pinch points.
- Follow pipe bending safe work procedure step by step.
- Use proper PPE as per manufacturer's specification.

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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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## **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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## 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: \_\_\_\_\_ 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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## **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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## **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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## 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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## 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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## 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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## **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 operators licence.
- 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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## 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 operators licence.
- 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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## **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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## **04 - 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.

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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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## 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 or belts 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.

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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/manufacture'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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## 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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## 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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## **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

\*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: \_\_\_\_\_



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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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## **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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## **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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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## Texas Cool Vest

### General

1. Remove both the Garment and CoolPacks from plastic bags
2. Use an old cloth or paper towel to remove any residual chemical from the CoolPacks
3. Discard the cloth or paper towel and plastic bags in a waste receptacle
4. Submerge the CoolPacks in a cooler containing ice & water, or in a refridgerator/freezer until the clear liquid inside the CoolPacks turns to a hard white solid (approx 20 minutes)
5. Remove CoolPacks from cooler and remove any excess water
6. Place one (1) CoolPack in each of the four (4) pockets
7. After putting on your Personal Cool Vest, adjust the straps to ensure a snug fit.
  - a. Vest is most effective when the CoolPacks cover the cardiac area and maintain good thermal conductivity.
  - b. Vest should be worn snugly against the torso with a uniform or thin t-shirt between the CooPacks and skin
8. Don the rest of your gear if any
9. CoolPacks will continue to maintain a cool, safe 18 degrees Celsius (65 degrees Fahrenheit) for up to 2.5 hours

#### Please note:

It is important to maintain good thermal conductivity. A light t-shirt can be worn for hygiene reasons, but is not necessary because of the CoolPacks safe 18 degree temperature. The Phase Change Technology utilized in the Personal Cool Vest acts as a heat sync to draw heat away from the user

The CoolPacks can be charged in Ice and Water in about 20 minutes or in a refridgerator in about 30 minutes. The CoolPacks are completely charged when the clear liquid inside the packs turns into a white solid. The CoolPacks continue to maintain 18 degree temperatures as long as any portion of the Phase Change Material remains solid within the pack. Individuals will feel the initial cooling effect of the CoolPacks, however it is important to note that as the body becomes acclimated to the 18 degree temperature the sensation of cool may decrease. However, the CoolPacks are still drawing heat away from the body.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## **05 – Company Rules**



Peerless Products  
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## **General Rules**

### **Mandatory Requirements**

1. Wear hard hats, safety boots, and safety glasses, 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 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: \_\_\_\_\_



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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 polices, practices, procedures, etc.

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

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

**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: \_\_\_\_\_ Date: \_\_\_\_\_



## 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:**

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**Employee Statement:**

agree with the company's statement

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

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I have entered my statement of the above matter.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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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## **06 – Personal Protective Equipment**



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## **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 PPE will be inspected prior to use and inspections will be documented on the Company PPE Checklist, with the checklist handed in to the safety officer for review every month. The Company will maintain appropriate inspection and service logs/records for all PPE.
- 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.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_





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## **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.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## **Respiratory Protective Equipment Policy**

Respiratory Protection shall embrace all measures relating to safeguarding human life and continuing operations in our company.

Our Respiratory Protection Policy intends to ensure that employees shall at all times know the location of protective equipment and be trained in all aspects of their proper use.

Our effective Respiratory Protective Equipment Program includes the following objectives:

1. To prevent loss of life and personal injury
2. To protect property
3. To provide uninterrupted operations
4. To provide training in the proper use of safety equipment

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## **“Info Sheet” for Foot Protection**

### **General Information**

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries, and impact.

Safety footwear is divided into three grades which are indicated by colored tags and symbols.

The **tag color** tells the amount of resistance the shoe will supply to different weights dropped from different heights.

The symbol indicates the strength of the sole. For example, a **triangle** means puncture-resistant sole able to withstand 135 kg (300 ft. lbs) of pressure without being punctured by a 5 cm (2 inch) nail. For more information, look at Alberta's OH&S Statute and Regulations of CSA Standard “Protective Footwear” Z195-M1981.

In construction, it is recommended that only the **green triangle** grade of footwear, which also gives ankle support, be used.

Your choice of protective footwear should always over protect, not under protect.

### **Do**

- Choose footwear according to job hazard and CSA Standards
- Lace up boot and tie laces securely; boots don't protect if they are a tripping hazard or fall off
- Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current)
- Choose a high cut boot to provide ankle support (fewer injuries).

### **Don't**

- Wear defective safety footwear (i.e., exposed steel toe caps)
- Under protect your feet or modify safety footwear.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## **“Info Sheet” for Limb and Body Protection**

### **General Information**

Due to nature of the construction workplace and the number of different hazards, it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as **“job exposures”** (exposure to fire, temperature extremes, body impacts, corrosives, molten metals, cuts from sharp or abrasive materials). PPE in the category would be items such as:

- Leg, arm, chin and belly guards
- Specialty hand pads and grips
- Leather aprons and leggings
- Full body suits
- Flame and chemical resistant clothing
- Various types of plastic boot covers, and overshoes

For more information on the type of specialty PPE you require, check your local OH&S office. With all PPE, following the manufacturer's instructions on its use, care and cleaning is critical and will help you get the full service life from your specialty PPE.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## **“Info Sheet” for Respiratory Protective Equipment**

### **General Information**

Respiratory protection falls into **two** major categories. The first category is **Air Purifying Respirators (APRs)** with particle (dust) or chemical cartridges. The second category is **Supplied Air Respirators**, including self-contained breathing apparatus (**SCBA**), air line systems and protective suits that completely enclose the worker and incorporate a life support system.

Only APRs will be dealt with here. The second category of respirators requires much more specific information and training.

There are two basic types of APRs:

- Disposable fiber type with or without charcoal or chemical filter “buttons” and
- The reusable rubber face mask type with disposable or rechargeable cartridges.

The choice depends on your job, labor, cost, and your maintenance facility.

**It's important to remember that APRs are limited to areas where there is enough oxygen to support life. APRs don't supply or make oxygen.**

The service life is affected by the type of APR, the wearer breathing demand, and the concentration of airborne contaminants. When an APR is required, consult the Material Safety Data Sheet (MSDS), OH&S, or supplier for the exact specifications for the APR.

**Facial hair can prevent a good seal and fit of an APR.** Follow the manufacturer's instructions to the letter regarding the mask, filters, cartridges, and other components. Workers who must use respiratory protection should be clean shaven.

## Combination Respirators

This type of APR combines separate chemical and mechanical filters. This allows for the change of the different filters when one of them becomes plugged or exhausted before the other filter (usually the dust filter plugs up before the chemical filter). **This type of respirator is suitable for most spray painting and welding.**

For more information, look at

- Alberta O. H. & S. Statute and Regulations,
- CSA Standards “Compressed Breathing Air” Z180.1 – M1978,
- “Section, Care and Use of Respirators” Z94.4 – M1982, and
- Chemical Hazards Regulation (Alberta Reg. 8.82).

### Do

- Train workers very carefully in the APR’s use, care and limitations
- Ensure that respirators are properly cleaned and disinfected after each shift, according to the manufacturer’s instructions
- Dispose of exhausted cartridges and masks in sealed bags or containers
- Keep new, unused filters separate from old, used filters
- Monitor APR use; they are useless just hung around the neck
- Replace filters when breathing becomes difficult.

### Don’t

- Use for protection against materials which are toxic in small amounts
- Use with materials that are highly irritating to the eyes
- Use with gases that can’t be detected by odor or throat or nose irritation
- Use with gases not effectively halted by chemical cartridges regardless of concentration (read the cartridge label)
- Use respirators or masks if the serviceability is in doubt
- Use APRs where oxygen content in the air is less than 18% or 18kilopascals (partial pressure or greater)

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## **“Info Sheet” for Eye and Face Protection**

### **General Information**

This PPE is designed to protect the worker from such hazards as:

- Flying objects and particles
- Molten metals
- Splashing liquids
- Ultraviolet, infrared, and visible radiation (welding)

This PPE has two types. The first type, **“basic eye protection”**, includes:

- Eyecup goggles, and
- Monoframe goggles and spectacles with side shields

The second type, **“face protection”**, includes:

- Metal mesh face shields for radiant heat or hot and humid conditions
- Chemical and impact resistant (plastic) face shields
- Welders shields or helmets with specified cover
- Filter plates and lens

**Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection.**

Comfort and fit are very important in the selection of safety eyewear. Lens coatings, venting or fittings may be needed to prevent fogging or to fit with regular prescription eyeglasses.

Contact lens should **NOT** be worn at the work-site. Contact lens may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lens may break into the eye if hit.

Basic eye protection should be worn with face shields. **Face Shields** alone often aren't enough to fully protect the eyes from work hazards. When eye and face protection are required, advice from the OH&S office, Material Safety Data Sheet (MSDS) or your supplier will help in your selection.

For more information, look at the CSA standard “Industrial Eye and Face Protectors” Z94.3 – M1982.

**Do**

- Ensure your protection fits properly (close to the face)
- Clean safety glasses daily, more often if needed
- Store safety glasses in a safe, clean, dry place when not in use
- Replace pitted, scratched, bent and poorly fitted PPE (damaged face/eye protection interferes with vision and will not provide the protection it was designed to deliver).

**Don't**

- Modify eye/face protection
- Use eye/face protection which does not have a CSA certification (CSA stamp for safety glasses is usually on the frame inside the temple near the hinges of the glasses).

For further information see the appropriate current Occupational Health and Safety Regulations

**Eye Protection for Welders**

Welders and welders' helpers should also wear the prescribed equipment. Anyone else working in the area should also wear eye protection where there is a chance they could be exposed to a flash.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_





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## **“Info Sheet” for Hearing Protection**

### **General Information**

Hearing protection is designed to reduce the level of sound energy reaching the inner ear.

**The “rule of thumb” for hearing protection is: use hearing protection when you can’t carry on a conversation at a normal volume of voice when your 3 feet apart.**

Remember, this only a rule of thumb. Any sound over 80dba requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years.

The most common types of hearing protection in the construction industry are **earplugs** and  **earmuffs**. If you choose to use the other types of hearing protection, ask your safety supplier or OH&S office for further information.

It is important to have different styles of hearing protection available. Different styles allow a better chance of a good fit. Each person’s head, ear shape and size is different. One style may not fit every person on your crew. If hearing PPE does not fit properly or is painful to use, the person will likely not use it. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver.

Most earplugs, if fitted, generally reduce noise to the point where it is comfortable (takes the sharp edge off the noise).

**If your hearing protection does not take the sharp edge off the noise, or if workers have ringing, pain, headaches, or discomfort in the ears, your operation requires the advice of an expert.**

Workers should have their hearing tested at least every year, twice a year if they work in a high noise area.

For further information, look at the CSA Standard “Hearing Protectors” Z94.2 M1984.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## **“Info Sheet” for Head Protection**

### **General Information**

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects and equipment.

In construction, the recommended type of protective headwear is the Class B hard hat which has the required “dielectric strength”. There are many designs but they all must meet the CSA requirements for Class B industrial head protection.

Most head protection is made up of two parts:

- The shell (light and rigid to deflect blows)
- The suspension (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear used. In Alberta, bump caps can only be used when the only hazard is where a worker might strike his/her head against a stationary object.

### **Inspection and Maintenance**

Proper care is required for headgear to perform efficiently. The service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

#### **Do**

- Replace headgear that is pitted, holed, cracked or brittle
- Replace headgear that has been subjected to a blow even though damage cannot be seen
- Remove from service any headgear if its serviceability is in doubt
- Replace headgear and components according to manufacturer's instructions
- Consult O. H. & S. or your supplier for information on headgear.

#### **Don't**

- Drill, remove peaks, alter the shell or suspension in any way
- Use solvents or paints on the shells (makes shells “break down”)
- Put chin straps over the brims of Class B headgear
- Use any liner that contains metal or conductive material
- Carry anything in the hard hat while wearing the hard hat

\*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: \_\_\_\_\_



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## **“Info Sheet” for Hand PPE (Gloves and Mitts)**

### **General**

PPE for the hands include: finger guards, thimbles and cots, handpads, mitts, gloves, and barrier creams. Choose hand PPE that will protect against the job hazard. Gloves should fit well and be comfortable. This type of PPE has to protect against chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks.

### **Types**

PPE for the hands come in many forms, each designed to protect against certain hazards. Gloves most commonly used in the construction industry are made from leather, cotton, rubber, synthetic rubbers and other man-made materials, or combinations of materials.

Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects. When selecting hand PPE, keep the following in mind: look for anything at the job-site that may be a hazard to the hands. If gloves are to be used select the proper type for the job to be done. Inspect and maintain hand PPE regularly. If in doubt about the selection or need for glove or hand PPE, consult your safety supplier, Material Safety Data Sheet (MSDS), or local OH&S office.

### **Do**

- Inspect hand PPE for defects before use
- Wash all chemicals and fluids off gloves before removing them
- Ensure that gloves fit properly
- Use the proper hand PPE for the job
- Follow manufacturer's instructions on the care and use of the hand PPE you are using
- Ensure exposed skin is covered (no gap between the sleeve and the hand PPE)

### **Don't**

- Wear gloves when working with moving machinery (gloves can get tangled or caught)
- Wear hand PPE with metal parts near electrical equipment
- Use gloves or hand protection that is worn out or defective

\*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: \_\_\_\_\_





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## **07 – Preventative Maintenance**



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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 brought to the attention of the Safety Officer immediately to be properly documented and repaired.

\*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: \_\_\_\_\_



# 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)			<a href="#">Print</a>
26		Tire Wear		Inspected by:	
27		Road Clearance			<a href="#">Sign</a>

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

**Reviewed By:** \_\_\_\_\_ Safety Officer **Date:** \_\_\_\_\_



# 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	Number of Items Passed:	
20	Chains / Leveling Bars	Number of Items Needing Maintenance:	
21	Ramps (If Applicable)	Number of Items Rejected:	
22			
Legal Requirements			Print
23	CVIP / Registration Sticker	Inspected by:	
24	Documentation Tube	Sign	

Comments:

Item	Corrective Action Taken	Completed By	Date YYYY/MM/DD

**Reviewed By:** \_\_\_\_\_ Safety Officer **Date:** \_\_\_\_\_ YYYY/MM/DD





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## Work Platform/Boom Lift Pre-Use Inspection Checklist

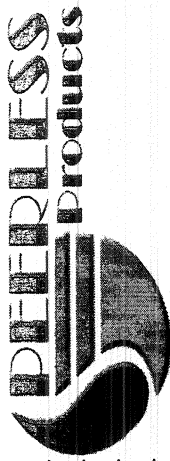
Inspection Item	Pass	Fail	Comments
The manufacturer's operations manual is stored on the AWP			
Safety Decals are in place and readable			
Control panel is clean & all buttons/switches are clearly visible			
All safety indicator lights work			
Motion alarms are functional			
All guardrails are sound and in place, including basket chains, and gate door			
All switch & mechanical guards are in good condition and properly installed			
Emergency stop			
Boom is clean, dry, & clear of debris			
Inspect for defects such as cracked welds, fuel leaks, hydraulic leaks, damaged control cables or wire harness, etc			
Operating and emergency controls are in proper working condition			
Both upper and lower controls are adequately protected from inadvertent operation			
Drive controls function properly & are accurately labeled (up, down, right, left, forward, back)			
Emergency lowering function operates properly			
Lower operating controls successfully override the upper controls			
Boom, Articulation, Extension, operating smoothly			
Tires and wheels are in good condition, with adequate air pressure if pneumatic			
Braking devices are operating properly			
Inspect the battery and hydraulic equipment			
Grounding Strap is in place and functional			

Summary of all Failed (F) Items: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Workplace Assessment:** Survey work area for potential hazardous operating conditions prior to AWP usage. Ensure hazards identified are addressed in the Hazard Assessment and during Toolbox Meeting with appropriate strategies to mitigate the hazards prior to use.

	Present	Not Present
<b>Floor/Ground Conditions:</b> drop offs, holes, uneven surfaces, sloped floors, unstable ground, etc		
<b>Housekeeping:</b> debris, floor obstructions, cords, construction materials, supplies, etc		
<b>Hazardous Energy:</b> electrical power cables or panels, chemical/gas/drain lines, utilities, etc		
<b>Overhead Obstructions:</b> tight working conditions, adjacent structures, pipe racks, beams, ceiling grids, overhead power lines, etc		

<b>Reviewed By:</b>	Safety Officer	<b>Date:</b>	Safety Officer
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Weekly Equipment Check

Operator	Job #	Status	Powered Checks	Status
Unit Type	Model	OK NO N/A	Engine - starts/oil pressure	OK NO N/A
Location	Unit No		Battery - charge level	
Date	Shift		Gauges and instruments - hour meter / warning lights	
			Ground and platform controls	
			Boom / Lift Arms - raise / lower / extend / retract	
			Turret Rotate	
			Drive - Forward and Reverse	
			Steer - Left & Right	
			Platform - Tilt / rotate / extend	
			Horn	
			Outriggers / stabilizers / pothole protection	
			Extendable axles	
			Function - enable (deadman) pedal / switch	
			Manual / Auxiliary Control	
			Safety Interlock	
			Others	
			<b>Workplace Inspection</b>	Status
			Drop-off or Holes	OK NO N/A
			Bumps and floor / ground obstructions	
			Debris	
			Overhead Obstructions	
			Energized power Lines	
			Hazardous Locations	
			Ground Surface and Support Conditions	
			Pedestrian / vehicle traffic	
			Wind and Weather Conditions	
			Other possible hazards	
Comments				
Operator's initials:				
Alternative Operator's Initials:				



**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						



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## **08 – Training and 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/Toolbox 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. Toolbox meetings are to be held as necessary; when the scope of work changes, new sub-trades on site, weather conditions change and as new hazards present themselves as determined by on site supervisors.
- 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 Toolbox 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: \_\_\_\_\_ Date: \_\_\_\_\_



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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
- Driver or driver improvement training
- 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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All employees should be familiar with the OH&S Act, Regulations, and Code.\*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## **Competency Policy**

Peerless Products, like the OH&S Code, defines a competent worker as adequately qualified, suitably trained, with sufficient 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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All employees should be familiar with the OH&S Act, Regulations, and Code.\*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Toolbox Meeting

### Emergency Response Plan

Date:		Time:	
Job Number:		Muster Point:	
Name:		Number in Crew:	
Address:		Foreman:	
City:		Foreman Phone:	
Phone:		Peerless Office:	403.527.5700

In the event of an emergency the worker must inform the other workers of the situation, then assess the situation and determine whether they will require emergency services (911 where available). They will then, along with the assistance of the other workers, prepare to attempt in sustaining the situation until either the situation has been stabilized or medical or emergency help has arrived, contact his supervisor or the Safety Coordinator to inform them of the situation, assist and provide all the events leading up to and including the incident to the emergency help, and document and report all information within 24 hours.

### Attendance: (Have each attendee print their full name and sign in ink)

1.	Foreman Print	Sign	7.		
2.			8.		
3.			9.		
4.			10.		
5.			11.		
6.			12.		

Sign on back if more space required.

### Agenda: (Complete ALL Areas)

<b>Review of Previous Meeting:</b>	YES	NO	<b>Review of Inspections / Incidents:</b>	YES	NO
<b>Topics Discussed:</b>					
<b>Comments / Suggestions Offered:</b>					
<b>Actions to be taken:</b>					
<b>Emergency Response Plan:</b>					

<b>Reviewed By:</b>	Safety Officer	<b>Date:</b>	Safety Officer
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## **09 – Inspections**



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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.
- 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

\*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: \_\_\_\_\_



## Work Site Safety Inspection Report

**Mandatory Field Required**

Department	Employee in Charge	Immediate Supervisor	Date Inspected <small>YEAR - MONTH DAY</small>	Time: <small>AM/PM</small>
Location	Contractor	Type of Operation	Crew Size	Job#:
Inspected by: <small>print name</small>		Signature:		

**Priority Index:**

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

Priority	Item	Inspected Items	Priority	Item	Inspected Items	Priority	Items	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

Signature of Employee in Charge:	Date:
----------------------------------	-------

Comments:
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Reviewed By:	Signature:	Date:
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## Office/Shop Safety Inspection Report

Location	Employee in Charge	Immediate Supervisor	Date Inspected YYYY / MM / DD	Time:
<b>Inspected by:</b>				

**Priority Index:**

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

**Items to watch for:**

<ul style="list-style-type: none"> <li>Buildings and structures, windows, floors, doors, stairs</li> <li>Lighting</li> <li>Electrical wiring, cords</li> <li>Exits, alarms, emergency lighting, drills</li> <li>Fire extinguishers</li> <li>Heating and cooling</li> <li>Sanitation</li> <li>Storage facilities, areas</li> </ul>	<ul style="list-style-type: none"> <li>Atmospheric condition, ventilation</li> <li>Flammable liquid, gas, labels, storage containers</li> <li>Hand and power tools</li> <li>Ladders, scaffolds</li> <li>Vehicles</li> <li>First aid, contents, training</li> <li>Personal protective equipment</li> <li>Warning signs, labels</li> </ul>	<ul style="list-style-type: none"> <li>Safe work practices</li> <li>Proper lifting</li> <li>Housekeeping</li> <li>Maintenance</li> <li>Safety training</li> <li>Smoking</li> <li>Lunch room</li> <li>Job procedures</li> </ul>
---	--	--

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

Comments:

Reviewed By: \_\_\_\_\_

Date: YYYY / MM / DD



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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.**

Location: \_\_\_\_\_

Extinguisher ID: \_\_\_\_\_

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: \_\_\_\_\_

<b>Reviewed By:</b>	Safety Officer	<b>Date:</b>	Safety Officer
---------------------	----------------	--------------	----------------



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## **10 – Investigations and Reporting**



Peerless Products  
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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
- Incidents that have the potential to result in injury and/or property damage

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.

\*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: \_\_\_\_\_









**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:**





# Incident Investigation Report Property Damage

Date/Time:    Year    Month    Day

Completed by:    print name

1. Incident Type: <input type="checkbox"/> Injury/Illness <input type="checkbox"/> Property Damage <input type="checkbox"/> Major Potential <input type="checkbox"/> Fire	
<input type="checkbox"/> Spill <input type="checkbox"/> Other <input type="checkbox"/> Vehicle Collision	
2. Incident Date:    Year    Month    Day	3. Time (24 Hour Clock):
4. Area:	5. Specific Location:
6. Object/Equipment/Substance Inflicting Damage:	
<b>PROPERTY DAMAGE</b>	
7. Description of Property:	
8. Description of Damage	
9. Estimated Loss/Damage Cost:	
<b>OTHER ACTUAL/POTENTIAL LOSS</b>	
10. Type:	
11. Description:	
12. Estimated Cost:	
13. Evaluation of Risk Potential if Not Corrected:	
A. Loss Severity Potential <input type="checkbox"/> Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor	
B. Probable Recurrence Rate <input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> 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

Tailgate meeting attached:       Yes       No

**20. Report Completion Date:**      *Year*    *Month*    *Day*      Signature:

**Reviewed by:**      *print name*      *position*      Signature:

**Comments:**







Peerless Products  
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Fax: (403) 526-1717

## **11 – Emergency Preparedness**





Peerless Products  
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## **Emergency Preparedness Policy**

Peerless Products is committed to ensuring that emergency response plans are in place, and that the appropriate resources are available to handle emergency situations.

Management is responsible to implement the emergency response procedures, confirm that all personnel are familiar with the plan, and test the plan to assess effectiveness.

On site, Supervisors will gather pertinent emergency information such as the location of the nearest hospital, appropriate emergency response personnel phone number (if not 911) to minimize travel time to treatment for all employees when on a work site, and will document the trained first aiders on site.

A specific Emergency Response Plan will be documented on the Toolbox Meeting form for every individual site our crews work on, and all workers on site will be notified of the specific steps and their specific roles in the event of an emergency.

All employees on site will follow the Emergency Response Plan in the event of an emergency, and/or will follow the direct instructions of their supervisor.

It is company policy that all emergency response plans must be tested a minimum of once a year. Identified deficiencies will be rectified immediately upon discovery.

\*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: \_\_\_\_\_



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## Emergency Phone Numbers

Police / Fire / Ambulance	911
Poison Control	1-800-332-1414
Electrical Utility	403.529.8262
Gas Utility	403.529.8191
Cable / Internet Utility	1-877-742-9249
Occupational Health & Safety	1-866-415-8690 / 780.415.8690
Alberta One-Call	1-800-242-3447
Intact Insurance	1-800-830-9423
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

## Emergency Response Team

Coordinator	Chad Hehr
First Aid Attendants	Garry Herman
First Aid Kit Locations	Front Office, Beside Shop Door
Fire Extinguisher Locations	Near Every Exit

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## 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 ..... Chad Hehr

..... Garry Herman

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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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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## 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: \_\_\_\_\_ Date: \_\_\_\_\_



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## **12 – Records and Statistics**



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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.

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## **13 - Legislation**





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## **Legislation Policy**

It is the policy of Peerless Products to ensure our operations are in compliance with all industry standards, applicable safety/multiplier 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.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_