



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 1

Foremen,

This week's safety talk subject will be **COVID-19 PPE**

We must complete our daily screening questionnaire and email a copy(picture) to Simon. 1 per worker per day per jobsite.

Our General Contractors will have a policy we will follow their procedures first when on their site. Their rules will be in strict enforcement and we are to abide by them.

Camden's Policy is that during this difficult time we will make all PPE mandatory. Zero tolerance.

Face Shields/Masks, Hard Hats, Safety Glasses and Glass Gloves or Nitrile Gloves are to be worn at all times.

Each Foreman will have Sanitizer readily available in site job boxes.

All site equipment, (saws, chains, locks, tools, ladders, scaffolding, job boxes) are to be wiped down with disinfectant at the end of each work day.

Tools are to be placed into the job boxes to prevent contamination. No tools are to be loaned out at any time to anyone. If you are to change sites for the next day you are to disinfect your own personal tools before leaving/entering the jobsite.

Being accountable to each other will be our biggest factor in going home safe.

Thank you,

Simon Swindells

Simon Swindells - Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 2

Gentlemen,

This week's safety talk mandatory subject will be **Eye Protection**.

Please discuss how wearing the right protection can save your workers from being injured.

Protecting your eyes is the easiest thing to do.

We have safety goggles, glasses and face shields available for anyone who requires them.

Some job sites have a mandatory policy therefore we should follow their procedures when on their site.

Common sense should be the biggest factor in when you should wear them.

Please ask for them as you need them. Replace them when the view is obstructed (scratched). Take care of them like you want them to take care of your eyes.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 3

Gentlemen,

This week's safety talk mandatory subject will be **Proper Truck Loading and Responsibilities**.

Please cover the following information during your session:

Our truck driver is to follow Camden Glass protocol and guidelines when loading and unloading the truck.

If glass is to be removed from site it is to be loaded on the side of the truck for disposal at the shop, when possible.

The truck driver has the final say on where materials are to be put on his truck and how it is to be loaded as he is responsible to adhere to our guidelines while in operation of the truck.

Our driver should have a spotter before he can back into a loading dock at all times. This is a new rule for a lot of buildings and we would like to bring it into effect in Camden's safety policy.

Please consider that man power at the shop is often limited and disposal is difficult.

Please be considerate of your fellow workers both in the field, shop and in the office.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 4

Gentlemen,

This week's safety talk mandatory subject will be **House Keeping**.

Please cover the following information during your session:

It is very important to keep our work areas free and clear of debris at all times

All cut-offs should be placed somewhere safe until they can be removed from site safely.

A clean site is a safe site.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 5

Gentlemen,

This week's safety talk mandatory subject will be **Proper Lifting**.

Please cover the following information during your session:

It is important to remember key elements for lifting properly to sustain a healthy back.

Prepare for the lift, clear the area surrounding of objects that may create issues.
Get help when needed, determine the weight and your ability to handle the load when lifted.
Use the proper gear, safety shoes, gloves, and suction cups.

Centre the load between your legs and or shoulders.
Bend with your legs, keep your back straight and keep the load close to you.

Remember: Think before you lift.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 6

Gentlemen,

This week's safety talk mandatory subject will be **Safety Boots**.

Please discuss with your workers Camden's policy on wearing safety boots at all times.

Wear and tear on your boots will create more wear and tear on your feet. Your feet are very important to working comfortably, buy the best boot you can to protect your feet.

It is not okay to change into your running shoes when you are done working while still on site. Please do this off site.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 7

Gentlemen,

This week's safety talk mandatory subject will be on the **Best Practices Resource**

Please review pages 1 – 30

This will cover our company Objectives and Targets, Introduction, Message from the President, Definitions, Roles and Responsibilities, Records and Prevention Measures.

Please read the booklet and give a summary to your workers on all topics to refresh everyone.

Reminder: Inspection sheets and safety talks are due weekly. Please turn them in as soon as you can.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 8

Gentlemen,

This week's safety talk mandatory subject will be on the **Best Practices Resource**.

Please review pages 30 - 60

Please read the booklet and give a summary to your workers on all topics to refresh everyone.

Reminder: Inspection sheets and safety talks are due weekly. Please turn them in as soon as you can.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 9

Gentlemen,

This week's safety talk mandatory subject will be on the **Best Practices Resource**.

Please review pages remaining.

Please read the booklet and give a summary to your workers on all topics covered to refresh everyone.

Reminder: Inspection sheets and safety talks are due weekly. Please turn them in as soon as you can.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 10

Gentlemen,

This week's safety talk mandatory subject will be on the **Occupational Health and Safety Management System and the Employee Occupational Health and Safety Management System Handbook.**

(AKA "OHSMS and EOHSMSH" for the safety talk sheet)

Please add sheets as required for the OHSMS in your blue book binder the new sheets have the new dates required by law.

The EOHSMSH has been updated for your new hire workers, you will notice we have split the forms that are required to be signed by the workers and yourselves. Please make sure the right form comes back to me and the worker retains his copy and the booklet.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 11

Gentlemen,

This week's safety talk mandatory subject will be on the **Electrical Devices**.

Please read Camden's Policy on this.

In today's technology driven world it seems everyone has a cell phone, iPod/iPad, PDA or such device.

Please discuss the importance of using cell phones and other devices correctly while at work. Some may be banned from certain job sites.

Please make sure your workers understand that there are correct times to be using these devices such as at break, emergency calls or only when it is work related.

We all receive calls that interrupt our work at bad times these call should be ignored, a call can distract all of us from being safe on a site or put us in an unsafe situation.

Be aware of others including the public putting themselves in harm's way while using such devices and be aware of your surroundings.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 12

Gentlemen,

This week's safety talk mandatory subject will be on the Hardhat PPE.

Please read Camden's Policy on this.

Before and after each use, every hard hat should be inspected for any wear or damage that might have accrued. A general inspection process should be:

1. Look at the shell of the hat for any breakage, cracks, craze patterns, discoloring, chalky appearance, or anything that appears out of the norm.
2. Inspect the suspension for loss of flexibility, cracks, breaks, frays, or damaged stitching.
3. Ask the worker wearing the hat if any impact or penetration occurred during their time using it.
4. If any of these conditions exist, replace the suspension or shell immediately (MSA 2010).

Work safe.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 13

Gentlemen,

This week's safety talk mandatory subject will be **Sawhorses**.

Please discuss with your workers Camden's policy on working with sawhorses.

Sawhorses are built to suit the need of the worker and generally are not all built the same way.

Make sure the sawhorses you are going to use are strong, stable and safe enough for what you have planned for them.

Placing unbalanced objects or loads that are too heavy can create an unsafe work environment.

Material can get damaged and/or worse yet your workers or other workers around your horses may get injured.

Please check for defects and replace as needed.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 14

Gentlemen,

This week's safety talk mandatory subject will be **Hand Protection**.

Please discuss with your workers Camden's policy on wearing glass gloves or any other protective coverings as needed.

Finding and using the right sort of protective gloves is very important as if you use the incorrect safety gloves you could end up doing some serious damage to yourself or others around you.

You should wear cut resistant gloves as they are designed to help stop the glass from cutting through into your hands.

You should use solvent resistant gloves when handling dangerous materials and chemicals to prevent burns or leaching.

Keeping your hands warm and safe will create a better work environment for everyone.

Note: Your safety talk sheets and equipment inspection sheets are due on Mondays with your time cards please get them in promptly.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 15

Gentlemen,

This week's safety talk mandatory subject will be **Extension Ladders**.

Please discuss with your workers Camden's policy on using extension ladders.

Please inspect the ladders every time they are to be used.

Follow safe practices when setting up ladders, using the ladders and removing the ladders.

Choose the correct ladder for the job.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 16

Gentlemen,

This week's safety talk mandatory subject will be **Hand Signals**.

Please discuss with your workers Camden's policy on using signals.

Clear and precise communications are the greatest need on the jobsite. Many factors can interrupt the flow of communication and the results can be deadly.

Please arrange your communications and signals to be as clear as possible.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 17

Gentlemen,

This week's safety talk mandatory subject will be **Extension Cords**.

Please discuss with your workers Camden's policy on extension cords in the workplace.

Explain how maintaining and checking your cords often will prevent most injuries from shock.

Employees are to wrap up cords when not on site, they should not be left out. Do not lend extension cords to other companies.

Inspect them before every use.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 18

Gentlemen,

This week's safety talk mandatory subject will be **Falling Hazards**.

Please discuss with your workers Camden's policy on Falling Hazards.

40% of deaths and 60% of all critical injuries happen from heights in the construction world. This is getting reduced yearly.

We need to be careful with all trip hazards, slipping hazards and falling hazards in both inside and outside construction sites.

Having regular safety meetings and going over site conditions daily can reduce the risk for your selves and your workers.

Keep your housekeeping chores at a high level when these situations call for it.

Pick up your extension cords when not using saws as a trip hazard example.

Melt Ice with salt as needed if working outdoors as a slip example.

Put up caution tape and barricades as needed for fall hazards.

It is the simple things like this that cause the most injuries in Canada.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 19

Gentlemen,

This week's safety talk mandatory subject will be **Over the Counter Medications**.

Please discuss with your workers Camden's policy on medications in the workplace.

Explain how a worker taking over the counter medications can jeopardize the safety of his fellow workers and himself by just being the slightest bit drowsy or slow to react in the glass trade.

Try not to exceed the recommended dose as this really doesn't work to anything positive.

If anyone is too sick to work safely they should stay home.

Medications can be addictive and extremely compromising to our bodies. Please take care.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 20

Gentlemen,

This week's safety talk mandatory subject will be **WHMIS**.

Please review Camden's policy and discuss.

Each employee will need to provide us with a physical copy of your WHMIS Card. (copy/picture)

Please help your workers if they need help.

Work Smart and Work safely.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 21

Gentlemen,

This week's safety talk mandatory subject will be the **New Hire Sheets**.

We have a new hire sheet coming out that all employees will need to fill out in detail.

We must have proof of all certifications, trainings and licenses.

We ask that all proof be a photocopy or a picture of the original document.

The foreman/supervisor must sign off on seeing proof of all documents when they are sent in.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 22

Gentlemen,

This week's safety talk mandatory subject will be **Alcohol On The Job**.

Please review Camden's policy on work related alcohol use.

Working under the influence of alcohol is strictly prohibited, it will impair a workers judgment.

Covering for a worker under the influence costs you as a foreman directly either it is picking up the slack for that worker, fixing their mistakes or even making excuses for them not showing up on time or at all.

Report any and all issues related to this directly to myself. Fill out your paperwork and make sure your workers know to report to you first.

Work safely.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 23

Gentlemen,

This week's safety talk mandatory subject will be **TAKE two**.

Please review Camden's policy on responsibilities.

Take two is a simple checklist that helps you investigate the issue at hand and helps you prevent accidents.

T: Talk	Talk with others, let people know what is going on.
A: Actions	Take action to solve the issue
K: Knowledge	Knowledge to know how to fix the issue
E: Equipment	Equipment to repair or equipment needing repair

It takes two minutes to warn, discuss with workers and report to a foreman of the problem, figure out the proper course in resolving it, figure out what is needed for the repair and find out who has the know how to carry out the actions required.

Work Smart and Work safely.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 24

Gentlemen,

This week's safety talk mandatory subject will be **CO2 Poisoning**.

Be aware of surroundings that may have a chance of having a concentration of CO2 gasses and work accordingly.

CO2 can show up like flu symptoms, headaches, weakness, impaired memory.

Please review Camden's policy and discuss.

Work Smart and Work safely.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 25

Gentlemen,

This week's safety talk mandatory subject will be **Fire Extinguishers**.

Please review Camden's policy and discuss.

Fire Extinguishers are classified in three sections ABC.

A for Ordinary combustibles like wood, leaves, grass, furniture etc...

B for Liquids such as oils and fuels

C for Electrical fires

Please advise your workers where they can find extinguishers on you site.

Using a fire extinguisher is simple and instructions can be found on all.

A simple rule for using them is P.A.S.S

Pull the pin

Aim at your target

Squeeze the handle

Sweep over the fire into the base.

Work Smart and Work safely.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 26

Gentlemen,

This week's safety talk mandatory subject will be **Work Place Violence**.

Please review Camden's policy and discuss.

If needed call emergency services immediately (911)

Call in any violent incidents immediately to the office.

Foremen are to use form F201 for a formal report.

Workers are to submit a hand written and signed report describing the incident, the typical who, what, when, where and how's. This is very important to have witnesses to do the same as the worker involved.

Make sure everyone is aware of the situation report it to supervisors, foremen, safety committee on-site, GC's

Most of all protect each other.

Work Smart, Work Safe.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 27

Gentlemen,

This week's safety talk mandatory subject will be **Overhead Dangers**.

Please discuss overhead dangers with your works.

More and more we are seeing lifting devices creeping into construction drywall lifts, forklifts, spider cranes and other means of lift material overhead.

This makes us need to be more cautious when working around other trades and our own trade lifting materials overhead. This kind of equipment saves back breaking labor but can cause more head injuries than before.

If we are the workers lifting material overhead please make sure to strap material down properly, use only one signal person, use taglines if needed, check the equipment for deficiencies and material for good balance.

Lift slowly and safely, keep an eye on weather conditions as this greatly affects the material lifted.

Make sure your workers know the dangers on your site and what is happening on it.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 28

Gentlemen,

This week's safety talk mandatory subject will be **Forklift Safety**.

Please review Camden's policy and discuss.

Forklifts are to be operated only by licensed forklift drivers.

Workers need to be aware of any and all forklifts being operated on job sites.

When an accident happens involving a forklift it tends to be very serious sometimes fatal. Common sense and following correct operating procedures can prevent most accidents.

Keep workers away from dangerous lifts and never allow anyone underneath the load itself.

Work Smart and Work safely.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 29

Gentlemen,

This week's safety talk mandatory subject will be **Hearing protection**.

Please review Camden's policy and discuss.

Hearing protection can effect job performance, safety and your health.

Hearing loss happens so gradually that often isn't noticed until it is too late. Wear protective equipment that is well designed, fitted and clean.

Make sure everyone is aware of the situation where exceptional noise is present so a game plan on how to signal needs to each other.

Work Smart, Work Safe.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 30

Gentlemen,

This week's safety talk mandatory subject will be **Floor Openings**.

Please cover the following information during your session:

More and more of our projects are working on raised floors.

Everyone needs to be reminded to use extra caution when walking, working and moving material around any raised floor tiles that may have been removed recently or may be loose.

Also many projects have sections of raised floor that have been raised or lowered to accommodate different floor finishes and this can create a step which becomes a trip hazard.

Even if the project you are working on is not a raised floor there may still be openings in the floor such as holes, cut outs or hand holes for cable raceways or etc...

Please continue to check your surroundings while working so we are all safe.

Work Smart, Work Safe.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 31

Gentlemen,

This week's safety talk mandatory subject will be **Ladders (New Legislation)**.

Please use the attached sheet to explain the new ladder legislation.

Please train them to be safe, and maintain the ladders as needed.

Choose the correct ladder for the job.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 32

Gentlemen,

This week's safety talk mandatory subject will be **Responsibilities**.

Please cover the following information during your session:

It is very important that everyone knows their responsibilities when it comes to safety on the job site.

Responsibilities on a construction site are broken down to four parties.

Constructor - usually this is the general contractor whom we are working for.

Employer - this would be Camden Glass

Supervisor - this would be our foreman or lead hand in charge on your project

Worker - this is anyone who performs work for the employer

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 33

Gentlemen,

This week's safety talk mandatory subject will be Noise.

Noise-induced hearing loss (NIHL) is a **leading cause of occupational disease** for Ontario workers. According to the Workplace Safety and Insurance Board work-related illness claims including the number of claims resulting from occupational NIHL have continued to increase overall in the last 10 years.

The new regulation is in keeping with changes proposed by the MOL in 2014. A 60-day public consultation was held from October 28 to December 29, 2014.

The new noise regulation **retains the following requirements:**

- Prescribes, for workers exposed to noise, a maximum time-weighted exposure limit of 85 decibels over an eight-hour work shift; and
- Requires employers to put in place measures to reduce workers' exposures based on a "hierarchy of controls" which could include engineering controls, work practices, and the use of personal protective equipment in the form of hearing protection devices.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 34

Gentlemen,

This week's safety talk mandatory subject will be **Protecting the Public**.

We as workers have to protect the public and fellow workers from hurting themselves as well as being hurt by being on our sites or near our equipment.

Always rope/fence off areas where anyone can be hurt. This includes making sure children do not climb up scaffolding or ladders that belong to us. We also need to learn that other workers cannot use our ladders or equipment nor should we use others ladders or equipment.

During work hours you should report to the super if any unauthorized person enters a job site. We also have a responsibility to report to the super if we have altered the conditions of the site. (removed a piece of glass that was creating a barrier from the public)

Keeping others and ourselves safe on the job site is an important step in maintaining good working relationships.

Prevention is key.

Simon Swindells

Thank you,



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 35

Gentlemen,

This week's safety talk mandatory subject will be **Joint Health and Safety Committee Representative**.

Please inform all of you workers that our JHSC worker rep is Kevin Osmond.

His company work phone number is as follows # 647-528-0737

Please make sure workers take down this number and explain his role.

If your workers have questions regarding safety or other concerns regarding work related issues please make sure they know to contact Kevin.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 36

Gentlemen,

This week's safety talk mandatory subject will be **The Right Tool**.

As we all know "the right tool for the right job" is a saying that speaks volumes of a good company.

Too many times we have all taken the easy way out, using what tool is in our hand versus what we know we should be using for the job.

Screwdrivers do make good door stops and pry bars work decently at forcing in rubber but how many times have we all had a tool break from improper use and end up stabbing ourselves in the hand or worse?

We have all used ladders to cut setting blocks on while we sat on them.

What we need to focus on is doing our best to avoid the wrong tool in these situations.

We should keep our tools clean, replace when needed, we should maintain the tools often.

Check power cords make sure the ground is good, wires are not exposed.

Let your Foreman know when you need a tool replaced and we can all help each other work safer.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 37

Gentlemen,

This week's safety talk mandatory subject will be **Near Misses**.

Most accidents happen due to unsafe conditions or unsafe actions coming together with a person.

With unsafe conditions and actions, there are usually many near misses with others before the incident happens with the injured worker or bystander.

Near misses are to be reported just like injuries.

Do your best to take action with a near miss to prevent it from happening again.

Discuss the near miss with work mates and your foreman.

If you witness a near miss from another company on site you should inform your foreman, he can then report it to the supervisor of the job you are on.

Near misses are the warning signs that something dangerous may happen to you or someone you work with.

Be there for each other in making it a safer workplace.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 38

Gentlemen,

This week's safety talk mandatory subject will be Barricades.

Public Protection has been a safety talk before and this closely relates to that subject. The barricade itself has to be assembled correctly to secure the site.

We have many types of barricades signs, cones, drums, fencing, flashing lights and walls.

We are to make sure that we take every step we can when possible.

General rules are as follows:

Give as much warning as you can.

Make sure warning devices can be seen clearly and are effective.

Use Flagmen as needed.

Give yourselves a buffer area so you can work with safety and ease.

Clearly mark the area you need from the public.

If we all do our part, we all get home safely.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 39

Gentlemen,

This week's safety talk mandatory subject will be Injury Reporting.

Foremen, you should ask that all injuries that happen on site are reported to you no matter how small.

All injuries or medical treatment are to be reported to Ann in our office as well. Ann will take your statement and make note of it.

Please make sure you report each injury and incident after they happen to Simon Swindells (416-896-2658) if he cannot be reached then please report to Noddy Nowell.

If first aid treatment is needed please make sure your workers fill out the log sheet for any supplies used from the medical kit provided to you this paperwork is found in Section 4, you are to keep this in your binder.

If the injury is worse or requires more attention, please follow the steps set for you in the Occupational Health and Safety binder contacting 9-1-1 etc.

Please make sure that the proper paperwork is requested (FAF), the letter to worker is to go with the injured person before they leave site. This is to be filled out by the doctor or medical staff and returned.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 40

Gentlemen,

This week's safety talk mandatory subject will be Broken Tool Tags.

Please tag all broken tools and equipment returning to the shop as required with the date, your name and what repair is needed if you know.

This will help us get you the correct item back out to you a.s.a.p.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 41

Gentlemen,

This week's safety talk mandatory subject will be **The Deadly Dozen**.

Please cover the following information during your session:

We all know that every accident has a cause, in order to avoid accidents we must remove the unsafe act or conditions.

Unsafe Acts and conditions:

1. Unauthorized use or operation of equipment
2. Failure to secure or tie down materials while moving or failure to store materials properly
3. Working or operating equipment in a rush
4. Failure to issue warnings or signals
5. Using defective tools, equipment or unlabeled/incorrectly materials
6. Removing Guards, loose clothing or brakes intended on saws
7. Using tools incorrectly or unsafely
8. Standing in an unsafe place, messy area's or improper posture while lifting
9. Trying to fix equipment while in operation
10. Riding equipment not designed for passengers
11. Horseplay, poor lighting
12. Failure to wear the correct protective equipment

Try to help each other recognize these situations or any others you see, to keep us all safe.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 42

Gentlemen,

This week's safety talk mandatory subject will be **Harnesses and Lifelines**.

Please discuss the importance of inspecting the equipment (Harness, connectors and lifelines) before use.

Only use approved and rated equipment. The PFAS must withstand 5000lbs dead load.

Find suitable anchor points in the area of work before starting the work.

Store your equipment in a dry area away from corrosive materials.

If you have damaged equipment please tag the equipment and send it back to the shop ASAP.

If you have Harnesses or any other fall arrest equipment on your site, please make sure they're on your equipment inspection sheets every week.

Please check your harnesses and lifelines to see if they need replaced.

Please get all info on workers before you start the work you need proof of training.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 43

Gentlemen,

This week's safety talk mandatory subject will be **The Spotter**.

Please cover the following information during your session:

A spotter should be used any time a vehicle is on-site.

A spotter should always:

- Look out for themselves.

- Look out for others.

- Make sure the vehicle is not damaged.

- Make sure the delivery or products are not damaged.

- Give clear signals.

- Try to remain in an area the operator of the vehicle can see them at all times.

If you must be behind the vehicle then you should keep yourself aware of the vehicles movements at all times.

Use hand signals and be aware of your surroundings.

The responsibility of being a spotter is to get the vehicle on and off site without incident, injury or property damage. This is a big responsibility and should not be taken lightly.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 44

Gentlemen,

This week's safety talk mandatory subject will be the **Winter Hazards**.

Please cover the following information during your session:

Please explain the dangers of working in the winter. Cold Stress, Hypothermia, Frostbite, Slips, Falls and Carbon Monoxide (CO).

Identify ways to control or avoid these dangers.

1. Wear several thin layers instead of just one heavy thick layer
2. Wear gloves as well as a hat.
3. Wear two pairs of thin socks. Etc...

Prevent Slips and falls

1. Clean ice and snow off your boots, access areas and work platforms.
2. Use sand, salt or other de-icing materials.
3. Try to keep a hand free to help keep your balance.

Prevent exposure to CO gas.

1. Use indirect-fired heaters when in enclosed spaces.
2. Check propane heaters for leaks and make sure they are vented properly.
3. Choose electric equipment when you can.

Canadian winters are difficult enough take the steps necessary to be safe, a slip on the ground can cost you weeks off work, a slip at height can cost you your life.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 45

Gentlemen,

This week's safety talk mandatory subject will be **Short Cuts**.

Please Discuss how short cuts may save your workers time but they can be dangerous, it is in all of our best interest to take the time to do our jobs properly.

Give examples of dangerous short cuts:

Using a tool that isn't meant to do the job.
Getting the right person to complete the job if certain training is required.
Tying off when working at heights or on machinery.

Often the safe way is not the fastest or easiest way, we can keep each other safe if we do things right.

Also, your apprentices need you to take the time to train them correctly. This will make your fellow workers better suited to complete a task the way you want it, making your jobs go much smoother in the future and making our company stronger from within.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 46

Gentlemen,

This week's safety talk mandatory subject will be **Warming up**.

Please Discuss how warming up can and will prevent your workers from being injured.

Stretching can relieve stress and loosen joints.

Stretch to the point you are comfortable not to the point of pain.

Stretching can keep you warm on cold days.

Don't forget to breathe while you stretch.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 47

Gentlemen,

This week's safety talk mandatory subject will be the **Ordering supplies from the shop.**

All orders for supplies you require on site are to go through Kevin in the shop.

The truck driver is not responsible to fill your orders.

These phone calls to the driver can be very distracting when driving and hard to remember when the driver needs to concentrate on their job, even more for a new worker at the driver position.

The shop foreman is responsible for filling your order and having it sent to you. You can arrange what you need with them.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 48

Gentlemen,

This week's safety talk mandatory subject will be **Unsafe Conditions**.

Please review Camden's policy and discuss.

Please discuss that all employees have the ability to look at the work they are doing, ask questions get a second opinion on the safety or risks involved and they also have the right to refuse if they feel it is unsafe.

Camden Glass does not want to do unsafe work, if you or anyone on site has issues please make the call to your Safety Council Members, Fellow workers, Foreman and anyone who can help to figure out what steps are required to make the job safe if we can.

Tickner our safety consultants can be called out by the office if a concern does arise that we cannot find an immediate solution to the problem.

Be aware of any and all work going on around your jobsite, make the other workers aware to protect themselves.

Make everyone aware of safety requirements above everything else. We all want to return home safely.

Work Smart and Work safely.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 49

Gentlemen,

This week's safety talk mandatory subject will be on Fall Protection/Working at heights.

Please have your talk about the Camden procedures you have been trained on.

It is your responsibility to make sure you have your working at heights training up to date.

Please make sure you have proof of completion on your person at all times.

Work Safe.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 50

Gentlemen,

Christmas Dates will be announced closer to Christmas.

Please cover PPE for the safety talk.

If I don't see you I wish you and your family a Merry Christmas.

I understand that we all can become too busy to see everyone we want to for the holidays but please remember there are people with no one to celebrate with.

If anyone wants to celebrate Christmas and has nowhere to go or no-one to celebrate with you are more than welcome to join my family. It is open for all.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Vacation Request

To: All Workers

From: Simon Swindells

Re: Safety Talk Topic for Week 51

Ladies and Gentlemen,

Merry Christmas, Happy holidays etc...

We need everyone to submit a vacation request form to book vacations now.

This must be turned in a minimum of four weeks before anyone's vacation.

Consider this as added to Camden Policy.

Name of Employee: _____

Vacation Start Date: _____

Vacation End Date: _____

We feel this will prevent over-lapping and improve Camden Glass' ability to schedule workers as needed for our future jobs.

Thank you,

Simon Swindells

Simon Swindells
Camden Glass



Safety Talks

To: All Foremen

From: Simon Swindells

Re: Safety Talk Topic for Week 52

Gentlemen,

This week's safety talk mandatory subject will be **Chop Saws and proper use of them.**

Please discuss how wearing the right protection (PPE) can save your workers from being injured.

As per construction regulation 25 – A worker shall use protection appropriate in the circumstances when there is a risk of injury on a project from contact between the workers skin and, (b) an object that may puncture, cut or abrade the skin;

Protecting your eyes is the easiest thing to do.

We have safety goggles, glasses and face shields available for anyone who requires them.

Gloves and working safely should be considered at all times while operating chop saws.

Some job sites and GC's may have a mandatory policy that we should follow their procedures when on their site.

Common sense should be the biggest factor in when you should wear them.

Saws are not to be greased while the saw is plugged in. Please lock out to your best ability to create a safer environment for your workers.

Please make sure workers are trained properly in use of the chop saw. A safe environment for all workers onsite is what we strive for. Please also consult your Blue Book for best practices in using equipment if you are unsure or call me directly.

Thank you,

Simon Swindells

Simon Swindells - Camden Glass