

**TABLE OF CONTENTS**

HEALTH AND SAFETY POLICY.....	10
GENERAL RULES and ENFORCEMENT POLICY .....	11
MANAGEMENT AND COMMITMENT .....	12
ACCOUNTABILITY FOR HEALTH and SAFETY POLICY .....	13
Corporate and Leadership Responsibilities .....	13
Divisional Management and SUPERVISORS' Responsibilities .....	13
Worker Responsibilities.....	13
Contractors, Self Employed, Suppliers, and Visitors .....	14
Sub-Contractors/Self Employed .....	14
Health and Safety Committee/HS Representative.....	14
RESPONSIBILITIES FOR HEALTH AND SAFETY POLICY.....	14
Safety Organization .....	15
Safety Responsibility.....	15
Visitor & Contractor Responsibility .....	15
General Manager: reports to the President. ....	15
Safety Manager: reports to the General Manager .....	16
Accounts Manager/Sales: reports to the General Manager .....	17
Operators/Drivers; reports to the Operations Manager.....	17
Administration/HR: reports to the General Manager.....	18
Technician: reports to Operations Manager or Equipment Manager.....	18
Dispatchers: Reports to Operations Manager .....	19
DRIVING POLICY.....	19
Driver Qualifications.....	20
HAZARD ASSESSMENT, ELIMINATION AND CONTROL POLICY .....	21
WORK REFUSAL POLICY .....	22
WORK REFUSAL PROGRAM PROCEDURE .....	23
Worker .....	23
Supervisor/Employer Representative .....	23
WORKING ALONE POLICY .....	24
WORKING ALONE ASSESSMENT.....	25
INCLUSION & DIVERSITY POLICY .....	26



Aboriginal Peoples Policy.....	27
Workplace Violence Policy.....	28
Purpose .....	28
Firm Member Commitment .....	28
Definition.....	28
Prohibited Conduct .....	29
Management Responsibilities .....	29
Firm Member Responsibilities .....	29
Complaint Procedure .....	29
Confidentiality .....	29
Non-Retaliation .....	30
Investigation.....	30
Corrective Action and Discipline.....	30
Record Keeping .....	31
False Accusations.....	31
Complaint Resolution Alternatives .....	31
Assistance .....	31
Harassment/Bullying Policy.....	32
PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY.....	33
PPE PROGRAM.....	34
Key Responsibilities .....	34
A&B Concrete must ensure that:.....	34
Managers & Supervisors.....	35
Workers .....	35
Procedure .....	35
Provisioning .....	36
General.....	36
Selection of PPE .....	36
Monitoring .....	38
Annual Review .....	38
ENVIRONMENTAL PROTECTION POLICY.....	39
NOISE CONTROL AND HEARING CONSERVATION POLICY/PROGRAM.....	40



Noise Measurement.....	40
Education and Training .....	40
Engineered Noise Control .....	40
Hearing Protection .....	41
Posting of Noise Hazard Areas .....	41
Hearing Testing.....	41
Program Review .....	41
<b>MAINTENANCE &amp; INSPECTION POLICY .....</b>	<b>42</b>
<b>PREVENTITIVE MAINTENANCE PROGRAM.....</b>	<b>43</b>
<b>MAINTENANCE INTERNALS .....</b>	<b>43</b>
Daily.....	43
Yearly .....	44
Five (5) Years (Minimum).....	44
<b>LOCKOUT TAG OUT POLICY .....</b>	<b>45</b>
Training.....	45
Procedure .....	45
Removal of Lockout Tags .....	45
<b>COMMUNICATION POLICY .....</b>	<b>46</b>
<b>TRAINING POLICY .....</b>	<b>47</b>
<b>DEFINITION .....</b>	<b>47</b>
<b>ROLES &amp; RESPONSIBILITIES.....</b>	<b>47</b>
<b>TRAINING PROGRAM.....</b>	<b>49</b>
Driver Qualifications.....	49
New Employee Orientation .....	49
Basic Health and Safety Awareness Training.....	50
Required Training Topics for Workers.....	51
Required Training Topics for Supervisors .....	51
Short Service Employee Program .....	52
Job Specific Training.....	52
Retraining .....	52
Training Records and Documentation .....	52
Basic Health and Safety Awareness Training Records.....	53



Probationary Period .....	53
No Rehire Policy .....	53
<b>PROGRESSIVE DISCIPLINARY POLICY .....</b>	<b>54</b>
Process.....	54
Progressive Discipline Levels Level One:.....	55
Level Two: .....	55
Level Three:.....	55
Level Four:.....	55
<b>INSPECTION POLICY .....</b>	<b>56</b>
<b>INSPECTION PROGRAM .....</b>	<b>57</b>
Senior Management Representative is responsible to:.....	57
Safety Manager is responsible to: .....	57
The Worker is responsible to:.....	57
Planned Workplace Inspections .....	57
Verification of Action Items.....	58
Informal Workplace Inspections .....	58
<b>INCIDENT REPORTING and INVESTIGATION POLICY .....</b>	<b>59</b>
Incident Investigation Procedure.....	60
Incident Reporting .....	60
Equipment.....	60
Incident Notification.....	61
Incident Investigation .....	61
Corrective Actions.....	62
Injury Classifications .....	62
Near Miss.....	62
First Aid .....	62
Medical Aid .....	63
Restricted Work .....	64
Lost Time .....	64
Fatality .....	64
Refusal to Work .....	65
Worker obligations .....	66



Employer obligations.....	66
Training.....	67
Injury Management/Return to Work Policy .....	68
A&B will: .....	68
Sub-Contractor Management Policy.....	69
Ergonomics and Material Handling Program .....	70
Responsibilities.....	70
Employees shall:.....	70
Worksite Assessment.....	71
Workspace Layout and Conditions.....	72
Organization of Work .....	72
Environmental Conditions .....	72
Mechanized Equipment and the 50/80 Rule.....	72
Handling Heavy or Awkward Loads.....	72
Additional methods include: .....	72
Review & Updating Manual Material Handling Procedure .....	73
Fire Protection Program .....	74
Worksite Manager.....	74
Employees.....	74
FIRE SAFETY PLAN .....	74
OTHER PLANNING REQUIREMENTS.....	75
Fire Potential and Response Procedures.....	75
FIRE EXTINGUISHING THEORY .....	76
FIRE CLASSIFICATIONS .....	76
CONTROL MEASURES .....	77
SAFE STORAGE AND HANDLING OF FLAMMABLE SUBSTANCES .....	77
FIRE EXTINGUISHERS.....	78
INCIPIENT STAGE – PORTABLE FIREFIGHTING PROCEDURE .....	79
FLAMMABLE LIQUIDS AND SUBSTANCES.....	79
HOT WORK.....	80
First Aid Program .....	81
Scope .....	81



Responsibilities.....	81
Procedure .....	81
Posting Requirements.....	82
Availability of First Aid Personnel .....	82
First Aid Attendant Qualifications .....	82
First Aid Attendant Responsibilities .....	82
First Aid Equipment and Storage Requirements.....	83
How to Summon First Aid Services .....	83
Preparing for Transportation to the Nearest Health Care Facility .....	83
Documentation.....	84
Drug and Alcohol Policy .....	85
Employees .....	85
A&B is Responsible for: .....	85
Alcohol and Drug Testing.....	86
Prevention.....	86
Suspected Presence of Alcohol, Drugs or Drug Paraphernalia .....	87
Referral for Assessment.....	87
Conditions for Continued Employment .....	87
Confidentiality .....	88
Employee Activity and Behavior.....	88
Employee Assistance.....	88
Request for Assistance .....	88
Aftercare .....	89
Return to Work Restrictions .....	89
Fit for Duty Policy.....	90
Competency.....	90
Physically Capable.....	90
Medication Reporting Requirements .....	90
Employees Must Comply with the Following: .....	90
The Fit for Duty program .....	92
2.1 Pre-Employment Screening .....	92
2.2 Periodic Health Assessments.....	92



2.3 Drug and Alcohol Testing .....	92
2.4 Fatigue Management .....	92
2.5 Ergonomic Assessments.....	93
3. Compliance and Recordkeeping .....	93
4. Communication and Training .....	93
H2S Awareness Policy .....	94
Records and Statistics Policy .....	95
TWO Year Retention.....	95
THREE Year Retention.....	95
JHSC/HSR Committee Policy .....	96
Policy Statement.....	97
Establishment of Safety Committee .....	97
Safety committee membership.....	97
Selection of worker members.....	97
Selection of EMPLOYER members.....	98
Duties of employers, contractors, and prime contractors.....	98
Safety committee duties & Functions .....	98
Safety committee Procedures .....	99
Safety committee Meetings .....	99
Safety committee recommendations .....	100
Response to safety committee recommendations .....	100
Meeting Minutes.....	100
Posting of safety committee information.....	101
Rights of committee members.....	101
Safety committee workplace inspections.....	102
Prime contractors, contractors & subcontractors .....	102
JHSC/HSR Terms of Reference.....	103
Name of Joint Health and Safety Committee.....	103
Purpose of the Committee .....	103
Co-chair duties.....	104
Terms of office .....	104
Who does this committee report to?.....	104



Duties and functions of the committee .....	105
Decisions of the committee .....	105
Assistance in resolving disagreements within committee .....	106
Recommendations to the Employer .....	106
Support for the Committee .....	106
Meetings .....	107
Time from work for meetings and other committee functions.....	107
Agendas and Reports of the Committee .....	107
Posting committee information.....	108
Records .....	108
Educational Leave Entitlement.....	108
<b>Emergency Preparedness &amp; Response .....</b>	<b>109</b>
Implementation .....	109
Emergency Action Plan.....	109
Emergency Evacuation Plan .....	109
Methods to Account for Employees.....	110
Rescue and Medical Duties .....	111
Means of Reporting Emergencies .....	111
Emergency Equipment.....	111
Program Review .....	111
Emergency Contacts List.....	112
Nearest Hospital Directions.....	112
<b>APPENDIX FILES.....</b>	<b>113</b>
Appendix A – Vehicle Incidents.....	113
Appendix B – Footwear.....	113
Appendix C – H2S Awareness Program .....	113
Appendix D – Safe Work Practices .....	113
Appendix E – Safe Work Procedures .....	113
Appendix F – WHMIS Program.....	113
Appendix G – Fit For Duty Program .....	114